

GUIDELINES FOR DEVELOPING A TENANT SERVICE PLAN

Describe the processes and procedures for carrying out the tenant services. The plan will be evaluated based on the extent to which it is comprehensive, well defined, feasible, appropriate for the proposed tenant population, innovative and involves a unique collaboration, partnership, ownership or management structure. Projects that include on-site services must be designed to include the necessary physical space for the services. More consideration will be given for services that are actively linked to the residents and not simply provided to the community at large. Tenant Service Plans, at a minimum, should address the following questions.

- 1.** What are the tenant services that will be provided at the project?

- 2.** How will the tenant services be financed?

- 3.** What organizations will provide services or products and how will the services from other organizations be coordinated or delivered to the tenants?

- 4.** Which tenant services will be provided on-site? (Indicate what facilities are available at the project site for providing these tenant services.)

- 5.** What are the projected costs of the planned services and how will these services be funded? (Project sources also should be identified in the operating proforma in the Application.)

- 6.** Which tenant services will be provided off-site? (Indicate what facilities are available within the community for these tenant services and what access the tenants will have to these facilities.)
