



Low Income Housing Tax Credit  
Checklist for Annual Social Service Models and/  
or Special Needs Packages

**This check list must be used when submitting social service or special needs packages to the Agency for approval. Please check off each item as it pertains to the property and submit complete package on or before January 31st. Failure to submit by the deadline is noncompliance that shall be reported to the IRS.**

**LITC#:** \_\_\_\_\_

**Property:** \_\_\_\_\_

**Property Contact Information:**

**Owner Contact Information:**

**Site Mgr:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Managing Agent Contact Information:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Check all that apply:**

Annual Certification for Projects with Social Service Models (attach job description for onsite service coordinator (if applicable), three (3) monthly newsletters with calendar and supporting documentation for each service provided to residents)

Annual Certification for Projects in the Supportive Housing Cycle or with Set-Aside Special Needs Unit with supporting documentation

Special Needs Population Certification Form with supporting documentation

Frail Elderly Certification with supporting documentation

**NOTE: We understand that the COVID-19 pandemic has had an impact on the provision of services and programs for residents. We are requesting that you provide evidence of outreach to residents, including case management, wellness checks, virtual programming and implementation of food delivery services, in addition to any services that you were able to provide to meet the social services requirements.**

**\*\*Please email package to the attention of Maria DiMaggio at [mdimaggio@njhmfa.gov](mailto:mdimaggio@njhmfa.gov)\*\***

**To access monitoring forms or the list of HMFA contacts, visit <http://www.state.nj.us/dca/hmfa/developers/credits/compliance/>**

**\*\* If you have any questions, feel free to contact Maria DiMaggio at (609) 278-7512 or [mdimaggio@njhmfa.gov](mailto:mdimaggio@njhmfa.gov). \*\***

**Revised 11/17/20**