

2019 Indiana Supportive Housing

Institute Application





Supportive Housing Institute Application Summary

All items are due on **December 3, 2018 by 5:00 p.m. Eastern Time** Please submit all items listed below to Kathie Vida, Central Region Program Coordinator CSH at Kathie.vida@csh.org. Please submit only one application per team. Incomplete or late applications will not be considered.

Completed 2019 Supportive Housing Institute Application
Supportive Housing and Your Organization worksheet (Included in this packet. Each entity on the team should complete their own worksheet)
Narrative responses to this application in either Word or PDF format
Attachments to this application
Letters of commitment from project partners attending Institute
List of board members for 3 primary team partners
Most recent audited financials and year-to-date financials for each agency fulfilling a primary role on a team; developer, property management and supportive service provider

2019 Supportive Housing Institute Application

Please provide contact information for each member of your development team for this project. The contact person listed on the application should be present at all Institute sessions. Institute teams must consist of at minimum a supportive service provider partner, a housing developer/owner partner, and a property management partner. Teams will be limited to 7 participants. Each team must identify a team leader who will take responsibility managing the team through the development process and be the primary contact for the team.

TEAM MEMBER INFORMATION

1. Designated Team Leader for the Institute

Name	
Title	
Organization	
Phone (Please provide office and cell)	
Email	
Address	

2. Supportive Service Partner (If you have more than one Support Service Partner, please add their information in the same format on a separate attachment.)

Organization Name	
Address	
Executive Director/President/CEO	
Phone	
Email	
Contact Person for this application	
Title	
Address	
Phone (Please provide office and cell)	
Email	
Board Chair/President	
Address	
Phone	
Email	

3. Housing Development Partner

Organization Name	
Address	
Executive Director/President/CEO	
Phone	
Email	
Contact Person for this application	
Title	
Address	
Phone (Please provide office and cell)	
Email	

4. Property Management Partner

Organization Name	
Address	
Executive Director/President/CEO	
Phone	
Email	
Contact Person for this application	
Title	
Address	
Phone (Please provide office and cell)	
Email	

Please attach a document, not to exceed 1 page, describing any additional partners who will be involved in the project, but who may not attend the Institute or who you would like to invite to join the Institute team but have not been included in the above categories.

PROJECT INFORMATION

1. Site

Please list up to three potential sites your team is considering for your project. Listing more than one site option will not negatively impact a team's evaluation.

Please list the city/county of preference for your proposed project.

2. Target Population

Please select the target population your project would serve:

Persons experiencing chronic homelessness, as defined in the glossary of the RFP and subject to change if the HUD definition of chronic homelessness is revised.

Veterans experiencing chronic homelessness, as defined in the glossary of the RFP and subject to change if the HUD definition of chronic homelessness is revised. If selecting this option, the team must agree that the focus of the development is addressing chronic homelessness. If veterans experiencing chronic homelessness cannot be identified, the units will then be offered to non-veterans experiencing chronic homelessness.

3. Type of Supportive Housing Project

Type 1: Integrated Supportive Housing Funded through Rental Housing Tax Credits

Type 2: Integrated or 100% Supportive Housing Funded through the HOME Program (NOTE: If this type, developer/owner partner must be a non-profit entity)

APPLICATION NARRATIVE

Please submit responses to narrative questions as a separate document in either Word or PDF format, adhering to all length guidelines presented below. Applicants should carefully consider questions to ensure all relevant details are provided and responses are complete.

Project Concept

1. Please describe the proposed project concept relative to size, scale, type (new construction or rehabilitation), design, and location. The narrative cannot exceed 1 page.
2. What data supports the need for the type, size, and location of the project? The narrative cannot exceed 2 pages. You may attach relevant data sources that describe the need, but must still summarize the data in the narrative response.
3. What service model do you envision for this project? The narrative cannot exceed 3 pages and must include:
 - a. Case management ratios and staffing model.
 - b. Description of how services provided fit the population served.
 - c. Description of transportation services if they are to be provided.
 - d. Description of assistance in applying for mainstream benefits, including SSI/SSDI if it is to be provided.
 - e. Description of mental health treatment offered.
 - f. Description of substance use treatment offered.
 - g. Description of any other services that will be offered
 - h. Narrative should explain the setting services will be provided in (e.g. onsite vs. offsite), the expected frequency, and the responsible service provider.
4. How does the team define success for the project and what outcomes will be tracked to measure success? The narrative cannot exceed 1 page.

Past Experience and Partnership

1. How was the team leader selected and what is his/her role in carrying out the responsibilities of the Institute, securing funding and overseeing the process from Institute to project completion. Will the team leader remain the point of contact after the Institute and if not, who will fulfil the role? The narrative cannot exceed 1 page.
2. For each organization, please detail past experience in developing, providing, or managing supportive housing or serving the target population for supportive housing. If applicable, you may include a listing of projects as an attachment to this application. The narrative cannot exceed 2 pages per team member.
3. What challenges does the team anticipate facing? What resources will the team need during the Institute to overcome these obstacles? The narrative cannot exceed 2 pages.

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. The narrative cannot exceed 2 pages.
2. Address how you will partner with appropriate health & service providers, local government, your local public housing authority, and other public systems (e.g., jail, emergency departments, shelters, federally qualified health centers, and hospitals). The narrative cannot exceed 2 pages.
3. What has been or will be the involvement of the Continuum of Care (Regional Planning Council on the Homeless for the BOS CoC) in this project? The narrative cannot exceed 1 page.

APPLICATION ATTACHMENTS

Please submit the following documents in either word or PDF format as a separate file(s) from your application. All attachments must be clearly labeled.

1. Letters of commitment from project partners attending Institute.
2. List of Board Members for the 3 primary team partners as applicable.
3. Most recent audited financials and year-to-date current financials for each agency fulfilling a primary role on the team; developer, property management and support services.

Please note that if your team is accepted into the Institute, your team will be asked to provide the following by February 1, 2019:

1. One registration check for a total of \$2,000 to defer some of the cost of the entire team's participation in the Institute
2. Board resolution and a letter from the Executive Director/President/CEO of project partners affirming commitment to participation in the Institute



Understanding Supportive Housing

Supportive Housing and Your Organization

This document will not be used to assess your readiness to participate in the Institute and will be used only to drive curriculum decisions. It is important to think through the key features of supportive housing and read the reality of your organizations understanding of supportive housing. Please review and answer the questions below based on a rating of 1 to 5, with 1 being least confident and 5 being most confident, to help examine your organizations areas for strengths and areas for improvement.

Organization Name: _____

Please take a moment before you begin the assessment and write down your own definition of what supportive housing is to you.

1. Targeting vulnerable populations including those experiencing or at risk of homelessness, inappropriately residing in institutional care, and with multiple barriers to employment, and housing stability? (These may include mental illness, substance use, disabling or chronic health conditions, and/or histories of criminal justice involvement).
1 2 3 4 5
2. Ensuring that the housing is affordable to very low-income tenants for the life of the project, so that tenant households ideally pay no more than 30% of their household income toward rent?
1 2 3 4 5
3. Facilitating the ability of tenants to quickly and easily access housing without barriers or preconditions, so that they can use it as a platform for health, recovery and personal growth?
1 2 3 4 5
4. Providing all supportive housing tenants with a lease or sublease identical to that of a non-supportive housing tenant-- with no limits on length of tenancy, as long as the terms and conditions of the lease are met?
1 2 3 4 5
5. Ensuring that service providers will actively engage households in a wide array of supportive services without requiring participation as a condition of the lease?
1 2 3 4 5
6. Collaborating with partners, both during the planning phase and for the life of the project, to ensure the stability of tenants and the project? (These include designing and implementing eviction prevention policies and procedures to ensure the project helps tenants meet their goals).
1 2 3 4 5
7. Ensuring that the project and its tenants are integrated in the community, participating in community dialogue and activities, and supporting tenants in building strong social support networks?
1 2 3 4 5