



# APPLICATION

**2025 Washington 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 housing developer/ owner, a property management partner, a supportive service provider, and a lived expertise partner. **Applicants may apply without having identified all of their team members, but must agree to work with the Washington Healthcare Authority (WA HCA) and Corporation for Supportive Housing (CSH) to identify these partners.** Teams will be limited to a maximum of five Institute participants. Each team must identify a Team Lead who will take responsibility for managing the team through the development and planning process and serve as the primary contact.

**Team Lead and Primary Contact:** Please list one (1) Team Lead who will be responsible for carrying out the team’s responsibilities during the Washington 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 five (5) additional team members. Roles across Institute project teams can include, but are not limited to: Developer/Owner, Property Manager, Service Provider and Staff member with Lived Expertise.

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:

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

\*Integrated refers to partial PSH. Please specify percent PSH within the project. Integrated PSH projects must contain at least 5 PSH units.

**Focus Population:** If you plan to serve multiple populations experiencing chronic homelessness, please describe which population is primary and why multiple populations were chosen.

Focus Population	# of Units

# APPLICATION NARRATIVE

Please include a short narrative responding to each question listed below. Narrative may not exceed six (6) pages typed, not including prior charts and tables. **All questions must be answered as a narrative summary, providing and referencing attachments is not sufficient.**

## **Project Concept (26\* points):**

1. Briefly tell us about your project concept, program design and initial plan for services and other partnerships **(5 points)**
2. How do the principles of Housing First relate to the project concept? **(5 points)**
3. 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 (e.g. BIPOC; LGBTQ2S+<sup>1</sup>). Please attach any agreements with service organizations. **(5 points)**
4. Address how you will partner with appropriate health and service providers, local government, local Public Housing Authority, and other public systems (e.g., justice, health systems, homeless system, child welfare and/or others, including connection to Continuum of Care (CoC) Program). If additional capacity is needed before this project is placed in service, describe the steps that will be taken to ensure success. **(5 points)**
5. Provide information on how tenant voice is part of the project design, including how tenant voice is integrated within your Institute team. This includes those who identify as BIPOC, LGBTQ2S+ and other historically marginalized communities or represent agencies that serve people that identify as members of the focus population. **(5 points)**

\*SCORING NOTE: One (1) additional point will be given to projects that intentionally serve marginalized communities including BIPOC, LGTBQ2S+, Native, Rural, and other intersecting identities

## **Project Readiness & Accessibility (8 points):**

1. Briefly describe and demonstrate evidence of site control or future site control – acceptable forms may include: a recorded deed or conveyance showing the Applicant is the owner of the site, a valid purchase and sale agreement, a valid option to purchase, a valid option for a long-term lease, or other evidence satisfactory to WA HCA. (Site control is not required but to receive points, a team must have site control or are in the process of obtaining site control. For scoring criteria, see pg. 6-7 of the 2025 Washington Supportive Housing Institute RFA.) **(3 points)**
2. Briefly describe the location of your proposed project in terms of geographic accessibility. Describe how your project can assure residents will be able to access services, employment, grocery stores,

<sup>1</sup> Black, Indigenous and People of Color (BIPOC); Lesbian, Gay, Bisexual, Trans, Queer or Questioning, and Two-Spirit (LGBTQ2S+)

medical needs, etc. If located in a rural or otherwise isolated area, please describe transportation planning for your residents. (If no location is known at this time, describe how will the team prioritize location accessibility when selecting site; minimum needs). **(5 points)**

**Need for Project and Equity (10 points):**

1. Using demographic information and other quantitative and qualitative data, describe your focus population and demonstrate the need for PSH units in your community. Needs documentation may include HMIS data, the local Point-in-time (PIT) count or other sources such as supportive housing stock and/or Continuum of Care (CoC) data. **(5 points)**
  
2. Describe how your project will be inclusive of communities of color and/or other historically underserved communities (e.g. BIPOC; LGBTQ2S+<sup>2</sup>) that are over-represented in the homeless population and other systems (e.g., health, child welfare, justice, etc.) in comparison to the general population. **(5 points)**

*NOTE: WA HCA PSH-specific development funds, rent assistance, and services funding is intended toward those experiencing chronic homelessness; WA HCA development resources from other funding opportunities allow a broader spectrum of PSH delivery*

**Experience & Capacity (6\* points):**

1. Provide a narrative describing each agency's experience delivering PSH or other housing with services 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. **(5 points)**
  - a. For team members/organizations *with* PSH experience, describe your experience and how similar or dissimilar it is with this project; If participating agencies are well-versed in PSH or even graduates of prior Washington Supportive Housing Institutes, you still must answer this question in detail. General community knowledge about an agency will not be used in scoring.
  - b. For team members/organizations *without* PSH experience, describe your experience working with chronically homeless households and/or your focus plus population. Also, if PSH is a new undertaking, describe your commitment to Housing First and PSH in the delivery of this housing project.

*\*SCORING NOTE: One (1) additional point will be given to project teams that include at least one BIPOC-led, Native-led and/or Culturally Specific/Responsive organization.*

**Participation Needs (NOT scored):**

This section is **NOT** scored. Barriers to technological access have no impact on the cohort selection process.

1. Accessibility to technology for remote (virtual) trainings; For virtual Institute sessions, all team members will be required to have access to a computer and reliable internet. Team members will need access to video camera/mic or headset.
  - a. Are there any special accommodations we should know about?

## APPLICATION ATTACHMENTS

- Please submit the following documents in an electronic format (PDF preferred) along with your application: Copy of 501(c)3 tax exemption for applicable partners.
- Letters of commitment from project partners attending Supportive Housing Institute.