



# 2023 Supportive Housing Institute of Virginia Application

## 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 ensuring the team carries out its responsibilities during the Supportive Housing Institute.

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>Unit Type:</u>	<u>PSH</u>	<u>0- 30% AMI (Not PSH)</u>	<u>30- 60% AMI</u>	<u>60-80% AMI</u>	<u>Over 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>					

**Focus Population:** All projects are required to include PSH for individuals living with Serious Mental Illness and are experiencing or at risk of homelessness and institutionalization. If you plan to serve more than this priority population, please describe the additional populations and why they were chosen.

Focus Population (s)	# of Units

# APPLICATION NARRATIVE

Please include a short narrative responding to each question listed below. Narrative may not exceed three (3) pages typed, not including prior charts and tables or application attachments. **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. Does the project team have partnerships with appropriate health and service providers, local government, your local public housing authority and other public systems (e.g., justice, health systems, homeless response systems (Continuum of Care), child welfare and/or others who would help advance your project and meet tenant needs? If so, please describe.
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 includes 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 BIPOC<sup>1</sup> 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:**

- **CEO/President identifies as BIPOC**
- **Greater the 50% of the Board or owners are BIPOC;**
- **Greater than 50% of the senior staff are BIPOC**

**BIPOC 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. **(10 points)**

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<sup>1</sup> 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.