



**ATTACHMENT 24  
Service Amenities Checklist**

**All Applications**

Services to be provided:

- Service Coordinator
- Other Services Specialist
- Instructor-led 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
  
- Include position descriptions for any of the following:
  - Service Coordinator
  - Other Service Specialist (describe the type of specialist service or counselor)
  - Case Manager
  
- Include a written commitment from the service provider. Documentation must take the form of a contract for services, Memorandum of Understanding (MOU), or commitment letter on agency letterhead. Commitments service providers must:
  - state the name and address of the organization or entity that will provide the services;
  - state the name of the project to which the services are being committed;
  - describe the services to be provided (not simply a general statement of the service categories outlined in the TCAC regulations); and
  - state the number of hours services will be provided (with FTE staffing, if applicable).
  - 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);



## Tax Credit Allocation Committee

- Complete the Service Amenities Budget (within TCAC Excel application)  
The application's Service Amenities Sources and Uses Budget must clearly describe all anticipated income and expenses associated with the services program(s) and must align with the services commitments provided (i.e. contracts, MOUs, letters, etc.). Applications shall receive points for services only if the proposed Services Budget adequately accounts for the level of service. The budgeted amount(s) must be reasonably expected to cover the costs of the proposed level of service(s). If project operating income will fund service amenities, the application's Service Amenities Sources and Uses Budget must be consistent with the application's fifteen year pro forma. Services costs contained in the project's pro forma operating budget do not count towards meeting TCAC's minimum operating expense requirements.
- Complete the Service Provider Experience Chart (see page 3)
- Provide evidence that adequate 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, provide a scaled distance map evidencing the off-site service is within ½ mile of the development (1 ½ miles for Rural set-aside projects) and acknowledgment or documentation of the services from the service provider the off-site location.

### Scattered Sites

- An application proposing a project located on multiple scattered sites is 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

- A special needs project with less than 75% special needs units is 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.
- A special needs project with 75% or more but less than 100% special needs units must demonstrate that all tenants will receive an appropriate level of services.

**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.

**Complete 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)