



2024 Baltimore Supportive Housing Institute Application

Background and Introduction

In partnership with the City of Baltimore Department of Housing and Community Development (**DHCD**), and the Mayor's Office of Homeless Services (**MOHS**), the Housing Association of Nonprofit Developers (**HAND**), and the Corporation for Supportive Housing (**CSH**), announce the **Baltimore City Supportive Housing Institute**. The **Supportive Housing Institute (Institute)** will result in the production of **supportive housing projects with models that best meet the needs of people with complex health and social needs experiencing lengthy histories of homelessness**. Through the institute, participating teams comprised of developers, property managers, and services providers will receive intensive capacity building, training and technical assistance offered over 4-6 months. The goal of the institute is to help reduce the time it takes to fund a project by helping build a strong development team equipped to navigate developing housing with intensive and individualized supportive services.

Teams participating in the Supportive Housing Institute will receive the opportunity to apply to DHCD for up to \$150,000 in predevelopment grant funding through the Housing Accelerator Fund. Teams must complete all requirements for participating in the Institute and meet other local and federal requirements to be eligible to receive funding.

About CSH

CSH has been the national leader in supportive housing for over 30 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, and/or in institutional settings. A nonprofit Community Development Financial Institution (CDFI), CSH has earned a reputation as a highly effective, organization with strong partnerships across government, community organizations, foundations, and financial institutions. Our loans and grants totaling over \$600 million 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.

Application Timeline and Instructions

Baltimore Supportive Housing Institute Application Timeline	
Application Release:	December 8, 2023
How To Apply Webinar:	December 15, 2023
Application Deadline:	January 17, 2024 By 5pm
Notice of Selection:	January 31 st – February 2 nd , 2024

Questions: If you have questions on this application, please email Baltimore.SHI@csh.org and a CSH staff person will respond within 1 business day.

An **INFORMATIONAL WEBINAR** will be held on **December 15, 2023 at 2pm** for prospective respondents to this application.

Register Here: <https://www.handhousing.org/2023-2024-training-capacity-building-series/#december>

Please email - Baltimore.SHI@csh.org to request a link to the recording.

The Application Review Team will evaluate all proposals and notify applicants of their selection between January 31 and February 2, 2024. 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: Baltimore.SHI@csh.org.

Eligible Teams

Eligible teams must include, at a minimum, a housing development/owner partner, a supportive service provider partner and a property management partner. Team members do not have to be located in or doing business in the City of Baltimore, but project concepts must be located in the City of Baltimore.

Teams will be comprised of five to six members and are encouraged to include a member with lived expertise. Teams that integrate lived expertise representation show a commitment to tenant-led Housing First. Each team must designate a team leader. Some or all of these team members may be

employed by the same organization if the organization serves multiple roles on the project. For example, an organization may serve as the Developer/Owner and Property Manager on the proposed project and in this case, must have staff participating from both roles.

This Application is limited to applicants that are either a Non-Profit, For-Profit or Joint Ventures that are seeking funds to create permanent supportive housing units. Organizations looking to become supportive housing developers are welcomed and encouraged. Black owned and managed development groups are encouraged to apply and will receive priority. Applicants may apply without having identified all of their team members but must agree to work with CSH, DHCD, and MOHS to identify these team members.

Applicants must also be able to attend all required training sessions; and commit to taking project concept from idea to completion with the goal of having operational, quality supportive housing units. It is critical to the success of each team that key senior management staff consistently participate in all sessions. The Institute will consist of a combination of 13 in-person and virtual sessions that highlight various perspectives such as tenant voice, fair housing, and trauma-informed building design. Most sessions will include dedicated group work time, with technical assistance available from CSH staff. The Institute will conclude with final presentations whereby Institute participants present their projects to a group of local and statewide stakeholders and funders.

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 DHCD, MOHS and CSH 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.

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 five (5) additional team members. Roles across Institute project teams can include, but are not limited to: Developer, Property Manager, Service Provider, Owner and Person with Lived Experience of homelessness.

Name	Email	Organization	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:

Total # of Units					
Total # of Buildings					
Unit Type:	PSH	0- 30% AMI (Not PSH)	30- 60% AMI	60-80% AMI	Over 80% AMI
# of Studio Units					
# of 1 BR Units					
# of 2 BR Units					
# of 3+ BR Units					
If unknown, please explain why:					

Focus Population: All projects must prioritize people experiencing or at risk of homelessness, prioritized through the City’s Coordinated Access System. 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. **All questions must be answered as a narrative summary, providing and referencing attachments is not sufficient (except where noted below).** Please keep responses for each question less than 125 words.

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 (reference the length of the partnership and note any formal agreements, like MOUs.)
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. **(5 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 validate and reflect the diversity, identities, and experiences of tenants who are members of communities of color and other historically marginalized populations. Please attach any agreements with service organizations. [i.e. Partnerships with entities that understand the specific familial and community values of non-white people groups or understanding the culture of systems engagement by non-white people groups]. **(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. **(10 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 person with lived experience? If yes, please provide information on how the team will support that individual's participation in the Institute. **(5 points)**
3. Does your project team include a Black/Person of Color/Women led organization as either the developer and/or service provider? Please describe based on the definitions provided below. **(5 points)**
 - Black/POC/Women led Nonprofits, at least two are true:
 - Board composition is at least 51%, Org is led by Black/POC/woman, or
 - Senior staff is at least 51% Black/POC/woman;
 - Black/POC/Women led For Profits:
 - 51% ownership is Black/POC/Women.
4. Please briefly describe the previous projects you have received DHCD funding for. **(5 points)**

5. 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 (see more detail under Application Attachments section below). **(5points)**

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
 - SAMS Registration (if available)
- Letters of commitment from project partners participating in the Supportive Housing Institute. Letters must be signed by organization executive leadership or Board and clearly state the organization's commitment to participating on the project's Institute team.