



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.
- A self-certification can be submitted indicating that the existing agreement was still in effect for the specific compliance year. If a self-certification is submitted, please submit the original agreement with the self-certification.

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.
- Please reference NIFA's QAP found on our [website](#) for detailed information on the specific documentation required on the identified supportive services.

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

- Complete the [Supportive Service Change Request form](#).