



APPLICATION

2026-2027

Supportive Housing Institute

TEAM MEMBER INFORMATION

Please provide contact information for each member of your development team. Supportive Housing Institute teams must consist of at minimum a supportive service provider partner, a housing developer/ owner partner, and a property management partner. **Applicants who apply without identifying all team members must agree to monthly technical assistance calls with the Corporation for Supportive Housing (CSH) to assist identify these partners.** Each team must identify a team leader who will take responsibility for managing the team through the development and planning process and serve as the primary contact.

Note: This year’s institute will be conducted on a hybrid schedule. There will be days a session will be held virtually; all team members will be required to have access to a computer and reliable internet. Team members will need access to video camera/mic or headset.

1. Designated Team Lead:

NAME:	
TITLE:	
ORGANIZATION:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
EMAIL:	

- Emerging Developer included in team
- Woman-owned/led (more than 50% of owners or board of directors are women)
- Minority Business Enterprise Eligible
- Veteran-Owned Business

2. Supportive Service Partner – if you have more than one Supportive Service Partner, additional documentation must be attached to this application:

NAME:	
TITLE:	
ORGANIZATION:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
EMAIL:	

3. Housing Developer Partner:

NAME:	
TITLE:	
ORGANIZATION:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
EMAIL:	

4. Property Manager Partner:

NAME:	
TITLE:	
ORGANIZATION:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
EMAIL:	

5. Team Member 5 (if including a member with Lived Expertise or other Peer Support representation):

NAME:	
TITLE:	
ORGANIZATION:	
ADDRESS:	
CITY, STATE, ZIP CODE:	
PHONE:	
EMAIL:	

PROJECT CONCEPT

Site:

Please list up to three (3) potential sites your team is considering for your project.

Address(s)/ General Location	Current Ownership	Site Control (Y/N)	New Construction or Rehab

Design Concept:

Please provide *estimates* for the following.

<u>Total # of Units</u>	
<u>Total # of Buildings</u>	
<u>If multiple buildings, is this single site or scattered site?</u>	

Single Site (100% PSH) or Integrated (specify % PSH) - only one choice can be selected				
Unit Type:	<u>PSH</u>	<u>0-30% AMI (Not PSH)</u>	<u>30-60% AMI</u>	<u>60-80% AMI</u>
# of SRO Units				
# of Studio Units				
# of 1 BR Units				
# of 2 BR Units				
# of 3+ BR Units				
<u>If unknown, please explain why:</u>				

*Integrated refers to partial PSH. Please specify the percentage of PSH within the project.

Primary Target Population:

If you plan to serve multiple populations experiencing chronic homelessness, please describe in the narrative which population is primary and why multiple populations are being selected.

Populations can be identified as:

- Vulnerable and/or Chronically Homeless
- Transitional Age Youth
- At risk or homeless families
- Domestic violence survivors
- Elderly/Aging
- Stepping Up/Frequent Emergency Service Users

Applicants should not identify more than two populations.

Target Population	# of Units
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APPLICATION NARRATIVE

Please include a short narrative responding to each question listed below, not to exceed ten (10) pages. **All questions must be answered as a narrative summary, referring to attachments is not sufficient.**

Project Concept

1. Please describe the vision and mission of your proposed project and describe the project concept relative to size, scale, type (new construction or rehabilitation), design, and location, including how the principles of Housing First relate to the project concept.
 - a. Briefly describe the location of your proposed project. Describe how your project can assure residents will be able to access services, employment, grocery stores, medical needs, etc. If no location is known at this time, describe how the team will select the site.
2. Please describe the supportive services the project will offer tenants, including services the supportive service partner will provide (both on-site and off-site), description of the services other organizations may provide (both on-site and off-site), how services will be responsive to tenant needs, and a description of services available to tenants in the community.
3. Please describe the proposed property management plan including proposed staffing and onsite hours (i.e., evening, weekend, weekdays).
4. Provide information on how tenant voice is part of the project design, including if part of the supportive housing team. Describe what expertise or measures are in place to ensure the project best supports the focus population.
5. Please describe the need for PSH units in your community and the proposed project and how your project concept responds to the needs in the community, citing local data sources (HMIS, Point-in-time (PIT) count, supportive housing stock, etc.).
6. Discuss any anticipated project related capacity/resource concerns that you plan to address during the Supportive Housing Institute.

Experience, Partnerships & Capacity

1. How was the team leader selected and what is his/her role in carrying out the responsibilities of the project, securing funding and overseeing the process from pre-development to project completion? Will the team leader remain the point of contact after the training and if not, who steps in?
2. For the developer, owner, property manager and supportive service provider(s) (respond for each group), please detail experience in developing, owning, managing, or providing supportive services in supportive housing.
3. If an organization is new to supportive housing, please describe their experience in serving individuals experiencing homelessness or experience in affordable housing and describe their commitment to Housing First and PSH in the delivery of this housing project.
4. For teams including a person with lived experience, please describe your plan to reimburse them for their participation in the project, so that they are funded to participate like other members of the team.
5. Describe how the community services infrastructure (e.g., coordinated entry, tenancy support, other services, etc.) will meet the needs of this project and the community; if additional capacity is needed before this project is placed in service, describe the steps that will be taken to ensure success.
6. Discuss any anticipated capacity concerns that you plan to address during the training.

Collaborative Experience

1. Please provide a summary of previous collaborations among team organizations. If team members have not worked together previously, describe how each organization was selected and what steps the team has taken to ensure successful collaboration.
2. Describe partnerships with local government, the local public housing authority, or other public systems.

Project Data

1. Describe the demographics of the homeless population in the community where the PSH project will reside. Include any data that highlights the needs of the focus population for the project.

2. How does the team include people with lived expertise of homelessness who are part of under-represented communities in planning for the response to the RFP?

APPLICATION ATTACHMENTS

1. Please submit the following documents in an electronic format (PDF preferred) along with your application:
 - a. Copy of 501(c)3 tax exemption for applicable partners.
2. Letters of commitment from the Executive Director or CEO of each organization attending the Institute. The letter should address the following items:
 - a. Commitment to developing a supportive housing project through the initiative and fulfilling the primary role for which the organization is responsible.
 - b. Capacity to dedicate time to the Institute; it is understood that some organizations interested in participating are new to developing supportive housing and we want to ensure that appropriate staff time and capacity is dedicated to this initiative.
 - c. Commitment to communicate with the board (non-profits) or executive leadership (for profits) throughout the process to ensure board and executive leadership support.
 - d. Commitment for senior level staff and other staff as needed to participate in Institute sessions as described in the RFP; and,
 - e. Commitment to develop supportive housing that meets the requirements listed below:
 - Housing is permanent and affordable.
 - Tenants hold leases and acceptance of services is not a condition of occupancy.
 - Housing is based on the housing first model which includes eviction prevention and harm reduction strategies.
 - Comprehensive case management services are available to tenants where they live and, in a manner, designed to maximize tenant stability and self-sufficiency.
 - The supportive housing development must design tenant screening in a manner that ensures tenants are not screened out for having too little or no income, active or a history of substance use, a criminal record (with exceptions for program mandated restrictions), or a history of victimization (e.g. domestic violence, sexual assault or abuse).
 - The development must be reported through the Homeless Management Information System (HMIS).
3. List of Board members for the 3 primary team partners as applicable
4. Most recent audited financials and year-to-date current financials