

INAUGURAL IOWA SUPPORTIVE HOUSING INSTITUTE APPLICATION



Due to: iowa.institute@csh.org | Due date: December 13, 2024



ABOUT

CSH and the Iowa Finance Authority (IFA) are pleased to offer the first Iowa Supportive Housing Institute beginning in March 2025. The Institute will focus on developing income targeted affordable housing with support services (supportive housing) for those Iowans with the highest needs who are also experiencing homelessness. The Institute will help supportive housing partners learn how to navigate the often complex process of developing housing with supportive services to prevent and end homelessness.

GOAL

The goal of the institute is to increase capacity within Iowa communities to develop supportive housing and to reduce the timeline for building supportive housing by improving the planning and development process. The Supportive Housing Institute is a team-oriented program best for groups in the beginning phases of a project, perfect for nonprofit or for-profit housing developers, service providers and public housing authorities.

THE NEED

Housing is critical to the health and wellness of individuals and communities. By connecting affordable housing with supportive services, IFA and CSH aim to create lasting benefits for communities across Iowa. According to the CSH supportive housing needs assessment, Iowa needs 11,788 more supportive housing units to meet the needs of communities across the state. This state-level data is pulled from the Department of Housing and Urban Development, the Office of Justice Programs, the Substance Abuse and Mental Health Services Administration, Census Data, the Administration for Children and Families, the Case for Inclusion IDD data and the KidsCount Data Center and KFF Data.

Data also shows that the Black population in Iowa is 12 times more likely to experience chronic homelessness, 20 times more likely to experience family homelessness, and Black young adults are 15 times more likely to experience homelessness as an unaccompanied youth as compared to all other groups. Supportive housing prioritizes households facing multiple barriers to housing stability, including those whose heads of household are: experiencing homelessness;

at risk of homelessness; are staying in an institution because they have no other option; experiencing employment challenges; exiting other systems such as child welfare and justice; living with mental illness, substance use, and/or other disabling or chronic health conditions; and most impacted by structural and institutional racism.

DEFINITION OF PERMANENT SUPPORTIVE HOUSING

The University of Iowa's Center of Excellence for Behavioral Health defines supportive housing as:

“An evidence-based, minimal barrier housing intervention prioritized for individuals with complex, multi-occurring conditions that meet fidelity to established standards. Individuals in PSH programs live with affordability, autonomy, and dignity through the combination of person-centered, flexible, voluntary support services and have a legal right to remain in their housing, as defined by the terms of a renewable lease agreement. Access to and maintenance of housing is available to individuals who meet PSH eligibility criteria and is not based on housing readiness requirements, such as sobriety, behavioral, and/or program compliance.”

CSH and IFA have helped shape this definition as well as Iowa Permanent Supportive Housing Standards as members of the Iowa PSH Statewide Stakeholder Advisory Committee.



ABOUT CSH

CSH has been the national leader in supportive housing for over 25 years. CSH



has 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, including helping to jumpstart the creation of over 200 supportive housing units on and off tribal reservation land in Minnesota starting in the early 2000s. Through its 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.

ABOUT IFA

The Iowa Finance Authority (IFA) was established in 1975 as the state's housing



finance agency, dedicated to making affordable financing accessible for homes and communities. IFA administers both state and federal homelessness assistance grant programs and prioritizes innovation in addressing the housing and supportive service needs of our most vulnerable. We are committed to fostering ideas that aim to create a state where homelessness is rare, brief, and nonrecurring, ensuring that support is readily available for those in need. Through sponsoring the Supportive Housing Institute, IFA seeks to empower supportive housing teams to lay the foundation for long-term impact and achieve measurable, life-saving outcomes in a state that urgently requires supportive housing solutions.

INSTITUTE OVERVIEW

CSH's premiere workshop experience, the Supportive Housing Institute, helps teams navigate the complex process of developing housing with supportive services to prevent and end homelessness.

The Iowa Supportive Housing Institute will provide up to 7 teams made up of developers, social service providers, property managers, and other key partners with technical assistance and training to take a supportive housing development from an idea to reality. The Institute will be held over five months with all training sessions to be held in-person at the IFA office in Des Moines. Trainings will be facilitated by CSH and will feature a series of guest speakers and content experts. Teams will leave the Institute with a detailed development and management plan for the project reflective of the needs of their community that is designed to position each team to prepare for competitive funding opportunities at differing funding entities.

The goal of the Institute is to increase capacity within Iowa communities to develop supportive housing and to reduce the timeline for building supportive housing by improving the planning and development process. The training and technical assistance in the Institute is provided free of charge. CSH and IFA will provide lunch, snacks and beverages at all in-person training sessions and events. Teams will be responsible for their own travel, dinner and staff time expenses to participate in the Institute.





INSTITUTE DELIVERABLES

Upon completion, participants in the Institute will have:

- A strong, effective development, property management and service team that leverages the strengths of each team member and has clearly defined roles and responsibilities;
- Improved skills to operate existing supportive housing or develop new projects serving people who experience multiple barriers to housing;
- A detailed, individualized supportive housing plan that includes supportive service and delivery strategies that can be used to apply for funding from multiple sources;
- A Community Support Plan, Tenant Leadership Plan and Property Management Plan;
- A Tenant Selection Plan that ensures alignment with eligibility for tribal, federal, state and local programs providing funding for capital, services, and rental assistance.
- Preliminary project proposal and budgets;
- A powerful network of peers and experts to assist in project development and to trouble-shoot problems;
- An increased understanding of IFA financing overall as well as other funding sources designed to increase the supply of supportive housing projects. This includes greater knowledge of how to put together a competitive application for IFA's Housing Tax Credit Program.
- The opportunity to apply for early pre-development financing through CSH to use on supportive housing projects planned through the Institute; and
- Post-Institute technical assistance from CSH



JOIN US FOR THE INSTITUTE! HOW TO APPLY

As you prepare to apply for the Institute, please keep these points in mind:

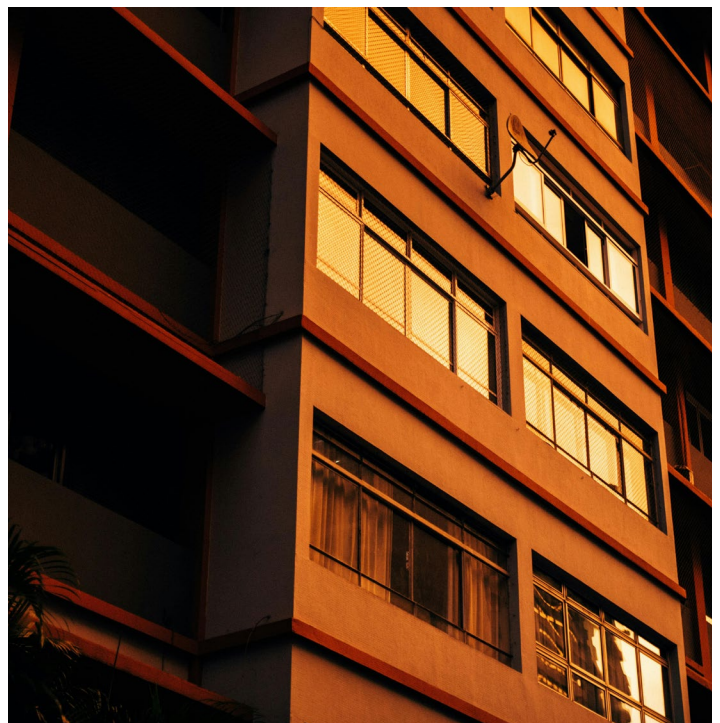
INSTITUTE TEAMS

- Ideally, teams will include a developer partner, a supportive service provider partner, and a property management partner. One entity can represent more than one partner role. For instance, a social service provider may be the developer and the social service provider. Teams should not exceed 6 people.
- **PLEASE NOTE: CSH will help you find partners if you do not have one or more of the necessary team partners. You should still apply even if you do not have all the necessary team partners.**
 - **Developer Partner:** The developer leads the process of planning the supportive housing project, including key decisions about the physical structure and site of the project, team members, and funding.
 - **Supportive Service Provider:** The supportive services provider provides a comprehensive package of supports that help tenants sustain housing stability and meet life goals. These services may be provided by the project’s designated primary service provider or by collaborating organizations. The primary service provider ensures that tenants can access needed services on an ongoing basis.
 - **Property Manager:** The property manager is responsible for receiving and processing tenant rental applications, receiving rent payments, and ensuring the ongoing physical (facilities or physical plant) upkeep of the housing. In projects that include ongoing ownership of units or a long-term master lease arrangement, property management staff is typically part of the supportive housing team.
 - **Owner:** The overall owner of the supportive housing development. Often, this is the developer or Housing Tax Credit equity investor, but it could also be the service provider or (more rarely) the property manager.

- Teams can also include other key partners or community stakeholders deemed necessary for successful development of the supportive housing project.
- Teams are also encouraged to incorporate the feedback and experience of current or prospective supportive housing residents into their project. This could be either through direct participation in the team by someone who has lived experience, focus groups with current supportive housing tenants or other existing groups of tenants/community members.
- Each team will designate a team leader.

ATTENDANCE REQUIREMENTS

- To be eligible for the institute, all team members must be able to commit to attending all training sessions and the site visit.
- The Institute will consist of 10 full-day training sessions, including the finale presentation, over 5 months, totaling approximately 80 hours of training and technical assistance.





INSTITUTE SCHEDULE

The Institute will be delivered in-person in Des Moines. The schedule is listed below:

March 2025

- In-Person: Two-day Session from 9am to 5pm CST each day (lunch, beverages and snacks included)
- Iowa Finance Authority, 1963 Bell Ave., Suite 200, Des Moines, IA
 - 3/26: Intro to Supportive Housing and Institute; Project Concept
 - 3/27: Roles and Partnerships

April 2025

- In-Person: Two-day Session from 9am to 5pm CST each day (lunch, beverages and snacks included)
- Location Iowa Finance Authority, 1963 Bell Ave., Suite 200, Des Moines, IA
 - 4/8 Project Design
 - 4/9: Staffing and Services Planning

May 2025

- In-Person: Two-day Session from 9am to 5pm CST each day (lunch, beverages and snacks included)
- Location Iowa Finance Authority, 1963 Bell Ave., Suite 200, Des Moines, IA
 - 5/20: Building out a services and operating budget for your project
 - 5/21: Building out a capital budget for your project

June 2025

- In-Person: Two-day Session from 9am to 5pm CST each day (lunch, beverages and snacks included)
- Location Iowa Finance Authority, 1963 Bell Ave., Suite 200, Des Moines, IA
 - 6/24: Property Management
 - 6/25: Fair Housing

July 2025

- In-Person: Two-day Session from 9am to 5pm CST each day (lunch, beverages and snacks included)
- Location Iowa Finance Authority, 1963 Bell Ave., Suite 200, Des Moines, IA
 - 7/22: First Year and Finale Presentation Prep. Institute Dinner in the evening.
 - 7/23: Institute Finale Presentations (start first thing in morning so team can drive home in afternoon)



TYPES OF PROJECTS THE INSTITUTE WILL REVIEW

The Institute will review developments that consist of supportive housing units only and developments that include a mix of affordable and supportive housing units (what is referred to as integrated supportive housing).

Teams will work in the Institute to design a project that meets the housing needs of their community. For each development project designed, the following requirements will apply:

- Housing is permanent and affordable (the tenant household pays 30% or less of their income towards housing).
- Individuals have a choice of housing type and living arrangement;
- Tenants hold leases. Individuals have a right to remain in their housing, as defined by the terms of a standard, renewable lease agreement that aligns with Iowa's landlord/tenant law;;
- Housing readiness is not based on sobriety, behavioral, and/or program compliance;
- Housing is based on the [Housing First model](#) which includes eviction prevention and harm reduction strategies;
- Comprehensive case management services are accessible by tenants on-site and/or in the community where they live and designed to maximize tenant stability and self-sufficiency. Social and clinical service providers are readily accessible and mobile;
- Individuals choose the types of services they want, including the option of no services, based on level of acuity; and
- Individuals with housing stability obstacles are given priority. 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 funder mandated restrictions), or a history of victimization (e.g. domestic violence, sexual assault or abuse).

Proposals to develop emergency shelters, transitional housing, or shared housing such as group homes or shared apartments, will NOT be considered.

INSTITUTE SELECTION PROCESS

For CSH to provide an appropriate level of technical assistance, the Institute will be limited to **no more than 7 teams**.

Consideration will be given to the following factors when selecting teams:

- How the proposed project will increase capacity to create more supportive housing;
- Commitment to developing a supportive housing project and full participation in the Institute;
- Quality of the response to the application questions; and
- Alignment with the mission and goals of the Institute.



APPLICATION INSTRUCTIONS

Application Deadline: Friday, December 13, 2024

Application Submission: Responses must be submitted to iowa.institute@csh.org

An email confirmation will be provided as proof of receipt. If you do not receive a confirmation by end of day Monday December 16, 2024, please contact iowa.institute@csh.org. It is the applicant's responsibility to confirm receipt of the application.

The Application Review Team (consisting of CSH and representatives from IFA) will evaluate all team applications submitted and notify respondents of the selection decision by Friday, January 17, 2025.

All applicants must block off institute session dates so they are ready to attend the first two-day in-person session on March 26-27 and every session thereafter. Submission represents a commitment for the team to attend ALL Institute sessions.

CSH provided a supportive housing overview and Institute orientation presentation during the 2024 Iowa Housing Conference. Click [here](#) to access the slides from that presentation.

An informational webinar on the Institute will also be offered on Nov. 4 at 1:00 p.m.

Questions: All questions must be submitted to: iowa.institute@csh.org



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TEAM MEMBER INFORMATION

Please provide information for each member of your team. Supportive Housing Institute teams must consist of at minimum a supportive service provider partner, a housing developer partner, and a property management partner. **Applicants may apply without having identified all of their team members. The Corporation for Supportive Housing (CSH) can help identify and pair you with needed partners to complete your team.**

Teams can also include other key partners and community stakeholders deemed necessary for successful development of the supportive housing project, but should not exceed 6 people. Each team must identify a team leader who will take responsibility for 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

Service Provider

Property Management

Owner

Other:

Team Member 2

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE:

EMAIL:

Check boxes for those items that apply:

Developer

Service Provider

Property Management

Owner

Other:



Team Member 3

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE:

EMAIL:

Check boxes for those items that apply:

Developer

Service Provider

Property Management

Owner

Other:

Team Member 4

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE:

EMAIL:

Check boxes for those items that apply:

Developer

Service Provider

Property Management

Owner

Other:

Team Member 5

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE:

EMAIL:

Check boxes for those items that apply:

Developer

Service Provider

Property Management

Owner

Other:



Team Member 6

NAME:

TITLE:

ORGANIZATION:

ADDRESS:

CITY, STATE, ZIP CODE:

PHONE:

EMAIL:

Check boxes for those items that apply:

Developer

Service Provider

Property Management

Owner

Other:

SUPPORTIVE HOUSING PROJECT CONCEPT

We recognize that you may be in the early stages of your supportive housing project, so please share as much as you currently know about your project concept. We understand it may change as you work to refine your project during the Institute. Please fill out the following with as much information as you currently know. Feel free to leave sections blank if you don't know the answers.

Site: Please list up to three (3) potential sites, if you've identified them, that you are 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, including the anticipated number of permanent supportive housing (PSH) units. For a definition of supportive housing, [click here](#).

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

Integrated refers to partial PSH. Please specify the percent of permanent supportive housing units you are planning in your development as a percentage of total units



Target Population (optional): If you plan to serve more than one population, please describe which population is primary and why multiple populations were chosen. For example, you might want to target Veterans experiencing homelessness AND community members navigating the challenges of severe mental illness. Or you might want to target youth exiting foster care who are at risk of experiencing homelessness and who also have been diagnosed with a developmental disability or disabling condition.

Target Population	# of Units

APPLICATION NARRATIVE

Please submit responses to the questions below to the best of your ability.

Project Concept

1. Please describe the proposed project concept.
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 the need for the proposed project, citing local data sources.

Past Experience and Partnerships

1. For all the partners on your team, please detail past experience in developing, owning, managing, or providing supportive services in supportive housing.
2. If a partner is new to supportive housing, please describe their experience in serving individuals experiencing homelessness, or those who have disabilities such as mental illness, substance abuse, intellectual and/or developmental disabilities.
3. 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

Please provide a summary of previous collaborations among team organizations. If team members have not worked together previously, describe how each partner was selected and what steps the team has taken to ensure successful collaboration.



Disproportionate Impact/Racial Equity

1. Describe the demographics of the population in the community where the supportive housing project will reside.
2. How is the proposed supportive housing project responding to the identified need in the community? How does responding to that need take into account the demographics of the community?
3. Are people with lived experience of homelessness or those who have been, or currently are, tenants in supportive housing included on the project team?

If not, how does the team plan to include the expertise of people with lived expertise of homelessness supportive housing tenancy into the design, development and implementation of the proposed project?

COMMITMENT TO THE INSTITUTE

In order for an application to be considered complete, the below must be signed by the team leader.

We commit to:

1. Developing a supportive housing project that meets the requirements listed below:
 - a. Housing is permanent and affordable the tenant household ideally pays no more than 30% of its income toward rent).
 - b. Tenants hold leases and acceptance of services is not a condition of occupancy
 - c. Housing is based on the Housing First model which includes eviction prevention and harm reduction strategies
 - d. Comprehensive case management services are accessible by tenants where they live and in a manner designed to maximize tenant stability and self-sufficiency; and
 - e. 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
2. Attending all in-person training sessions listed above
3. Recognize that CSH is providing the Institute and Technical Assistance free of charge to the Team and will provide lunch, snacks and beverages at all in-person events. Teams will be responsible for their own travel, dinner and staff time expenses to participate in the Institute.

Signed: _____ Date: _____