



## Tax Credit Allocation Committee

### **ATTACHMENT 24** **Service Amenities**

Checklist of application items

- Services Sources and Uses Budget (refer to Tax Credit application)
- Commitment from Applicant that services will be provided for a period of 15 years.
- An application proposing a project located on multiple scattered sites, shall be scored proportionately in the service amenities category based upon (i) each site's score, and (ii) the percentage of units represented by each site.
- Special needs projects with less than 75% special needs units shall be scored proportionately in the service amenity category based upon (i) the services provided to special needs and non-special needs units, respectively; and (ii) the percentage of units represented by special needs and non-special needs units, respectively.
- Commitments from Service Providers documenting services to be provided:
  - Service Coordinator
  - Other Services Specialist
  - Adult educational, health and wellness or skill building classes
  - Health and wellness services and programs.
  - Licensed child care
  - After school program for school age children
  - Case Manager
  - Health or behavioral health services provided by appropriately-licensed organization or individual
- Documentation must be provided for each category of services for which the applicant is claiming service amenities points and must:
  - state the name and address of the organization or entity that will provide the services;
  - describe the services to be provided (including number of hours or FTE staffing, if applicable) and must be specific to the project, not simply a general statement with examples outlined in the TCAC regulations;
  - state the annual dollar value of the services;
  - commit that services will be provided for a period of at least one year;
  - commit that services will be available to tenants of the project free of charge (except for child care services or other charges required by law);
  - name the project to which the services are being committed.

Organizations providing in-kind or donated service must estimate the value of those services. Volunteer time may be valued at \$10 per hour.

Documentation shall take the form of a contract for services, Memorandum of Understanding (MOU), commitment letter on agency letterhead.

- Position descriptions (if claiming points for any of the following):
  - Service Coordinator
  - Case Manager
  - Other Service Specialist



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- Service Provider Experience Chart (see page 2 of Attachment 24)
  
- Evidence that physical space for services is provided on-site, inside the project, and provides sufficient square footage, accessibility and privacy to accommodate the proposed services. If services are located off-site, a scaled distance map evidencing the off site service is within ½ mile of the development (1 ½ miles for Rural set-aside projects).

By signing the APPLICANT STATEMENT, I/ We, who are authorized to legally act on the applicant's behalf, certify and guarantee, under penalty of perjury, that services provided, as requested, will be available within 6 months of the project's placed-in-service date, of a regular and ongoing nature, and provided to tenants for period of at least 15 years, free of charge (except for day care services or any charges required by law), and are not being delivered by the on-site Property Manager or other property management staff consistent with TCAC Regulations Section 10325(c)(4)(B).



**ATTACHMENT 24  
Service Provider Experience Chart**

Each service provider that will be providing services for which the applicant is claiming service amenities points must have at least 24 months experience in the successful provision of services to at least one of the project's target populations. Please provide information on the experience of each service provider in the table below. Note that a Service Provider must be an organization. Experience of individuals may not substitute for organizational experience.

**Fill out one row for each service provider.** Add additional lines as needed.

Name and Address of Organization Providing Services	Description of Services Organization Has Provided (To meet 24 month minimum)	Target Population to Whom Services Were Provided	Dates Services Were Provided	Number of Unduplicated Clients Served In the Most Recent Year Services Were Provided	Name, Title and Phone Number of Person Who Can Provide a Reference Regarding the Services Provided (may not be affiliated with service provider)