

**VOLUNTARY SUPPORTIVE SERVICES PLAN REQUIREMENTS****History and Capacity**

- In detail, provide the organizational history of providing supportive services. If your organization intends to contract for this service, please provide a description of the contractor's qualifications.

**Program Description**

- Define the plan for implementing Voluntary Supportive Services.
- List all services in detail, include how the plan to implement, and how long the services will be provided
- What are the goals of this program?
- What incentives (if any) will be provided to any participating tenants?
- How will tenants be notified of the Voluntary Supportive Services?
- How will your project coordinate with service providers in your community?
- What services will be provided by other providers?
- Describe how you intend to conduct a needs assessment of your Resident Community and help to meet their specific needs.
- Identify local opportunities that enhance the success of your program.

**Program Budget**

- Provide best available estimates regarding the costs incurred by providing these services
- List the job title(s), description of duties, time, and salary of each position.
- Include any anticipated donations/contributions to the program.