



# **2025 Illinois Supportive Housing Institute Request for Applications**

**Applications Due:**

**Wednesday, January 22, 2025**

Corporation for Supportive Housing (CSH) and the Illinois Housing Development Authority (IHDA) are excited to announce their partnership for the 2025 Illinois Supportive Housing Institute (the Institute). The 2025 Institute will include both in-person and virtual sessions aimed to address the statewide need for permanent supportive housing.

**The Institute is made possible with funding provided through 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 their website at [www.csh.org](http://www.csh.org).

## Illinois Housing Development Authority

IHDA is a self-supporting and mission-driven state agency dedicated to financing the creation and preservation of affordable housing in Illinois. IHDA offers affordable mortgages and down payment assistance for homebuyers, provides financing for the development of affordable rental housing, and manages a variety of assistance programs to create communities where all Illinoisans can live, work, and thrive. Since it was established in 1967, IHDA has delivered more than \$27.8 billion in state, federal, and leveraged financing to make possible the purchase, development, or rehabilitation of more than 327,000 homes and apartments for low- and middle-income households. For more information on IHDA programs, visit [www.ihda.org](http://www.ihda.org).

## Illinois 2025 Supportive Housing Institute Overview

This Request for Applications (RFA) will select teams to participate in the 2025 Institute. Over the course of four months, the Institute will provide targeted training and technical assistance that will result in a supportive housing project development proposal. **Teams are comprised, at minimum, of a developer partner, property management partner, and a supportive services partner. Teams are strongly encouraged to also include a person with lived experience.** 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 supportive services.

## Institute Benefits

Upon completion, participants in the Institute will have:

- A detailed, individualized supportive housing development proposal that can be used to apply for funding under IHDA's Permanent Supportive Housing Development Program and other available funding sources;
- The opportunity to apply for early pre-development financing through CSH's Project Initiation Loan Fund;
- Improved skills to create and to operate both 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 troubleshoot problems; and
- 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;
- A Memorandum of Understanding (MOU) among members of the team, outlining roles and responsibilities;
- Detailed service delivery and community support plans;
- Tenant selection and involvement plans;
- A property management plan; and
- A preliminary project proposal and budget.

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 via in-person and virtual sessions. The dates and locations for each session are listed below.** Exact dates and topics may be subject to change based on final team selection and the availability of trainers. Selected teams will be notified of the final agenda and dates.

<b>March 19 – 20 Springfield, IL</b>	<u>Session 1 Topics</u> : Introduction to the Institute; Supportive Housing 101; Overview of the Development Process; Standards in Quality Supportive Housing; Development Team Roles and Partners; Building a Network of Support and Community Buy-In; Navigating Zoning
<b>April 3 Virtual</b>	<u>Session 2 Topics</u> : Supportive Housing Design; Trauma Informed Design
<b>April 16 – 17 Springfield, IL</b>	<u>Session 3 Topics</u> : Supportive Service Design and Delivery; Voluntary Services; Service Strategies; Support and Service Plans; Staffing Models; Property Management Overview; Coordinating Services and Property Management
<b>May 1 Virtual</b>	<u>Session 4 Topics</u> : Fair Housing Overview; Tenant Selection Plans
<b>May 14 – 15 Springfield, IL</b>	<u>Session 5 Topics</u> : Capital Budgets and Sources; Operating Budgets and Sources; Service Budgets and Sources; Understanding Local Funding Sources
<b>June 11 – 12 Chicago, IL</b>	<u>Session 6 Topics</u> : Quality Improvement & Evaluation; Tenant Leadership; Move in; Engagement and Retention; <b>Team Presentations to Funders</b>

## 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) representatives, and other local partners relevant to project planning and implementation. Applicants

may apply without having identified all of their team members but must agree to work with CSH to identify these partners. Organizations looking to become housing developers are welcome and encouraged to apply.

To be selected, applicant teams must show a commitment to developing 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 the quality of the application, experience serving high priority populations, and capacity of the team members, including financial stability. **Teams should commit to attending all training sessions offered (see Institute timeline) when possible, and absences should be communicated to CSH in advance. CSH will use its discretion in awarding certificates of completion to attendees who do not attend all sessions.**

## Eligible Supportive Housing Developments

The Institute is designed specifically to support the creation of permanent supportive housing where:

- Housing is permanent
- Housing is affordable to individuals earning less than 30% of the area median income
- 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 can be 100% supportive housing or integrated, as long as at least 50% of the units are reserved for permanent supportive housing.

Projects must be guided by the:

1. [CSH Standards for 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, CSH and IHDA are prioritizing 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 Permanent Supportive Housing Development Program.** 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 its deliverables.

## Application Submission Requirements

The Institute application will be submitted online through Alchemer. Applicants will answer general questions about the project team and concept and will upload the narrative and application attachments as indicated below.

## **Narrative Criteria**

The narrative questions are listed below, and cumulative responses should not exceed eight 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 that 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 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 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 Black, Indigenous, and/or people of color (BIPOC).

### Experience and Partnerships

1. For the developer, owner, property manager, and supportive service provider(s), please detail experience in developing, owning, managing, or providing supportive services in supportive housing. If an organization is new to supportive housing, please describe experience in serving individuals experiencing homelessness or experience in affordable housing.
2. For additional team members, please describe their experience and role on the team.
3. For teams including a person with lived experience, please describe the reimbursement plan 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 supportive housing project will be located.
2. Is there is a disproportionately high number of BIPOC people experiencing homelessness in the community where the supportive housing project will be located?
  - a. If so, does the team include people with lived experience of homelessness who are part of the identified BIPOC communities, and is 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?

- 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 this RFA 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. Evidence of site control, if available.
2. Most recent audited financials and year-to-date current financials for those fulfilling a primary role as developer, owner, and supportive services provider.
3. 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 this 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. It is strongly encouraged that developments indicate a commitment to use the CoC’s Coordinated Entry system for referrals to the supportive housing units and report through the CoC’s Homeless Management Information System (HMIS).

Please note that teams who are accepted into the Institute will be asked to provide the following by March 1, 2025:

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

## **Application Submission Instructions**

Teams interested in participating in the 2025 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 Deadline: Wednesday, January 22, 2025**

**Online Submission:** Applications for the Institute will be accepted online at the link below:

<http://s.alchemer.com/s3/2025-Illinois-Supportive-Housing-Institute-Application>

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](mailto:illinois.institute@csh.org). All proposals submitted will be evaluated and respondents will be notified of their selection by February 19, 2025.

**Questions:** If you have questions on this application, please contact:  
Brett Penner  
Senior Program Manager  
[Brett.penner@csh.org](mailto:Brett.penner@csh.org)

## Application Scoring Criteria

Each question must be answered, or zero points will be awarded 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 evaluators based upon the degree to which applicants clearly and completely demonstrate their ability with respect to the following categories:

<b>Project Readiness &amp; Accessibility: 10 points</b>	
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 the team will prioritize location accessibility in site selection.
<b>Need and Demand for Project: 15 points</b>	
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	Project aligns with the following policy priorities: <ul style="list-style-type: none"> <li>• Project has a direct healthcare and housing collaboration</li> <li>• Projects targeted to serving justice-involved individuals</li> <li>• Projects targeted to serving youth aging out of foster care</li> <li>• Projects targeted to serving adults with intellectual or developmental disabilities</li> </ul>
5 Points	Provide an analysis of disproportionate impact of homelessness and other special needs for people who identify as BIPOC.
<b>Project Concept: 15 points</b>	
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 include people with lived expertise on project and program design. Provide examples of measures that ensure the project/program best supports the focus population.
<b>Experience &amp; Capacity: 10 points</b>	
5 Points	For those groups with experience with supportive housing, please describe it and how it relates to this project.  For those groups <u>without</u> experience with supportive housing, describe the commitment to supportive housing 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.
<b>Total Possible Points: 50</b>	



