ILLINOIS HOUSING
DEVELOPMENT AUTHORITY

CSH

2023 Illinois
Supportive Housing Institute
Request for Applications

Applications Due: Friday, January 20, 2023

The Corporation for Supportive Housing (CSH) and the Illinois Housing Development Authority (IHDA) are excited to announce their partnership for the 2023 Illinois Supportive Housing Institute ("The Institute"). The 2023 Institute will be held in Mattoon, IL and will address the statewide need for Permanent Supportive Housing.

The Institute is made possible with the support from the Illinois Affordable Housing Trust Fund.

CSH

Corporation for Supportive Housing (CSH) is a national nonprofit organization and Community Development Financial Institution (CDFI) that helps communities create permanent housing with services to prevent and end homelessness. Founded in 1991, CSH advances its mission by providing advocacy, expertise, leadership, and financial resources to make it easier to create and operate supportive housing. For more information on CSH visit the website at www.csh.org.

Illinois Housing Development Authority

The Illinois Housing Development Authority (IHDA) serves as the state of Illinois' housing finance agency, functioning as a quasi-governmental organization whose mission is to "finance the creation and preservation of affordable housing in Illinois". IHDA is responsible for administering a wide variety of funding sources and programs that acquire, construct, and rehabilitate affordable housing units, as well as support community development efforts throughout the state. Since 1967, IHDA has continually expanded its portfolio of programming to meet the needs of the state and has expended more than $20 billion which has resulted in over 250,000 affordable housing units in Illinois.

Illinois 2023 Supportive Housing Institute Overview

This Request for Application (RFA) intends to select teams to participate in the Institute. Over a course of 4 months the Institute will provide targeted training and technical assistance that will result in a supportive housing project development proposal. Upon completion, teams are ready to apply for pre-development financing. **Teams are comprised of a Developer partner, Property Management partner, and a Supportive Services partner.** The Institute will create a strong foundation for new supportive housing projects and help build strong teams equipped to navigate the complex process of developing housing with support services.

Institute Benefits

Upon completion, participants in the Institute will have:
- A detailed, individualized supportive housing plan that can be used to apply for funding to IHDA's Permanent Supportive Housing development financing round and other available funding sources;
- Opportunity to apply for early pre-development financing through CSH's Project Initiation Loan Fund;
- Improved skills to create and to operate single-site and integrated supportive housing projects serving people who experience multiple barriers to housing;
- A powerful network of peers and experts to assist in project development and to troubleshoot problems;
- Post-Institute technical assistance from CSH

Institute Deliverables

In the Institute, teams will work to develop individual supportive housing project plans. Teams will be expected to work together during and between sessions to develop the required deliverables. Due dates will be provided during the Institute. The expected team deliverables include:

- A shared team mission, vision, and values statements
- Team operating policies and protocols
- Approved project concept, site selection, and minimum development design characteristics
- Memorandum of Understanding among members of the team, outlining roles and responsibilities
- Detailed service delivery and community support plans
- Tenant Selection and Involvement plans
- Property Management plan
- Preliminary project proposal and budgets

During the Institute, each team will identify a tenant population, finalize service and selection plans, identify unit size and composition, and ensure alignment with eligibility for federal and state programs providing funding for capital and rental assistance.

Institute Timeline and Curriculum

The Institute will be delivered in-person with sessions held in Mattoon, IL. Exact dates, order, and topics may be subject to change, based on final team selection and availability of trainers. Selected teams will be notified of the final agenda and dates.

March 22-24	Session 1 Topics: Introduction to the Institute; Local and National Context; Understanding Data and Needs; Supportive Housing 101; Housing First; Pre-development Quality Endorsement; Quality Supportive Housing; Supportive Housing Roles and Partners; Building a Network of Support and Community Buy In; Project Concept; Partnerships and Roles; Trauma-Informed Design; Integrated Housing Design; Sustainable Building
April 13-14	Session 2 Topics: Operating Budgets and Sources; Sample budgets and exercises; Capital Budgets and Sources; Sample Budgets and Exercises; Development Process; Service Budgets and Sources
May 10-12	Session 3 Topics: Supportive Services Design and Delivery; Voluntary Services; Service Strategies; Support and Service Plans; Staffing models; Property Management; Coordinating Services and Property Management; Asset Management; Tenant Education; Eviction Prevention; Fair Housing; Confidentiality; Prep for Finale Presentations
June 22-23	Session 4 Topics: Quality Improvement & Evaluation; Tenant Leadership; The First Year – Move In, Engagement and Supporting Housing; Retention; Finale: **Institute team presentations to funders**

Team Eligibility and Selection

Teams will be composed of three to five members to include a housing developer partner, a supportive service provider partner, a property management partner, and the Owner, if not one of the other three partners. Additional team members may include, but are not limited to, persons with lived expertise, Continuum of Care (CoC) representative, trauma-informed architect, or other local partners relevant to project planning and implementation. Applicants may apply without having identified all their team members but must agree to

work with IHDA and CSH to identify these partners. Organizations looking to become housing developers are welcomed and encouraged to apply.

To be selected, teams must show a commitment to develop quality supportive housing and commit to taking a project concept from idea to completion, with the goal of having operational supportive housing units placed in service. Selection consideration will be given to quality of the response to the application, experience serving high priority populations, and capacity of the team members, including financial stability. Teams must commit to attending all training sessions offered (see Institute timeline); and persons listed as the team participants are expected to be the same representatives who will be attending every Institute session.

Eligible Supportive Housing Developments

The Institute is designed specifically to support the creation of permanent supportive housing where:
- 100% of the units are Permanent Supportive Housing
- Housing is permanent
- Housing is affordable (<30% AMI)
- Tenant holds a lease
- Participation in services is not a condition of tenancy
- Comprehensive case management services are accessible by tenants where they live and offered in a manner designed to maximize housing stability

Projects must be guided by the:
1. **CSH Dimensions of Quality Supportive Housing**
2. **Housing First Model**

Eligible project activities may include new construction or acquisition with rehabilitation. Applications to develop emergency shelters, transitional housing, or shared housing such as group homes or shared apartments, will not be considered.

IHDA has identified that central and southern Illinois are regions in the state that have a high level of unmet need for permanent supportive housing. Due to this need, we encourage a geographically diverse applicant pool and teams will be selected keeping this desire for geographic diversity in mind.

As part of participation, the projects developed in the Institute will be ready to apply for financing through IHDA's 2023 Permanent Supportive Housing financing. Projects must meet all eligibility requirements, including compliance with funding sources, IHDA's underwriting and subsidy layering review, and successful completion of the Institute and Institute deliverables.

Application Submission Requirements

The full Application Submission includes Pages 2-6 of the Application, the Narrative and the Attachments. All three sections should be submitted as PDFs.

The Narrative Questions are listed below and cumulative responses should not exceed 8 pages. 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.
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), and a description of services available to tenants in the community.
3. Please describe the proposed property management plan including proposed staffing and on-site hours (i.e. evening, weekend, weekdays).
4. Please describe how the project includes culturally responsive/specific agencies or programs, and other equity measures.
5. Please describe the demand need for the proposed supportive housing project, citing local data sources.
6. Explain how the project will address the needs identified, especially the needs of people who identify as BIPOC.

Past Experience and Partnerships

1. For the developer, owner, property manager, and supportive service provider(s), please detail past experience in developing, owning, managing, or providing supportive services in supportive housing.
2. If an organization is new to supportive housing, please describe experience in serving individuals experiencing homelessness or experience in affordable housing.
3. For additional team members, please describe their experience and role on the team.
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.

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.

Disproportionate Impact/Racial Equity

1. Describe the demographics of the homeless population in the community where the PSH project will reside.
2. Is there is a disproportionately high number of BIPOC (Black, Indigenous, and people of color) people experiencing homelessness in the community where the PSH project will be located?
   a. If so, has the team included people with lived experience of homelessness who are part of the identified BIPOC communities and has the team including a team partner or partners who bring expertise and experience in addressing the service and housing needs of the identified communities of color in planning for the response to the RFA?
   b. If not, how does the team plan to include the expertise of people with lived expertise of

homelessness and partners who bring expertise and experience working with BIPOC communities into the design, development and implementation of the proposed project?

** Please refer to the section at the end of the application titled "Application Data Resources" for information on data resources that may be useful to you. **

Application Submission Attachments

In addition to the Narrative document, please submit the following documents in PDF format (as separate files from your Narrative). All attachments must be clearly labeled.

1. Application with Team Member Information and Project Concept filled in (Pages 2-6 of the Application document).
2. Attach evidence of site control, if you have it.
3. Most recent audited financials and year-to-date current financials for those fulfilling a primary role as developer, owner and supportive services provider.
4. Letters of commitment from the Executive Director or CEO of each organization/company 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 and to attend all sessions; it is understood that some organizations may participate that 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 or executive leadership 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 RFA
    e. Commitment to develop supportive housing that meets the requirements listed below:
        i. Housing is permanent and affordable
        ii. Tenants hold leases and acceptance of services is not a condition of occupancy
        iii. Housing is based on the housing first model which includes eviction prevention and harm reduction strategies
        iv. Comprehensive case management services are accessible by tenants where they live and in a manner designed to maximize tenant stability and self-sufficiency
        v. 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
        vi. The development will use the Continuum of Care's (CoC) Coordinated Entry system for referrals to the Supportive Housing units and must report through the CoC's Homeless Management Information System (HMIS)

Please note that if your team is accept ed into the Institute, your team will be asked to provide the following by March 1, 2023:

- Letter from a board chair or member of board executive committee of not-for-profit project partners affirming commitment to participate in the Institute and adhere to the guidelines provided through the RFA.

Application Submission Instructions

Teams interested in participating in the 2023 Institute must submit complete RFA responses by the deadline. The Application Review Team will evaluate all applications and notify applicants of their selection. 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.

Application Submission: Friday, January 20, 2023

Submission: Submit an electronic copy of the application and the attachments in PDF form to CSH by email to: Illinois.institute@csh.org   An email confirmation will be provided as proof of receipt. If you do not receive a confirmation within 24 hours of submission, please contact: Illinois.institute@csh.org. All proposals submitted will be evaluated and respondents will be notified of the selection by February 20, 2023.

Questions: If you have questions on this application, please contact:
Brett Penner
Program Manager
Brett.penner@csh.org

Application Scoring Criteria

Each question must be answered, or no points will be given to the Applicant for that question. When answering a question, the full answer must be provided; partial responses will score accordingly. Do not reference another document or the answer to another question in lieu of fully answering a particular question. Points will be awarded by CSH and IHDA evaluators based upon the degree to which Applicants clearly and completely demonstrate their ability with respect to the following categories:

Project Readiness & Accessibility: 10 points	
5 Points	Provide Evidence of site control
5 Points	Explain how accessible the location is to community-based services, resources, and amenities. Provide demonstrated planning to ensure service access for future residents. If no location is known at this time, describe how will the team prioritize location accessibility in site selection.
Need and Demand for Project: 15 points	
5 Points	Project team is based outside of the Chicago Metropolitan Area and/or the project site(s) will be located outside of this Area.
5 Points	Describe the demand and need for PSH
5 Points	Provide an analysis of disproportionate impact of homelessness and other special needs on Black, Indigenous and People of Color (BIPOC).
Project Concept: 15 points	
5 Points	Explain how the project will address the needs identified, especially needs for people who identify as BIPOC.
5 Points	Describe how the project includes culturally responsive/specific agencies or programs, or other deliberate equity measures.

5 Points	Provide information on how tenant voice is incorporated and/or represented in the project, including if teams are including people with lived expertise on project and program design. Provide examples of measures that ensure the project/program best supports the focus population.
Experience & Capacity: 10 points	
5 Points	For those groups with experience with PSH, please describe it and how it relates to this project. For those groups <u>without</u> experience with PSH, describe the commitment to PSH and the delivery of this housing project and supportive programming.
5 Points	Explain how the community services infrastructure will meet the needs of this project and the community (tenants, service providers, and other community residents); if additional capacity is needed before this project is placed in service, describe the steps that will be taken to ensure that outcome.
Total Possible Points: 50	