



Nebraska Investment Finance Authority (NIFA)

TIP SHEET

Supportive Services

Supportive Services Agreements

- Supportive Services Agreement must be signed and dated by all parties.
- Ensure the supportive service agreement for the specific compliance year is submitted each year.
- In lieu of the actual agreement, a self-certification can be submitted indicating that the existing agreement was still in effect for the specific compliance year.

Supporting Documentation

- Supporting documentation can include, but is not limited to:
 - Agendas
 - Logs/Attendance Sheets
 - Third party verification confirming services are being performed and/or utilized by the tenants of the project
 - Invoices/Receipts for services provided (i.e. meals, transportation costs, service provider fees, etc.)
 - Flyers, brochures, newsletters, etc.
- Supporting documentation must be submitted for each service listed in the agreement.
- For monthly events/services, please submit sign in sheets or other documentation of the events for each month.

Service Agreements – Special Needs Population

- If points are awarded under this category, a project is required to have an agreement with a local service provider to provide on-site services for the proposed population; however, additional supporting documentation is not required for these special needs agreements.

Changing to new Supportive Services

- If the current supportive service is not being utilized or the service provider is no longer available, you may request a change.
- NIFA will allow a point for point change to another supportive service that is offered in the current LIHTC application at the time the request for the change is made. In order to make the change, the owner/property manager will need to send the following:
 - A letter or email requesting a change to the supportive services that includes why the change is being requested and what services they would like to change to.
 - Once NIFA has reviewed and approved the request to change the services, NIFA will request a copy of the draft agreement(s) for review prior to final approval.
 - Once the drafts of the agreement(s) are approved, the agreement(s) can be executed and a copy must be sent to NIFA to finalize the changes.
 - If there were outstanding LURA Violations for previous year's supportive services, this issue would be corrected with the approval and receipt of the new executed agreement(s); however, the property manager would need to let NIFA know which compliance years need corrections with the submission of this new agreement.