



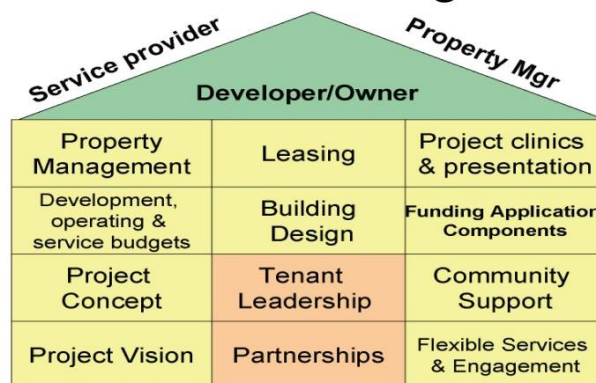
2020 Supportive Housing Institute Request for Applications

CSH is excited to announce its first Supportive Housing Institute (“The Institute”) in New Hampshire. The 2020 Institute will help supportive housing partners learn how to navigate the complex process of developing housing with support services and reduce the time it takes to obtain funding for supportive housing by improving the planning and development process. The Institute will have a primary focus of building the capacity of both new and experienced housing developers and service providers to serve high needs population in New Hampshire.

The CSH Supportive Housing Institute has a strong track record across the country, with graduates experiencing an 80% success rate in bringing projects into operation. The Institute will provide targeted training, technical assistance, and pre-development financing (subject to availability) to both new and experienced development teams. Teams receive over 60 hours of training including individualized technical assistance and resources to assist in completing their project. Experts from across the county will provide insight on property management, financing, and building design.

The 2020 Institute is made possible by the *New Hampshire Housing Finance Authority, New Hampshire Community Development Finance Authority, New Hampshire Department of Health and Human Services, Northern New England Housing Investment Fund, Granite United Way, New Hampshire Charitable Foundation, New Hampshire Endowment for Health, and Housing Action New Hampshire. Thanks to the support of these partners, the Institute is offered free of charge to participants.*

The Institute Building Blocks



About CSH

CSH has been the national leader in supportive housing for over 25 years. We have worked in 47 states to help create stable, permanent homes for individuals and families. This housing has transformed the lives of over 200,000 people who once lived in abject poverty, on our streets or in institutions. A nonprofit Community Development Financial Institution (CDFI), CSH has earned a reputation as a highly effective, financially stable organization with strong partnerships across government, community organizations, foundations, and financial institutions. Our loans and grants totaling over \$600 MM have been instrumental in developing supportive housing in every corner of the country. Through our resources and knowledge, CSH is advancing innovative solutions that use housing as a platform for services to improve lives, maximize public resources, build healthy communities and break the cycle of intergenerational poverty. Visit us at csh.org to learn more.

Institute Benefits

Upon completion, participants in the Institute will have:

- A detailed, individualized supportive housing plan that can be used to apply for funding from multiple sources;
- NHHFA is currently planning to include incentives in the 2020 Multi-Family Supportive Housing Financing Program round and the Technical Assistance Program for teams that successfully complete the 2020 Institute;
- The opportunity to apply for early pre-development financing through the CSH Pre-Development Initiation Loan to use on supportive housing projects planned through the Institute;
- Improved skills to operate existing supportive housing and develop new projects serving people who experience multiple barriers to housing; including for developers with little or no housing development/financing experience.
- New and improved skills to operate integrated supportive housing;
- A strong, effective development, property management and service team that leverages the strengths of each team member;
- A powerful network of peers and experts to assist in project development and to trouble-shoot problems; and,
- Post Institute technical assistance from CSH.

Institute Deliverables

In the course of the Supportive Housing Institute, teams will work to develop individual supportive housing project plans. Among the expected team deliverables are:

- Memorandum of Understanding among members of the supportive housing development team, outlining the roles and responsibilities of each partner;
- Community support plan;
- Detailed service delivery plan for specific target populations with specific focus on service delivery for high needs populations;
- Outreach, Engagement and Tenant selection plans;
- Tenant Leadership plan;
- Management plan;
- Operating policies and protocols between services provider and property manager;
- Preliminary project proposal and budgets; and
- Preliminary feasibility analysis for potential housing site, if identified.

Target Populations

There are many different vulnerable populations that benefit from supportive housing; including but not limited to:

- Aging Adults
- Child Welfare Involved Families
- Individuals and Families Experiencing Homelessness
- Individuals with Disabilities
- Individuals with Substance Use Disorder
- Justice Involved
- Adults with Intellectual and Development Disabilities
- Youth

Eligible Teams

Eligible teams must include, at a minimum, a designated team leader, a housing development/owner partner, a supportive service provider partner, and a property management partner. The designated team leader may be the development/owner, service, or property management partner. **Some or all of these team members may be employed by the same organization, provided that they have the professional expertise to fill those roles.**

Service providers looking to become housing developers are welcomed and encouraged. Teams are invited to bring three to six members to each Institute session. Additional team members may include, but are not limited to local city development staff, local housing authority staff, development consultant, individual with lived expertise, and/or CoC representative. **Applicants may apply without having identified all of their team members but must agree to work with the New Hampshire Housing Finance Authority (NHHFA) and Corporation for Supportive Housing (CSH) to identify these partners.**

To be eligible for the Institute, teams must be able to commit to attending to all **required** training sessions offered (see training timeline); and, commit to taking project concept from idea to completion with the goal of having supportive housing units placed in service.

Eligible Supportive Housing Projects

Applicants may attend the Supportive Housing Institute who have an interest in developing any of the housing types that would be eligible for financing under New Hampshire Housing's Special Needs program (<https://www.nhhfa.org/wp-content/uploads/2019/06/HFA112.pdf>).

The Supportive Housing Institute is specifically designed to support the creation of housing where:

- Housing is permanent and affordable where tenants hold leases and acceptance of services is not a condition of occupancy; and
- Comprehensive case management services are accessible by tenants where they live and in a manner designed to maximize tenant stability and self-sufficiency.

Selection

In order for CSH and its partners to provide an appropriate level of technical assistance, the 2020 Institute will be limited to up to 8 teams. Consideration will be given to demonstrated need, support from the local unit of government, financial stability of the primary sponsor, quality of the response to the application and experience serving high need populations. Selection is a competitive process. Applicants must take care in responding to all requirements of the applications.

To be eligible for the Institute, applicants must be able to commit to attending ALL training sessions offered. It is critical to the success of each team that key senior management staff consistently participates in all sessions. Training sessions will consist of approximately 60 hours in two-day sessions per month over five months.

CSH Opening New Doors Institute Curriculum and Timeline

Timeline/Location

All sessions will be held at the New Hampshire Housing Finance Authority 32 Constitution Drive, Bedford, NH 03110.

DATES	TOPICS
Day 1 Jan 29	Introduction to the Institute; Project Vision & Concept Development; and Successful Partnerships
Day 2 Jan 30	Target Population and Fair Housing
Day 3 Feb 19	Support Services and Service Planning, and Peer Support
Day 4 Feb 20	Building Community Support; Building Design and Site Plans
Day 5 March 25	Overview of Development, Services, and Operating Budgets
Day 6 March 26	In Depth - Budgets and Project Base Voucher
Day 7 April 29	Property Management and Supportive Service Coordination, Eviction Prevention Leasing and Operating Issues
Day 8 April 30	Leasing and Operating Issues, Asset Management
Day 9 May 20	Tenant Leadership and Involving Tenants in Design; Construction; Project Evaluation
Day 10 May 21	Final Presentations

TOPICS MAY CHANGE BASED ON FINAL TEAM SELECTION.

Application Instructions

Application Deadline: Wednesday, December 4, 2019 by 5pm

The Application Review Team will evaluate all proposals and notify applicants of their selection by December 18, 2019. Submission of an application represents a commitment for the team to attend all Institute sessions. The application must be completed in its entirety. Incomplete applications will not be considered.

Submission: Submit an electronic copy of the application and the attachments in PDF form to CSH by email to: alyssa.languth@csh.org

Questions: If you have questions, please contact Alyssa Languth or Jamie Blackburn at CSH.

Alyssa Languth
Program Manager
Alyssa.languth@csh.org
860-560-0744 ext. 2708

Jamie Blackburn
Program Manger
Jamie.blackburn@csh.org
978-457-1443

Answers to questions will be updated weekly and can be found [here](#).

An informational webinar will be held on November 14, 2019 from 1:00 - 2:00pm for prospective respondents to this application. Click [here](#) for the webinar appointment.

Please reply to Kiya Kennebrew, kiya.kennebrew@csh.org, with any questions regarding the webinar.



APPLICATION

2020 New Hampshire
Supportive Housing Institute

CSH New England
75 Charter Oak Avenue – 1-201
Hartford, CT 06106
T: 860-560-0744

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. For the minimum team partners, the Executive Director or executive management staff is expected to attend one or more workshops.

Applicants may apply without having identified all of their team members but must agree to work with the New Hampshire Housing Finance Authority (NHHFA) and Corporation for Supportive Housing (CSH) to identify these partners. Teams will be limited to a maximum of six (6) Institute participants. In addition to the minimum team partners, other members may include development consultants, town/city officials, board members and individuals with lived expertise. Each team must identify a team leader who will take responsibility managing the team through the development process and serve as the primary contact.

Team Lead and Primary Contact:

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

Check boxes for those items that apply:

Developer

Owner

Service Provider

Other: _____

Property Management

Team Member 2:

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

Check boxes for those items that apply:

Developer

Owner

Service Provider

Other: _____

Property Management

Team Member 3:

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

Check boxes for those items that apply:

Developer

Owner

Service Provider

Other: _____

Property Management

Team Member 4:

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

Check boxes for those items that apply:

Developer

Owner

Service Provider

Other: _____

Property Management

Team Member 5:

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

Check boxes for those items that apply:

Developer

Owner

Service Provider

Other: _____

Property Management

Team Member 6:

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

Check boxes for those items that apply:

Developer

Owner

Service Provider

Other: _____

Property Management

PROJECT CONCEPT

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

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

Design Concept:

Total # of Units	
# of Supportive Units	
# of Buildings	
# of Studio Units	
# of 1 Bedroom Units	
# of 2 Bedroom Units	
# of 3+ Bedroom Units	
Single or Scattered Site	

Target Population: If you plan to serve more than one population, please describe in the narrative which population is primary and why multiple populations are being targeted.

Target Population	# of Units

Supportive Housing Type:

100% Supportive Housing	
Integrated	
Other (please specify)	

APPLICATION NARRATIVE

Please include a short narrative responding to each question listed below. Narrative may not exceed six (6) pages typed. **All questions must be answered as a narrative summary, providing and referencing attachments is not sufficient.**

Organizational Information:

1. Briefly describe the vision and mission of each organization. How does supportive housing relate to the organization's mission?
2. What is your vision or strategic plan for the next three to five years and how does supportive housing align with that plan?

Supportive Housing Goals and Concept:

1. What are the team's goals for the proposed supportive housing project?
2. Does the team have a specific site in mind at this time? Please describe. Please include information on the possible city for the project.
3. What is the team's project concept relative to size, scale, type (new construction or rehabilitation) and design of housing?
4. What is the anticipated target population for this project? If more than one, please explain.
5. What service model do you envision for this project? Will services be mandatory or voluntary?
6. How does the proposed supportive housing project match the community need? Please use data in describing community need.

Supportive Housing Experience and Partnerships:

1. How was the team leader selected? What is his/her role in carrying out the responsibilities of the Supportive Housing Institute, securing funding and overseeing the process from Supportive Housing Institute to project completion? Will the team leader remain the point of contact after the Supportive Housing Institute and if not, who steps in?
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
3. Discuss any anticipated capacity concerns that you plan to address during the Supportive Housing Institute.

4. What relationships do you have or hope to establish with community members local to the project planning area?
5. What relationships do you have or hope to establish with local elected officials?

Collaborative Experience:

1. 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).
2. Describe each partner's past development experience. Highlight any accomplishments that demonstrate each agency's project development and management expertise. Describe both existing projects and plans for supportive housing projects. Please also describe and highlight any experience in collaborative (team) project development.

APPLICATION ATTACHMENTS

Please submit the following documents in an electronic format (PDF preferred) along with your application:

1. Copy of 501(c)3 tax exemption for applicable partners.
2. Letters of commitment from project partners attending Supportive Housing Institute.
3. List of Board Members for the 3 primary team partners as applicable.
4. Three years of audited financial statements for the team lead.