



ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Request for Applications Housing for Justice-Involved Individuals

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January 24, 2022

Applications Due:
March 31, 2022, By 5:00 P.M. CST

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Request For Applications

Housing for Justice-Involved Individuals

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Section 1: Definitions

Applicant – shall mean the entity that has applied for funds pursuant to this Request for Applications (RFA). The Applicant includes all individuals and entities of which the Owner is comprised. Eligible Applicants include social service providers (“Social Service Providers”), or partnerships between Social Service Providers and experienced developers, that have operated successful re-entry programs that provide shelter through a congregate, or shared, housing model.

Application – shall mean an entire set of required and requested documents, in electronic form, as prescribed in this Request for Applications and submitted by an Applicant to the Authority.

Area Median Income (AMI) – shall mean the median income of the county or the metropolitan statistical area in which the Site is located, adjusted for family size, as such adjusted income and median income for the area are determined from time to time for purposes of Section 8 of the United States Housing Act of 1937.

Authority – shall mean the Illinois Housing Development Authority (IHDA).

BIBP Fund – shall refer to the Build Illinois Bond Program Fund.

Closing – shall refer to the initial closing of the financing.

Commitment – shall refer to the conditional commitment letter issued by the Authority outlining the terms and conditions of the award.

Funding Agreement – shall mean the document that outlines the terms and conditions of a funding award.

IDHS – shall mean the Illinois Department of Human Services.

IDOC – shall mean the Illinois Department of Corrections.

IDNR – shall mean the Illinois Department of Natural Resources.

Justice-Involved Individuals – shall mean individuals exiting the criminal justice system; exiting jail, or prison.

Owner – shall mean the entity that is awarded funds for a Project pursuant to this Request for Applications and which owns or will own the Project. The Owner shall be owned or controlled by the Applicant.

Multifamily Portal – shall mean a portal created to allow the electronic submission of all required documentation for applications for any IHDA multifamily funding resource.

PRG – shall mean the Parole Re-Entry Group that works internally at the Department of Corrections to assist parolees reentering the community.

Project – shall mean an existing or proposed qualified project which satisfies, or will satisfy, all the requirements of this Request for Applications and the Authority.

Project Concept Meeting – shall mean the meeting between the Authority and Applicant before the Application deadline during which the Applicant will discuss the Project and the Authority will articulate any concerns or conditions. If the Application fails to address the Authority’s concerns, the Authority may deem the Project ineligible for funding.

Regulatory Agreement – shall mean a document that outlines the terms of the ten (10) year period during which a Project must comply with the occupancy restrictions and amenities represented in the Project’s Application.

RFA – shall mean this Request for Applications.

Service Area Coverage Map – shall mean a map that illustrates the service provider service area, community assets and infrastructure (i.e., Health services, food access, civic, recreation, education, job training) in the neighborhood that support successful transition to the community.

Services – shall mean any services that support Justice-Involved Individuals in their successful transition to the community, which could include education/GED, job readiness/workforce development, mental/behavioral health, case management, and substance use treatment.

Site – shall mean a parcel of land on which the Project will be developed, described by a unique legal description which will be encumbered by the Regulatory Agreement. A Project may consist of multiple Sites.

Social Service Providers – shall mean organizations that provide a range of public services intended to provide support and assistance for the wellbeing of people. Services may be provided by individuals, private and independent organizations, or administered by a government agency.

State – shall refer to the State of Illinois.

SUPR – shall mean the Division of Substance Use, Prevention, and Recovery at the Department of Human Services.

Website – shall mean <http://www.ihda.org>.

Section 2: Program Overview

A. Objective

Reentering the community from the criminal justice system is a difficult process made even more difficult for those who become homeless and unemployed due to lack of a network, or a support system. Additionally, it is well-documented that housing instability and unemployment are risk factors that can have a profound impact on a person's ability to succeed.¹ It is common for [Justice-Involved Individuals](#) to not have access to safe or stable housing. In an effort to better address the housing needs of Justice-Involved Individuals, the [Authority](#) will utilize funds from the [BIBP Fund](#) of up to \$7.5 million, to subsidize the acquisition, new construction, and/or rehabilitation of non-traditional housing models that serve Justice-Involved Individuals.

The Authority is seeking [Applications](#) from qualified [Applicants](#) that will acquire or rehab homes in communities across the [State](#) to provide Justice-Involved Individuals reentering the community with transitional, service-intensive housing. Applicants must agree to create housing and arrange for [Services](#) to be provided for all Justice-Involved Individuals, except those who may be ineligible due to statutory or regulatory prohibitions.

B. Eligible Applicants

Eligible Applicants include [Social Service Providers](#), or partnerships between service providers and experienced developers, who have operated successful re-entry programs that provide shelter through a congregate, or shared, housing model. Eligible Social Service Providers are required to have funding available for operating facilities to house Justice-Involved Individuals. In addition, Applicants must establish a plan for Services that addresses the recovery needs of the residents at any stage of recovery to assist to maintain housing stability. On-site or community-based Services must be provided. Applicants must show historic evidence of funding sources, from the past three years, and be able to demonstrate the ability to sustain funding that supports the provision of Services.

The Authority's approach to address racial equity is rooted in increasing opportunities for wealth-building for BIPOC entrepreneurs as well as creating opportunities for community-level wealth expansion. The Authority is committed to prioritizing [Projects](#) that improve resident outcomes by expanding neighborhood assets and investments. The Authority encourages the participation of Minority-owned Based Enterprise/Women-owned Based Enterprises and Project concepts that improve 'quality of life' and housing quality.

C. Eligible Project Activities

The Authority welcomes creative housing models. Eligible Project activities include:

- Acquisition;
- New construction,
- Rehabilitation (including of a leased space if permitted by the property owner); or
- Acquisition with new construction or rehabilitation

The Authority shall approve of all Project [Site\(s\)](#).

¹ https://www.usich.gov/resources/uploads/asset_library/Housing-Affordability-and-Stability-Brief.pdf

The Authority is aware that the housing market can be fast moving, and it may be difficult to hold a sales contract. Any real estate purchases made within the twelve (12) months prior to the release of this [RFA](#) are considered eligible. Additionally, it is not required that a Site be identified in the Application. However, the Applicant must identify an Authority approved Site prior to the [Closing](#). The Authority expects most Projects will involve acquisition, or acquisition and moderate rehabilitation of single-family homes; however, other Projects may be proposed and will be considered based on proposed location, demand, Applicant capacity, and financial feasibility. The individual Project costs are anticipated to reflect the current real estate market. The Project may be located in any of the one hundred two (102) Illinois counties.

D. Target Population

Eligible Applicants must open housing opportunities to all Justice-Involved Individuals reentering the community who are eighteen (18) years or older, including the elderly or disabled, whose income may range from zero to extremely low ($\leq 30\%$ AMI) to low ($\leq 80\%$ AMI). The housing is intended for extremely low individuals, but the Project may serve individuals at up to 80% AMI. This requirement does not extend to individuals who may be ineligible due to statutory or regulatory prohibitions.

E. Project Funding

The Authority will utilize funds from the BIBP Fund of up to \$7.5 million. Eligible development costs allowed under this funding are limited to costs associated with the acquisition, rehabilitation, or new construction of the Project. Applicants awarded funding will receive the funds as a grant. Each Applicant may request up to \$475,000 per Project.

The amount of funding to be awarded will not exceed the amount necessary to make the Project financially feasible, as determined by the Authority in its sole discretion.

For purposes of compliance with the Comprehensive Planning Act (310 ILCS 110) this RFA may also be referred to as a “notice of funding availability.” In addition, it will also be considered a “special initiative” as such term is used in the Annual Comprehensive Housing Plan required by the above statute. All funding awards, including the amount of the award and the funding source, remain subject to the final approval of the Authority’s Board. Applicants should consult with an accountant to explore any potential tax consequences for an award of funds.

Each Project funded under this RFA will require a [Regulatory Agreement](#) be recorded against the Site, which outlines the terms of the ten (10) year compliance period during which the [Owner](#) of the Site must comply.

If the Applicant is leasing the Site, the Applicant will be responsible for ensuring the Site owner agrees to the Regulatory Agreement and allows the Regulatory Agreement to be recorded against the Site. The Authority shall be notified prior to any sale of the Site during the term of the Regulatory Agreement.

Section 3: Application Requirements and Submittals

A. Project Concept Meeting

The Authority will require potential Applicants to schedule a [Project Concept Meeting](#) no later than March 11th, 2022. Applicants will schedule this meeting by emailing justicerfa@ihda.org. Applicants will outline their project concept including intended location, project model, service delivery, financing, and proposed partnerships. Authority staff will provide comments and discuss any noted concerns prior to the Application submission. The Authority reserves the right to deny any Applications that are not consistent with the recommendations of the Authority provided at the Project Concept Meeting.

B. Project Narrative

Applicants should provide as much detail and background information about the proposed Project as possible, as well as a clear description of the Applicant's experience serving Justice-Involved Individuals. Project narratives must include:

- 1) Amount of funding requested.
- 2) Description of the Applicant's approach to meet the objective of the RFA. Applicants should clearly articulate the location of the Site if known at the time of Application, unit mix/bed count, partnerships, management, and maintenance.
- 3) Description of how the Applicant will make available the necessary support Services, including experience with service coordination, conducting outreach for referrals, obtaining mainstream benefits, and coordinating referrals. Experience working with Justice-Involved Individuals should also be detailed here.

C. Service Area Coverage

Community-based Services and neighborhood assets should be within desirable proximity to the Site and be accessible through public transportation. All applications must include a [Service Area Coverage Map](#). On this Service Area Coverage Map, the Site should be clearly identified.

In the event that the Site has not been identified at the time of Application, the Applicant must alternately provide a Service Area Coverage Map for the proposed location of the Project.

D. Site Control

At time of Application, it is not necessary for the Site(s) to be identified. However, Applicants should have a general sense of the target communities. Upon selection of the Site(s), the following must be provided:

- 1) A map showing the location(s) of the Site(s). If Site control is for a property larger than the Site(s), the Site(s) must be delineated on the map.
- 2) Aerial photograph(s) of the Site(s) with the boundaries of the Site(s) clearly delineated, and surrounding uses clearly visible; and
- 3) Evidence of Site control documentation as follows:
 - a) A fee simple interest in the Site in the name of the Applicant (or single purpose entity owned/controlled by the Applicant); or
 - b) A fully executed, binding agreement, signed by both the Applicant (or single purpose entity owned/controlled by the Applicant) and the seller for the purchase of the Site; or
 - c) A fully executed, binding agreement, signed by both the Applicant (or single purpose entity owned/controlled by the Applicant) and the owner of the Site for the long-term lease with a

- lease term acceptable to the Authority; or
- d) A letter or agreement, signed by both the Applicant (or single purpose entity owned/controlled by the Applicant) and the donor of the Site evidencing intent to donate land and/or building; or
 - i) When the Site is owned by a governmental entity, a letter of intent to the Applicant (or single purpose entity owned/controlled by the Applicant) from the governmental entity to sell, donate, or enter a long-term lease of the Site.

Upon Site selection, Site control documentation must include all the following clearly marked/highlighted:

- 1) Expiration date for purchase option(s), purchase agreement(s), or letter(s) of intent;
- 2) Legal description, PIN, and street address;
- 3) The sale or lease price of the Site(s).

The Project budget in the Application for the Project may only include the acquisition costs attributable to the Site. If Site control documentation is for property larger than the Site, a detailed narrative and calculation of the Site's sale or lease price on a per square footage basis must be submitted.

E. Zoning

Prior to Closing, the Project must include evidence that all Sites are zoned for the proposed use.

F. Physical Site

Prior to Closing, the Project must include at a minimum a home/property inspection that identifies the property condition and any asbestos, lead, mold, and radon issues. All issues must be addressed with the general contractor.

G. Historic Preservation

All Projects must meet the requirements of the Illinois State Historic Resources Protection Act, as determined by the State Historic Preservation Office at [IDNR](#). Note that this requirement is required by State Statute and applies to ALL Projects regardless of their Project type, location, or historic nature.

- 1) The Project Application must include all documentation listed in the Historic Preservation Checklist found on the [Website](#). Upon receipt of the Checklist, the Authority must submit a review request to IDNR. There is a mandatory thirty (30) day review period required for obtaining an approval letter from IDNR.

H. Applicant Team Capacity

The Authority will evaluate the Applicant's capacity to successfully complete and manage the Project. Applications must include the following for the Authority to evaluate the experience and capacity of the Applicant team:

- 1) Team Certifications

The Application must include a resume and three (3) references for the Applicant, Social Service Provider(s), and/or development partner. The information submitted must include all pending, under construction, or completed projects in any state, including their present status and expected completion date. The reference letter should include the reference's name, address, phone number,

and email address of the contact. Descriptions should acknowledge the relationship between the reference and the Applicant team.

The Authority may request additional information about the Project team, including the general contractor and architect in order to evaluate their ability to complete the Project.

2) Unacceptable Practices

The Authority may, in its sole discretion, deny any Applicant in which any team member has failed to demonstrate ongoing proficiency with affordable and supportive housing programs, as denoted on the Application Certification.

I. Coordination of Services and Agreements

The Applicant is required to establish, or demonstrate existence of, a Memorandum of Understanding (“MOU”) or a legally binding agreement entered into with an entity, or organization, that has capacity to provide direct referrals for housing for Justice-Involved Individuals. For this RFA, Applicants will obtain a letter for referral coordination from a referral source to submit at time of Application. Applicants should be able to demonstrate the ability to sustain funding that supports the provision of Services.

Preference will be given to Applicants that have existing referral sources. Examples include, but are not limited to, the following:

IDHS-Funded Services

[IDHS](#) provides licensed/Medicaid certified organizations with funds for intervention and treatment services, for non-licensable services or organizations, and for specified activities or services. Applicants may provide evidence of funded social services through IDHS/[SUPR](#) at the time of Application.

IDOC/Other - Referrals

Applicants may obtain a letter for referral coordination from [IDOC](#). The letter shall include 1) how referrals will occur, 2) the funding source used to pay for services and 3) the capacity of the organization to provide services. For IDOC referrals, Applicants may contact Cherie Barnes at IDOC at Cherie.Barnes@illinois.gov to obtain a letter. IDOC [PRG](#) will assist in identifying individuals in need of housing and work to facilitate the referral.

J. Financial Capacity

Applicants shall demonstrate their financial responsibility and capacity by submitting a program budget and organizational financial statement.

1) Project Costs

The Authority will evaluate the acquisition, and/or rehabilitation costs for reasonableness. Applicants will be required to provide the following prior to closing:

- a. A minimum of two (2) bids from qualified general contractors estimating costs for potential rehabilitation;
- b. An appraisal that supports the purchase price of the Site and a home/property inspection report that addresses the property condition and any potential asbestos, lead, mold, and radon issues; and

- c. Evidence of how the Project will be financially sustainable over a 10-year period, including reserves for repairs/on-going maintenance, taxes, and insurance. If there are any asbestos, lead, mold or radon issues, the Project budget should address those items.

All Projects will be subject to the Illinois [Prevailing Wage](#) Act (820 ILCS 130/0/.01).

2) Total Award

The Authority will provide funding up to \$475,000 per Project. The amount of funding to be allocated will not exceed the amount necessary to make the Project financially feasible, as determined by the Authority.

3) Evidence of Project Financing

All Applications must reflect adequate sources of financing to complete the Project.

4) Submission of Applicant-Related Financial Documents

The Applicant will provide to the Authority the following documents to demonstrate financial feasibility:

- a. Last three (3) years of annual financial statements, if available;
- b. Last three (3) years of audits, if available; and
- c. Current Balance sheets, if available.

Section 4: Application Evaluation and Scoring Criteria

A. Application Evaluation

All Applications will be evaluated based on criteria described in this section; scored and ranked. Points will be assessed on the completeness of information and the required submittals for the Application.

Applications will be evaluated in the following manner:

- 1) Applicant submitted the [Project Concept Form](#) and attended the Project Concept Meeting.
- 2) Completeness of application, including:
 - Application received by the due date;
 - Required Application forms; and
 - Submittal of supporting documentation.

If the Authority finds that the Application is incomplete or the Application requirements are not met, it reserves the right to reject the Application and notify the Applicant with stated reason(s) for denial. The Authority reserves the right to verify information provided.

B. Scoring Criteria

The scoring will be based on the requirements of this RFA. The various scoring criteria shall, at the sole discretion of the Authority, be binding and incorporated into a Regulatory Agreement or other documents, as applicable.

Applications will be scored on a maximum fifteen (15) point scale in accordance with evaluation criteria. Tie breaker points are three (3) points maximum.

C. Scoring Matrix

<u>Scoring Criteria</u>	<u>Criteria Description</u>	<u>Points</u>
Project Narrative	The Applicant's narrative described the Project, location, unit mix/bed count, partnerships, management, and maintenance, Project team, support service delivery, neighborhood assets, amenities proximity and available transportation.	Narrative is complete and thorough (3)
		Narrative is complete on most described categories (2)
	The Applicant's narrative also described the available services plan to achieve housing stability; experience with service coordination, conducting outreach for referrals, obtaining mainstream benefits, and coordinating referrals.	Narrative is only partially complete (1)
		Narrative is mostly incomplete (0)

<p>Service Provider Team Coverage</p>	<p>Applicant has submitted a Service Area Coverage Map that illustrates the service area assets and infrastructure (i.e., Health services, food access, civic, recreation, education, job training) in the neighborhood that support successful transition for Justice-Involved Individuals back into their chosen communities.</p> <p>On this map, the Project Site should be clearly identified. In the case that Site Control has not been attained at Application, the Applicant must alternately provide a Service Area Coverage Map for the proposed location of the Project.</p>	<p>Applicant submitted a coverage map with 3-5 amenities within 1 mile walking distance of the proposed site</p> <p style="text-align: center;">(3)</p> <p>Applicant submitted a map that has 1-2 amenities within 1 mile walking distance and others that are a drivable distance (10 miles or less) from the site</p> <p style="text-align: center;">(2)</p> <p>Applicants submitted a map that has no walkable amenities but 5 or more that are drivable (10 miles or less)</p> <p style="text-align: center;">(1)</p> <p>Applicants submitted a map with less than 5 drivable amenities from the proposed site</p> <p style="text-align: center;">(0)</p>
<p>Applicant Team Capacity</p>	<p>Applicant has submitted a resume and three (3) references for the Applicant, Social Service Provider(s), and/or development partner.</p> <p>Applicant has acceptable past performance on similar projects as evidenced by information and references.</p> <p>Applicant has experience working with Justice-Involved Individuals and has external partnerships to meet requirements.</p> <p>Applicant may be a for -profit and BIPOC led or a not-for-profit BIPOC led or governed.</p>	<p>Applicant has extensive experience (10 years +), qualifications, and capacity to provide the required services</p> <p style="text-align: center;">(3)</p> <p>Applicant has some experience (5-9 years), qualifications, and capacity to provide the required services</p> <p style="text-align: center;">(2)</p> <p>Applicant has little experience (1- 4 years), qualifications, and capacity to provide the required services</p> <p style="text-align: center;">(1)</p> <p>Applicant has no experience (0 years), qualifications, and capacity to provide the required services</p> <p style="text-align: center;">(0)</p>

<p>Coordination of Support Services:</p>	<p>Applicant provided a detailed description of its intended approach, project model, proximity of amenities/supports, and plan to support housing stability.</p> <p>Applicant provided a MOU or other agreement with a community-based service provider, which may or may not be the Applicant, to provide support services. MOU includes a detailed service plan outlining services offered, staff/person ratio, and if service located on site or off site.</p> <p>Applicant has letter of support/coordination from IDOC/other referral source.</p> <p>Applicant has provided the required agreement for referral coordination with IDHS/SUPR.</p>	<p>Applicant has described a detailed service plan, proximity to amenities, obtained MOU with relevant information and provided a strong referral letter (3)</p> <p>Applicant somewhat described service plan, proximity to amenities, provided a brief MOU and a referrals letter (2)</p> <p>Applicant provided a brief service plan and description of proximity to amenities, a skeletal MOU, and a weak referrals letter (1)</p> <p>Applicant did not describe an approach and plan to implement with expected outcomes or the required MOU or referrals letter (0)</p>
<p>Financial Capacity/Feasibility:</p>	<p>Program Budget is provided and substantiated with documentation from similar projects. If Applicant has secured additional sources of funding, evidence has been provided to demonstrate leveraging of resources.</p>	<p>Applicant has submitted thorough documentation and has demonstrated strong financial capacity (3)</p> <p>Applicant submitted adequate documentation and demonstrated acceptable financial capacity (2)</p> <p>Applicant submitted brief documentation and has demonstrated some financial capacity (1)</p> <p>Applicant did not submit documentation or demonstrates poor financial capacity (0)</p>
Scoring Tie Breaker Criteria		
<p>Lived Experience:</p>	<p>Applicant teams have at least one person engaged in input and planning, and/or employed with lived experience as a Justice-Involved Individual.</p>	(3)

Section 5: Application Submission Instructions

A. Application Submission and Fee

Applications will only be accepted electronically via the [Multifamily Portal](https://mfportal.ihda.org) at <https://mfportal.ihda.org>. The full Application, inclusive of all supporting documents outlined in this section, must be received by the close of business (5:00 PM CST) on **March 31, 2022**. All Application materials will be available on the Authority's Website: <https://www.ihda.org/developers/developer-resource-center/>.

Instructions for requesting access to the Multifamily Portal can be found on the [Application Checklist](#) located under [Other IHDA Programs or Funding Sources](#). Please take note that Applicants must attend a Project Concept Meeting and complete a [Project Concept Form](#) before the Authority will review a full Application.

All Application submissions must include a copy of the check for the non-refundable Application fee (\$250.00 not-for-profit Applicants, \$500.00 other Applicants) for the appropriate amount.

The check must be sent to the following address:

Illinois Housing Development Authority
26411 Network Place
Chicago, Illinois 60673-1264
Attn: Housing for Justice-Involved Individuals

All inquiries/questions should be emailed to: justicerfa@ihda.org.

Section 6: Award Requirements

If the Members of the Authority approve the Application, a [Commitment](#) and term sheet will be issued to the Applicant specifying the terms and conditions upon which the Authority will award and fund the Project. If the Applicant does not satisfy the terms and conditions of the Commitment in the Authority's sole and absolute discretion within the timeframe specified therein the funds will not be awarded and will be withdrawn. If the Applicant satisfies the terms and conditions of the Commitment, in the Authority's sole and absolute discretion, within the timeframe specified therein, the funds will be awarded as provided in the Commitment.

The Commitment will require that the Applicant sign and deliver the following documents to the Authority, including without limitation:

- 1) [Funding Agreement](#);
- 2) Regulatory Agreement;
- 3) Mortgage; and
- 4) Note

Closing will occur after the Applicant satisfies the terms and conditions of the Commitment as determined by the Authority in its sole and absolute discretion. Funds will not be disbursed until an acceptable Site is identified and all of the funding requirements contained in the Commitment have been completed to the Authority's satisfaction, in its sole and absolute discretion.

Applicants must agree to comply with all applicable federal, State, and local requirements and any rules or regulations of the Authority, including but not limited to the Illinois Housing Development Authority Act, the Grant Funds Recovery Act, and the Grant Accountability and Transparency act. Such requirements may have significant impact on the costs and complexity of the Project.

A. Labor Standards

The Authority will implement labor standards on demolition, construction, and rehabilitation Projects. In instances when a Project utilizes only non-federal funds, the Authority must ensure the Project abides by the Illinois Prevailing Wage Act (820 ILCS 130/0).

B. Accessibility

Projects must comply with the Illinois Accessibility Code. The Illinois Accessibility Code (latest edition) applies to all "public facilities" and "multi-story housing units" as defined and governed by the Environmental Barriers Act (EBA) and located, in whole or in part, within the legal geographic boundaries of the State of Illinois, unless specifically exempted. This Code is applicable when work involving new construction of projects containing five or more units, alterations, additions, historic preservation, restoration, or reconstruction in whole or in part begins after the effective date of this Code.

C. Regulatory Period

Projects will be required to execute a Regulatory Agreement, to be recorded against the Site, with the Authority whereby the Owner shall agree to maintain unit affordability and serve the Justice-Involved Individuals for a minimum ten (10) year period.

D. Compliance, Evaluation and Reporting

Applicants are expected to be familiar with the full range of all legal and statutory compliance requirements applicable to the funds awarded. Additionally, Applicants are expected to obtain all necessary information and advice so that they can comply with such requirements. The compliance monitoring requirements for awarded Projects will at least consist of an initial physical inspection upon completion, and one inspection every five (5) years over the ten (10) year compliance period.