

For Calendar Year Ending 12/31/09

**NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY
LOW INCOME HOUSING TAX CREDIT
ANNUAL PROJECT CERTIFICATION
for
Projects with a Special Needs Component**

This property, in receiving its allocation of low income tax credits, was selected in part due to the commitment on the part of the owner to provide ___(number) services for a population with special needs. As part of NJHMFA monitoring, we are requesting the owner to complete and submit the following information:

Project Name: _____
Project Address: _____

LITC #: _____

Credit Year: _____

Was this project awarded credits out of the Special Needs Cycle? _____

Total No. of Units: _____

Total No. of Low Income Units: _____

No. of Units set aside for the special needs component: _____

Special Needs Population served: _____

Name, title and phone number of person completing this Certification: _____

I. Attach a job description for the person who provides social services

II. Attach copies of the monthly newsletters and/or calendar of events for **2009**

III. Number of hours per week on-site service coordinator works: _____

IV. Provide the following information for the other services being provided to the residents:
(Attach additional pages.)

- a. Description of service provided
- b. Name of organization that provides this service
- c. Cost of the service and who pays for service (tenant-paid, free of charge, etc.)
- d. Number of residents that are served each month

Please be aware that all information provided is required for NJHMFA LIHTC monitoring and is strictly confidential. Copies of contracts with Social Service Providers must be maintained along with other project records and must be furnished upon request by NJHMFA. During the on-site visit, NJHMFA personnel may wish to review files in regard to services and speak to various participants regarding the special needs components of the project.

NOTE: Failure to comply with the special needs requirements of the application is grounds for a determination of noncompliance.

Signature

Date