



**Illinois Supportive Housing Institute
Application Packet**

**Integrated Housing For Adults with
Intellectual and Developmental Disabilities**

Facilitated by CSH: The Source for Housing Solutions
Sponsored by the Illinois Council on Developmental Disabilities

Contact Information

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Illinois Supportive Housing Institute
Integrated Housing for Adults with Intellectual and Developmental Disabilities
Information and Application

CSH: The Source for Housing Solutions, in partnership with the Illinois Council on Developmental Disabilities (ICDD), is excited to announce the newest Permanent Supportive Housing Institute. The 2014 Supportive Housing Institute will exclusively address the creation of housing settings that meet the needs of adults with intellectual & developmental disabilities. This series will help non-profits learn how to navigate the complex process of developing housing with support services and is expected to reduce the time it takes to obtain funding by improving the planning and application process. Consideration will be given to integrated housing (with up to 25% of the housing set aside for supportive housing) and small scale multi-unit buildings.

The 2014 Institute provides targeted training and technical assistance to both new and experienced development teams. Teams receive over 60 hours of training including individualized technical assistance and resources to assist in completing their project. In addition, experts from across the state, including staff and national partners provide insight on property management, financing, and building design. Special emphasis will be given to accessing Section 811 and the new Statewide Referral Network.

Institute Benefits

Upon completion, participants in the Institute will have:

- The opportunity to apply for a planning grant to support your planning process;
- A detailed, individualized integrated supportive housing development and management plan that can be used to access funding for the project in your local community;
- Experience identifying barriers with the Developmental Disability system and strategies to remove these barriers;
- Improved skills to operate existing supportive housing and develop new projects serving people who experience multiple barriers to housing;
- A strong, effective development team that leverages the strengths of each team member, and a powerful network of peers and experts to assist in project development and to trouble-shoot problems;
- Increased capacity and a competitive edge to provide supportive housing;
- Ongoing technical assistance from CSH to be defined through a shared engagement agreement.

Institute Deliverables

In the course of the Supportive Housing Institute, development teams will work closely to develop individual supportive housing project plans. Among the expected outcomes are:

- Memorandum of Understanding among members of the supportive housing development team, outlining the roles and responsibilities of each partner;
- Support with connecting to effective local partners within your community;
- Concrete plans including your (1) Community Support Plan, (2) Tenant Selection Plan, (3) Management Plan, Affirmative fair housing marketing plan;
- Detailed program and project concepts including; conditions of tenancy and plan for supportive services for tenants; and engagement strategies designed for specific target populations;
- Operating policies and protocols between services provider and property manager;
- Preliminary project proposal and budgets;
- Preliminary feasibility analysis for potential housing site, if identified

Eligible Teams

Teams are urged to consider partnerships with local government, local Public Housing Authority, and service providers focused on the needs adults with intellectual and developmental disabilities.

Eligible Integrated Supportive Housing Projects

- Housing is integrated, with a portion of the units set aside as supportive housing for adults with intellectual and developmental disabilities;
- Housing is permanent, tenants hold leases and acceptance of services is not a condition of occupancy;
- Comprehensive case management services are accessible by tenants where they live and in a manner designed to maximize tenant stability;
- Housing meets financial feasibility standards;
- Housing is of good quality, affordable to target population, and accessible to transportation; and,
- It is imperative that the developer has experience with tax credit projects. It is acceptable to apply without a developer and CSH will assist your team in finding an appropriate developer and will participate in interview sessions with your team.

CSH: Who We Are

CSH: The Source for Housing Solutions is a national nonprofit organization and Community Development Financial Institution 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 our website at www.csh.org.

CSH Supportive Housing Institute Curriculum and Timeline

Sessions will be held in Springfield, IL at the Illinois Council for Developmental Disabilities, located at 830 S. Spring Street, Springfield.

Timeline

August
19 -21 **Days 1-3: Introduction to the Institute; Project Vision and Concept Development; Successful Partnerships; Services in Supportive Housing**

This session provides an overview of the Institute, which will include seminars, trainers and facilitators, case studies, deliverables and project work, with one-on-one technical assistance between sessions. Participants will articulate their project visions and gain a basic understanding of the housing development process. Thoughtful consideration will be given to what does and does not work well for the target population in current housing opportunities designed for adults with intellectual and developmental disabilities. Participants will examine the elements of successful supportive housing collaborations and develop a Memorandum of Understanding to guide team members throughout the rest of the Institute.

September
30 -
October 1 **Days 4 and 5: Building Community Support; Building Design and Site Plans, and Property Management**

Local support can make or break a project. Participants will learn to turn opposition into support by mastering legal, political, media and informational strategies. Participants will learn about successful site selection strategies, and will develop a community support plan for their individual project. Participants and trainers will discuss best practices for building design, including accessibility standards, in order to best accommodate the target population. Additionally, participants will learn various methods of property management and how to coordinate among property management and supportive services providers.

October
27-29 **Days 6 - 8: Budgeting, Leasing and Operating**

Participants will familiarize themselves with the variety of funding sources for supportive housing and will begin to match program vision with funding realities. Trainers will present sample operating and supportive services budgets, illustrating the interconnectedness of these two elements of supportive housing operations. Participants will also work on their own project budgets using templates.

November
18 -19 **Days 9 and 10: Issues in the First Year, Final Project Presentations**

We will review common issues in the first year and explore a series of preventative steps, as well as strategize around how to deal with issues that your team did not expect. Teams will prepare a presentation about their project and offer this presentation to peers and to potential funders. This process will allow for feedback regarding their concept and design.

Application Instructions

The 2014 Institute is made possible through support from the Illinois Council on Developmental Disabilities.

To be eligible for the Institute, applicants must be able to commit to attending ALL training sessions offered. It is critical to the success of each team that key senior management staff consistently participates in all sessions. All sessions will be held in Springfield, Illinois. For those who require lodging, we will have a block of rooms at a nearby hotel. Participants will be expected to pay for their lodging and some dinners. Breakfast, lunch, and a few dinners will be provided.

Please note that if your team is accepted into the Institute, your team will be asked to provide one registration check for a total of \$300 to cover the cost of the entire team's participation in the Institute.

Application Deadline: Friday, July 11, 2014

CSH and ICDD staff will evaluate all proposals and notify applicants of their selection by July 21st. An application is a commitment for the team to attend the institute sessions.

Submission: Submit an electronic copy of the application and the attachments to CSH by email to: stephanie.sideman@csrh.org.

Team Member Information

Please provide contact information for each member of your development team for this project. Development teams consist of a supportive service provider, housing developer, and/or property manager. Applicants should apply in conjunction with other members of their team. **If the applicant has not yet identified all its team members, the applicant must agree to work with CSH to identify these partners.** Applicants must have, at the minimum, either a developer or service provider. Teams will be limited to 4-6 people participating in the institute.

1. Designated Team Leader for the Institute	
Name	
Organization	
Phone	
E-mail	
Address	

2. Supportive Service Partner	
Organization Name	
Name of Contact for Institute	
Phone	
E-mail	
Address	
Executive Director of Agency	
Phone	
E-mail	

Address	
Board Chair President	
Phone	
E-mail	
Address	
Primary Population and Services Provided	
Primary Service Area (Cities/Counties)	
Year of Incorporation	
Number of Full-Time Staff	
Number of Part-Time Staff	
Number of Board Members	

3. Housing Development Partner	
Organization Name	
Address	
President and CEO	
Phone	
E-mail	
Contact Person for this Application	
Title	
Address	
Phone	
Email	
Board Chair/President	
Address	
Phone	
E-mail	

4. Property Management Partner	
Organization Name	
Address	
Contact Person for this Application	
Title	
Address	
Phone	
E-mail	
Board Chair/President	
Address	
Phone	
E-mail	

5. Person with Lived Experience or Family Member	
Name	
Address	
Phone	
E-mail	
Role (Self Advocate, Family Member, Community Member, etc.)	

Please attach a document describing any additional partners who will be involved in the project development locally, but who may not attend the Institute or who you would like to invite to join the institute and have not been mentioned in the above categories.

Application Narrative

Please include a short narrative that responds to each of the questions asked below, to the best of your ability.

1. Institute Goals

- Describe how each member organization and the project team as a whole anticipate benefiting from the Supportive Housing Institute and contributing to the Institute's peer learning.

2. Organizational Mission and Planning

- Briefly describe the vision and mission of each organization.
- What are the short-term and long-term goals and objectives? What is the vision for the next three-five years?
- Please provide detail on the planning process used to set these goals and process for evaluation, if any.

3. Supportive Housing Goals

- What are the team's goals for supportive housing?
- Does the team have a specific project and site in mind at this time? Please describe. Please include information on the possible city/county for the project.
- What are the team's goals relative to size, scale, and design of housing?
- Describe your service philosophy.
- How do the team's supportive housing goals match the community need?

4. Experience

- For each organization, please detail any past experience in developing, providing housing, managing housing or serving adults with intellectual and developmental disabilities. Please note if any of this experience includes supportive housing for this population.

5. Collaborative Experience

- If the proposed team has worked together previously, please describe past collaborations.
- Address how you will partner with appropriate health & service providers, local government, your local public housing authority and public systems.
- Describe each partner's past development experience. Highlight any accomplishments that demonstrate each agency's project development and management expertise. Describe both existing projects and plans for supportive housing projects. Please also describe and highlight any experience in collaborative (team) project development.

6. Additional Information

Discuss any issues of capacity that you anticipate need to be addressed through the Institute.

As space permits, feel free to detail any other information about the organizations or team that would be useful in evaluating your proposal.

Application Attachments

Please submit the following documents in an electronic format along with your application:

1. Copy of 501(c)3 tax exemption for applicable partners
2. Letters of commitment from project partners attending institute
3. List of Board Members for the primary team partner/s
4. Letter of support from the City's Community Development Director in your city or county

If you have difficulty with any part of this application, please feel free to contact Stephanie at 312-332-6690 ext. 25 or stephanie.sideman@csh.org for help. If you have a question you are not able to answer, please do not let that deter you from applying.