



APPLICATION

2022

Northern Virginia 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 housing service provider partner, a housing developer/ owner partner, and a property management partner. **Applicants may apply without having identified all of their team members but must agree to work with the Virginia Department of Behavioral Health and Developmental Services (DBHDS), Corporation for Supportive Housing (CSH), and the Housing Association of Nonprofit Developers to identify these partners.** Teams will be limited to a maximum of five Institute participants, or six participants *if* including lived expertise representation, e.g. Peer Support Specialist. Each team must identify a team leader who will take responsibility for leading the team through the development and planning process and serve as the primary contact. The Team Lead organization must be eligible to receive a Project Initiation Grant. This grant is designed to move your project through the feasibility stage of the development process. For more information, please see the Request For Applications.

Team Lead and Primary Contact: Please list a Team Lead who will be responsible for carrying out the teams' responsibilities during the Supportive Housing Institute, and who will oversee the process from Institute to project completion.

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

Project Team: Please list up to four (4) additional team members. Roles across Institute project teams can include, but are not limited to: Developer, Property Manager, Service Provider, Owner and/or Staff Member with Lived Experience.

Name and Email	Organization and Location	Role

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: Please provide *estimates* of the following:

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

*Integrated refers to a property that includes a mix of PSH and other affordable or market rate units. Please specify the percent of PSH units within the project.

Focus Population: If you plan to serve more than one population, please describe which population is primary and why multiple populations were chosen.

Focus Population (s)	# of Units

APPLICATION NARRATIVE

Please include a short narrative responding to each question listed below. Narrative may not exceed four (4) pages typed, not including prior charts and tables. **All questions must be answered as a narrative summary, providing and referencing attachments is not sufficient (except where noted below).**

Organizational Background:

NOTE: Response to this section, Organizational Background, is required but not scored.

1. Briefly describe the vision and mission of your proposed project. How do the principles of Housing First relate to the project concept?
2. Briefly describe how your team was selected. If you do not currently have team members representing all roles, please describe efforts made and challenges encountered.
3. Address how you will partner with appropriate health and service providers, local government, your local public housing authority and other public systems (e.g., justice, health systems, homeless system, child welfare and/or others, including any connections to local homeless response systems (Continuum of Care)).
4. Discuss any anticipated project related capacity/resource concerns that you plan to address during the Supportive Housing Institute.
5. Accessibility to technology for remote (virtual) trainings; Some Institute sessions will be held virtually, requiring all team members to have access to a computer and reliable internet. Team members will need access to video camera/mic or headset. Are there any special accommodations we should know about?

Project Readiness & Accessibility:

1. Briefly describe and demonstrate evidence of site control – acceptable forms may include: deed, purchase agreement, option, or long-term ground lease. **(10 points)**
2. Briefly describe the location of your proposed project in terms of accessibility; 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 will the team prioritize location accessibility when selecting site; minimum needs). **(5 points)**

Project Concept:

1. Briefly describe how culturally specific/culturally responsive organizations/programs and other equity measures will be available to tenants who are members of communities of color and other historically marginalized populations. Please attach any agreements with service organizations. **(5 points)**
2. Provide information on how tenant voice is (or will be) part of the project design, including if your team

is including a member of the priority population for your project. Describe what expertise or measures are in place to ensure the project best supports the focus population. This includes those who identify as BIPOC and/or other historically marginalized communities and/or serve people that identify as members of the priority populations planned for this project. **(5 points)**

Experience & Capacity:

1. Provide a narrative of experience delivering PSH for the developer, property management and service provider on the project team (respond for each group). Each group must have experience in the role they are playing in the project, although supportive housing experience specifically is not required. For those team members with experience with PSH, describe the experience and how similar or dissimilar it is with this project; For those team members without experience with PSH, describe the commitment to Housing First and PSH in the delivery of this housing project. **(5 points)**

Developer:

Service Provider:

Property Manager:

2. Does your project team include a BIPOC¹ led organization as either the developer and/or service provider? Please describe based on the definitions provided below. **(5 points)**
BIPOC led Nonprofit organizations should meet at least two of the following conditions:
 - Head of organization is BIPOC
 - Greater than 50% of senior staff is BIPOC; or
 - Greater than 50% of the board is BIPOCBIPOC led for-profit companies should have:
 - Greater than 50% of ownership is BIPOC
3. Describe the lead applicant's ability to manage federal grant funding. Please also provide evidence in the form of an attachment of past experience managing federal resources and a sample of supporting documentation generated by your organization's financial management system that can demonstrate your ability to comply with [2 CFR 200.303](#). **(10 points)**

¹ Black, Indigenous, and People of Color

APPLICATION ATTACHMENTS

- Please submit the following documents in an electronic format (PDF preferred) along with your application for the team lead:
 - Copy of Certificate of Good Standing or Certificate of Fact of Existence/Registration, <https://scc.virginia.gov/pages/Business-Copies-and-Certificate-Documents>
 - SAMS Registration (if available)
 - List of federal grants received in the last 2 years (if applicable)
- Letters of commitment from project partners attending Supportive Housing Institute.