



# **Permanent Supportive Housing (PSH) Development Program Round X with option for Healthy Housing, Healthy Communities (H3C) RFA Informational Webinar**


*IHDA Multifamily Financing Department and  
Strategic Planning and Reporting  
Department Staff*

*7/18/2023*



## Agenda

1. PSH Development Round Overview
2. H3C Overview
3. Timeline and Pre-Application Process
4. PSH Round X Application Details and Process
5. Q&A




## REQUEST FOR APPLICATIONS

Permanent Supportive Housing (PSH) Development Program Round X  
with option for Healthy Housing, Healthy Communities (H3C)

Deadline:  
5:00 P.M. on January 16, 2024

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ILLINOIS HOUSING  
DEVELOPMENT AUTHORITY



Permanent Supportive Housing Development Round X

# **PSH DEVELOPMENT PROGRAM OVERVIEW**



## Recent PSH Development Rounds 2017-present

Year/Round	Program	Amount	Projects	PSH Units
FY2017/Round 4	PSH Development Program	\$33,133,358	7	119
FY2019/Round 5	PSH Development Program	\$27,414,447	6	120 (127 total)
FY2020/Round 6	PSH Development Program	\$35,221,823	8	159
FY2021/Round 7	PSH Development Program	\$40,233,970	7	148 (162 total)
FY2022/Round 8	PSH Development Program	\$52,293,384	10	229 (230 total)
FY2023/Round 9	PSH Development Program	\$37,978,825	5	100
TOTAL PSH PROGRAM UNITS FY17-present		\$226,275,807	43	875 (897 total)



## Program Overview

- Opportunity to apply for funding for projects specifically targeted at creating housing for those in need of PSH and who face significant barriers to housing AND opportunity for innovate healthcare and housing partnerships that address community health disparities.
- Projects may apply as one of three Project Types:
  - PSH-Only
  - Combination PSH-H3C
  - H3C Only



## Program Overview

Allowable Project Types under this RFA			
	PSH-Only Projects	Combination PSH-H3C Projects	H3C-Only Projects
<b>Major Project Characteristics</b>	Serve a target PSH population* <b>but</b> do not have investment by a Healthcare Partner in the Project'	Serve a target PSH population* <b>and</b> have investment by a Healthcare Partner in the Project <b>and</b> address a community health disparity	Have investment by a Healthcare Partner in the Project <b>and</b> address a community health disparity <b>but</b> do not serve a target PSH population*
<b>Scoring Criteria to follow</b> (reference <a href="#">Section 8</a> )	PSH-Only Scoring Criteria	Combination PSH-H3C Scoring Criteria	H3C-Only Scoring Criteria**
<b>Per Project Total IHDA Funding Eligibility***</b>	Up to 90% of total Project cost	Up to 90% of total Project cost (up to \$8 million may come from H3C Funds)	Up to 90% of total Project cost (up to \$8 million may come from H3C Funds)



## Developer Engagement

Engagement Activity	Date/Timeframe
<b>H3C Convening with Affordable Housing Developers and Stakeholders</b> <i>Facilitated by IHDA staff</i>	February 7, 2023
<b>The Supportive Housing Institute</b> <i>Facilitated by the Corporation for Supportive Housing ("CSH")</i>	March – June 2023
<b>PSH RFA Developer Listening Session</b> <i>Hosted by the Supportive Housing Providers Association ("SHPA")</i>	April 18, 2023
<b>PSH Developer Convenings</b> <i>Facilitated by the Corporation for Supportive Housing ("CSH")</i>	April 17, 2023 and May 16, 2023
<b>Barriers to IHDA's PSH Program Research</b> <i>Conducted by IHDA's Policy and Research group, Strategic Planning and Reporting Department</i>	March – June 2023





## Major Changes from prior year

See pages 13-14 of RFA

- [Eligibility of mixed-income PSH developments](#)

In 2023, IHDA will require 50% of units serving Supportive Housing Populations.

- [Opportunity for Healthcare-Supported Housing Projects](#)

In 2023, an Application may request funding under the Permanent Supportive Housing Development Program and additional funding provided through the H3C Partnership Program

- [Increase in Projects unit limit](#)

In 2022, Projects were expected to be 25 units or less. In 2023, Projects are expected to be 40 units or less. Projects may still request exceptions to this unit limit.

- [Flexibility in income limit for PSH units](#)

While IHDA still anticipates the majority of PSH units will serve populations at or below 30% AMI, Projects may propose PSH units with a higher AMI limit, up to 50% AMI. Projects must demonstrate need for units among the target population at these higher income limits.





## Major Changes from prior year

- **Updates to maximum request amount**

In 2022, Projects could request either \$9 million or 90% of total project costs. In 2023, the dollar limit has been removed and Projects may request up to 90% of total project costs.

- **Ability to request IHDA-managed rental assistance with PSH Application**

Specific guidance for requesting Long-Term Operating Support Program and Section 811 PRA Program rental assistance.

- **Clarification of service plan requirements**

Mandatory Service Plan criteria has been added, in addition to scoring incentive for service coordination.

- **More robust Pre-Application Process**

Concept meeting Request Form has been expanded to include preliminary project financial information, and IHDA will hold two Concept meetings and provide a written response to Applicants.

- **Supportive Housing Institute and Pre-Development Certification Scoring Criteria**

A scoring Incentive has been added for participation in the Illinois Supportive Housing Institute, and for projects that receive CSH Pre-Development Certification. Sponsors may also earn points in this category by demonstrating extensive experience developing supportive housing units.



## Major Changes from prior year

- [Veterans and PHA waitlist preference](#)

In 2022, IHDA required that Projects include a preference for veterans and individuals on Public Housing Authority waitlists in their tenant selection plans. In 2023, IHDA still encourages Projects to consider including these preferences, but this is no longer a requirement.

- [Option to apply for 4% LIHTC](#)

In 2023, Projects may propose, but are not required, to use LIHTC to aid their financing.

- All 2023 Permanent Supporting Housing Development Program Project Types may apply for 4% LIHTC
- Projects with an existing 9% LIHTC award may apply for H3C Funds only, and can elect to be reviewed and scored as either an H3C-Only or Combination PSH-H3C Project.



## Definition of PSH and Service Component

IHDA defines Permanent Supportive Housing as:

- Housing in the project is permanent; not time-limited
- For persons who need supportive services to access and maintain housing including those:
  - experiencing homelessness or at risk of homelessness,
  - living with a Disability
  - Experiencing or at risk of institutionalization
  - Including those exiting the criminal justice system, jail, or prison
- Independent tenant holds lease with tenant rights and responsibilities
- Affordable Rent
  - Targeted to extremely low-income households at  $\leq 30\%$  AMI
  - Typically rent-stabilized
- Access to Supportive Services
  - Services are flexible, voluntary, and sustainable. Participation in services is not a condition of tenancy



# Eligible Applicants, Project Size, Target Populations

- Supportive Housing Populations defined as:
  - households headed by persons with chronic disabilities and/or
  - households that are homeless, at-risk of homelessness or unnecessary institutionalization
  - other special needs populations who need access to supportive services in order to maintain housing stability, including
    - justice involved persons
    - victims of domestic violence



## Eligible Activities and Project Types

- Eligible Activities may include:
  - Acquisition
  - New Construction
  - Rehabilitation of Existing Occupied Units
  - Rehabilitation of Vacant Units, and/or
  - Adaptive reuse of Non-residential Properties
- IHDA welcomes proposals including single-site, scattered-site, and integrated PSH models.
- Funding can be used to create space specifically used for tenant services or building management.
- Commercial space should be financed from a non-IHDA source.
- CILAs in which each individual has their own room are eligible.
- Transitional Housing and supportive living facilities are ineligible under this RFA.



## Eligible Applicants, Project Size, Target Populations

- Eligible Applicants include Non-profit, For Profit, and Joint Venture developers
  - Projects pursuing H3C funds must include investment from a healthcare partner (hospital, healthcare system, insurer, or MCO)
- 40 Units or fewer; may propose over 40
  - H3C-only projects do not have unit limit
- Target Populations - Disability neutral unless subsidy source requires specific targeting
- At least 50% of units should be for Supportive Housing Populations
  - Does not apply to H3C-only projects



## Income Restrictions

- 50% of the units in the project must for Supportive Housing Populations
  - Expected that these will be affordable to those at or below 30% AMI.
  - IHDA will consider proposals that include a portion of PSH units affordable to those between 30%-50% AMI.
- Other IHDA-funded units up to 60% AMI.
- May propose other affordable or market-rate units if funded from another source.
- Typically restricted for thirty (30) years; Projects funded must comply with the most restrictive funding source
- H3C-only projects shall meet Income Averaging Test





## Amount of Funding and Funding Sources

- Up to 90% of the total Project costs
  - Maximum \$8 million request for H3C funds
  - IHDA solely reserves right to waive this limitation
- The intended funding sources include:
  - National Housing Trust Fund
  - Illinois Affordable Housing Trust Fund
  - HOME
  - American Rescue Plan State and Local Fiscal Recovery Funds
  - LTOS and Section 811, if available and as applicable
  - Capital Bill funds (H3C)
- May also apply for additional IHDA resources
  - Illinois Affordable Housing Tax Credit (State Donation Tax Credit)
  - IHDA 4% LIHTC
- IHDA may add/remove costs as it deems necessary to support the development and operation of the project



Funding Source	Availability by Project Type			Major Requirements/Restrictions
	PSH-Only Projects	Combination PSH-H3C Projects	H3C-Only Projects	
CAPITAL DEVELOPMENT SOURCES				
National Housing Trust Fund	●	●		● Funding can only be applied to units that comply with NHTF standards
Home Investment Partnership Program	●	●		● Funding can only be applied to units that comply with HOME standards
State and Local Fiscal Recovery Funds	●	●		
H3C Funds <i>IHDA Capital Bill Funds</i>		●	●	● Healthcare partnership is required, and Healthcare Partner must make a financial contribution to the Project ● Maximum per Project allocation: \$8 million
HOME-ARP Allocation*	●	●		
Illinois Affordable Housing Trust Fund	●	●		
Illinois Affordable Housing Tax Credit	●	●	●	● Must indicate request for this resource in Common Application ● Program specific application requirements apply. See <b>program website</b> .
4% Low Income Housing Tax Credits	●	●	●	● Must indicate request for this resource in Common Application ● Requires adherence to LIHTC requirements and submission of applicable LIHTC documents
OPERATIONAL AND RENTAL ASSISTANCE SOURCES				
Long Term Operating Support**	●	●		● Must indicate request for this resource in Common Application
Section 811**	●	●		● Must indicate request for this resource in Common Application



## Priority Activities

Priority will be given to PSH Projects that;

- Leverage other Capital Funds
- Have operating assistance or PBRA
- Incorporate Universal/Green Design, and/or energy efficiencies
- House certain special needs populations
- Offer access to public transit and/or be sited in proximity to neighborhood amenities and community services
- Assemble a diverse development team
- Have significant prior experience, participate in targeted supportive housing training, or receive pre-development certification for their proposal (PSH-Only)

Application Scoring Criteria Described in detail in Section 8 of the RFA

**\*\*\*See Separate Scoring Rubric (Appendix II) for H3C-Only scoring incentives)\*\*\***



## Priority Activities

For Combination PSH-H3C Projects, priorities for projects that:

- Leverage other Capital Funds
- Have operating assistance or PBRA
- Incorporate Universal/Green Design, and/or energy efficiencies
- House certain special needs populations
  - **Provide on-site health services**
- Offer access to public transit and/or be sited in proximity to neighborhood amenities and community services
  - **Site/Facility Donation from a healthcare partner**
- Assemble a diverse development team
  - **Have a healthcare partner as part of the development team**
- **Address a key community health need**

Application Scoring Criteria Described in detail in Section 8 of the RFA

**\*\*\*See Separate Scoring Rubric (Appendix II) for H3C-Only scoring incentives)\*\*\***



Primary and Sub-Categories	PSH-Only Projects		Combination PSH-H3C Projects	
	Maximum Points	Category Weight	Maximum Points	Category Weight
<b>Leveraging</b>	<b>15</b>	<b>15%</b>	<b>20</b>	<b>20%</b>
<i>Leveraging Other Sources of Funding</i>	15	15%	-	-
<i>Leveraging via Grant, Low-Interest Loan, Revolving Loan Fund, or Loan Guarantee</i>	-	-	10	10%
<i>Leveraged Funds from Healthcare Partner</i>	-	-	10	10%
<b>Firm Commitment of Operating or Rental Assistance</b>	<b>20</b>	<b>20%</b>	<b>15</b>	<b>15%</b>
<b>Universal Design Beyond Code Requirements</b>	<b>10</b>	<b>10%</b>	<b>10</b>	<b>10%</b>
<b>Green Design and Energy Efficiency</b>	<b>7</b>	<b>7%</b>	<b>7</b>	<b>7%</b>
<b>Access to Transportation</b>	<b>10</b>	<b>10%</b>	<b>10</b>	<b>10%</b>
<b>Coordination of Referrals</b>	<b>10</b>	<b>10%</b>	<b>5</b>	<b>5%</b>
<b>Coordination of Services</b>	<b>5</b>	<b>5%</b>	<b>6</b>	<b>6%</b>
<i>Coordination with Community-Based Provider</i>	5	5%	-	-
<i>On-Site Health Services Available</i>	-	-	6	6%
<b>Neighborhood Assets</b>	<b>10</b>	<b>10%</b>	<b>10</b>	<b>10%</b>
<i>Neighborhood Assets beyond Mandatory</i>	10	10%	2	2%
<i>Site/Facility Donation from Healthcare Provider</i>	-	-	8	8%
<b>Development Team Characteristics</b>	<b>7</b>	<b>7%</b>	<b>9</b>	<b>9%</b>
<i>Healthcare Partner is Part of Development Team</i>	-	-	2	2%
<b>FOR-PROFIT TEAM ONLY CHARACTERISTICS</b>	<b>7</b>	<b>7%</b>	<b>7</b>	<b>7%</b>
<i>BIPOC/Women Enterprises</i>	7	7%	7	7%
<b>NON-PROFIT TEAM ONLY CHARACTERISTICS</b>	<b>7</b>	<b>7%</b>	<b>7</b>	<b>7%</b>
<i>BIPOC/Women Enterprises</i>	5	5%	5	5%
<i>Non-Profit Organization Participation</i>	2	2%	2	2%
<b>Supportive Housing Experience and Training</b>	<b>4</b>	<b>4%</b>	<b>-</b>	<b>-</b>
<b>Statewide Referral Network Participation</b>	<b>2</b>	<b>2%</b>	<b>-</b>	<b>-</b>
<b>Addressing a Key Community Health Need</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>8%</b>
<b>Totals</b>	<b>100</b>	<b>100%</b>	<b>100</b>	<b>100%</b>



Permanent Supportive Housing Development Round X

# **HEALTHY HOMES, HEALTHY COMMUNITIES**



## **Eligible Activities and Project Types**

To be eligible for financing under this program, projects must:

- Have investment in their capital stack from a hospital, healthcare organization, insurer or Managed Care Organization (MCO);
- Generate permanent affordable housing units;
- Promote long-term health and stability for affordable housing residents while addressing community-level health disparities; and
- Meet Income Averaging Test





## **Eligible Applicants, Project Size, Target Populations**

- H3C-Only projects are not restricted in maximum number of units or specific tenant population, and will be disability-neutral.
- Non-profit, for-profit, and joint-venture developers with investment from a hospital, healthcare system, insurer, or Managed Care Organization (MCO) in the Project's capital stack are eligible to apply for financing under this RFA.



## Amount of Funding and Funding Sources

- Total of \$15 million statewide in Illinois Capital Bill Funds
  - Maximum \$8 million request for H3C projects
  - IHDA solely reserves right to waive this limitation
- May also apply for additional IHDA resources
  - PSH funding
  - Illinois Affordable Housing Tax Credit (State Donation Tax Credit)
  - IHDA 4% LIHTC
- H3C projects must have some financial contribution from one or more Healthcare Partners
  - Grant
  - Low- or no-interest loan
  - Loan guarantee
  - Rental assistance (committed for at least ten years)
  - Financing of medical services, staff, or clinic space
  - Donation of unused site or facility
- IHDA may add/remove costs as it deems necessary to support the development and operation of the project



## Priority Activities

For H3C-Only Projects, priorities for projects that:

- Leverage other non-IHDA Funds
- Have operating assistance or PBRA
- Provide on-site health services
- Site/Facility Donation from a healthcare partner
- Have a healthcare partner as part of the development team
- Address a key community health need

***\*\*\*See Separate Scoring Rubric (Appendix II) for H3C-Only scoring incentives)\*\*\****



Permanent Supportive Housing Development Round X

# **PSH DEVELOPMENT PROGRAM TIMELINE AND PRE-APPLICATION PROCESS**



# Permanent Supportive Housing Development Program Round X

Date	Action	Project Sponsor Action Required
July 11, 2023	RFA published on IHDA website	YES
	Concept Meeting Request Form available on IHDA website	YES
July 18, 2023	RFA informational webinar	OPTIONAL
August 21, 2023	<i>First available date to complete both Mandatory Concept Meetings</i>	
September 8, 2023	Supplemental RFA documents available on IHDA website	
October 6, 2023	<i>Last day to submit Mandatory Concept Meeting Request Form to IHDA</i>	
October 13, 2023	<i>Last available date to complete both Mandatory Concept Meetings</i>	
	Last date to complete all Pre-Application Process components	YES
November 1, 2023 & November 15, 2023	Mandatory Application Workshops	YES
January 16, 2024	Application deadline**	YES
February 16, 2024	IHDA publishes Public Notice	
February 2024	Clarification period	
April 19, 2024 (expected)	Expected IHDA Board meeting with PSH/H3C Project approvals	OPTIONAL



# Permanent Supportive Housing Development Program Round X

Other resources and reference documents will be available on IHDA's [Supportive Housing Page](#) and on [IHDA's Developer Resource Center](#) including:

Standards for Architectural, Planning and Construction

Underwriting Standards Guide

2023 Income/Rent Limits

*\*\*\*Additional application documents will be posted no later than September 8<sup>th</sup>\*\*\**



# Permanent Supportive Housing Development Program Round X

Pre-Application and Application materials are available on IHDA's website:

<https://www.ihda.org/developers/supportive-housing/>

- Review the RFA, Concept Meeting Intake Form and consult your project team.
- Fill out a Concept Meeting Intake Form (available on website) and email to IHDA at [PSHRFA@ihda.org](mailto:PSHRFA@ihda.org).
- IHDA will schedule two Concept Meetings with you to discuss your project concept and any questions you have and provide written feedback.
- Additional application materials and reference documents will be posted on IHDA's website over the next few months.
- Actual application process will be online, instructions will be provided at **Mandatory Application Workshops** in November.

## – 2023 Round X with option for Healthy Housing, Healthy Communities

### 2023 Permanent Supportive Housing Development Program Round X with option for Healthy Housing, Healthy Communities Request for Applications

The Illinois Housing Development Authority (IHDA) has released the request for applications (RFA) under its Permanent Supportive Housing (PSH) Development Program Round X with option for Healthy Housing, Healthy Communities (H3C). Financing is available for the acquisition, rehabilitation, and/or new construction of PSH projects that serve the most vulnerable populations and that offer flexible, voluntary supportive services designed to increase housing stability. Projects that have investment from a Healthcare Partner and address a community health disparity are also encouraged to apply.

This year, additional financing is available through the PSH Development Program RFA for IHDA's H3C Initiative. This new initiative encourages strategic partnerships between affordable housing and the healthcare industry to address health disparities often experienced by low-income households and their communities. Applicants whose developments propose innovative models of healthcare integration and have a qualifying financial commitment from a hospital, healthcare system, insurer, or managed care organization are eligible for H3C financing.

More information about the H3C initiative can be found on IHDA's [Healthy Housing, Healthy Communities](#) page.

IHDA expects most applications will be for PSH projects of 40 or fewer units where at least 50% of the units are PSH units, and that requests will generally be up to 90% of the total project cost. Applicants are required to complete the Pre-Application Process outlined in the RFA prior to submitting an application, starting with the submission of a Concept Meeting Request Form. Mandatory application workshops will be held in November 2023.

Please email a Concept Meeting Intake Form to IHDA at [PSHRFA@ihda.org](mailto:PSHRFA@ihda.org) to request a project concept meeting and start the Pre-Application Process. These requests will be accepted on a rolling basis through October 6 and will be scheduled between August 21 and October 13, 2023. All interested applicants **MUST** submit a Concept Meeting Request Form and fully complete the Pre-Application Process.

- [PSH Round X Concept Meeting Intake Form](#)

Applications are due to IHDA by 5 p.m. CST on Tuesday, Jan. 16, 2024. Applications must be submitted electronically. IHDA will provide information on the application submission process on this page once available.

Please find the request for applications and H3C Scoring Rubric below:

- [2023 Permanent Supportive Housing Development Program \(PSH\) Round X with option for Healthy Housing, Healthy Communities \(H3C\) Request for Applications](#)
- [Healthy Housing, Healthy Communities Scoring Rubric](#)





## Project Concept Meetings

- All applicants must schedule two Project Concept Meetings from August- October.
- Form has been updated significantly from 2022.
- “Pitch” meeting to Authority. Applicants should be prepared to outline:
  - intended population served,
  - Project size,
  - Project type,
  - Project site/location,
  - community amenities,
  - proposed financing structure,
  - Service plan details
  - For H3C projects, what healthcare needs/gaps is the project addressing in the community, and
  - proposed partnerships, if any.
- Must submit Project Concept Meeting Form with request for meetings. Form is available at [www.ihda.org](http://www.ihda.org) on the **Permanent Supportive Housing Page**
- Forms and project concept meeting requests should be sent to: [PSHRFA@ihda.org](mailto:PSHRFA@ihda.org)
- Note: PPAs will **not be used** for this PSH Development Program Round.
  - For projects also applying for 4% LIHTC, PSH Pre-Application Process will replace PPA. Additional documentation may be requested to demonstrate compliance with Mandatory criteria under the QAP.



# Concept Meeting Intake Form

- Include as much detail about the project concept, development team, service coordination, and project financials, and other details as you have available.
- Excel Form includes five tabs
  - PSH Concept
  - Dev Team
  - Concept Unit Mix
  - Sources\_Uses
  - Operating Pro Forma
- Indicate if project includes a healthcare partnership
- Make sure to select Set-Aside for formulas to populate on subsequent tabs

2023 Permanent Supportive Housing  
Development Program Round X

## Concept Meeting Intake Form

Requests for a concept meeting for the Permanent Supportive Housing Development Round X must be accompanied by a completed version of this intake form. Requestors are not required to respond to every question on the intake form, however doing so will help facilitate a productive concept meeting. Requestors may provide additional information about the proposed development during the concept meeting. Information conveyed by IHDA at any concept meetings shall not be construed as legal or financial advice, nor as an official position on any given proposal. Submittal of the intake form shall constitute an acknowledgment of the preceding sentence. Completed intake forms should be sent to [psfh@ihda.org](mailto:psfh@ihda.org).

PROPOSED PROJECT NAME: \_\_\_\_\_

SPONSOR NAME: \_\_\_\_\_

PROJECT ADDRESS or LOCATION: \_\_\_\_\_

SET ASIDE: \_\_\_\_\_

To be completed by sponsor	Applicable to	
Development Team Members and Experience	All Projects	
Project and Site description - Please describe site and include information about existing buildings, floodplains, wetlands, and environmental conditions	All Projects	
Total number of units in project	All Projects	
Unit mix by bedroom type and AM designation	All Projects	Please complete the "Concept Unit Mix" tab of this workbook. Indicate whether you are including any Statewide Referral Network (SRN) units.
Proposed rental assistance	All Projects	Please complete the response for Proposed Rental Assistance on the "Concept Unit Mix" tab of this workbook.
Describe if you intend to apply for any IHDA-managed PSH and Rental Assistance (Long-Term Operating Support or Combination PSH-Section 811 Project Rental Assistance). Please also indicate how on the "Concept Unit Mix" tab.	Combination PSH-Section 811 Projects Only	
Proposed non-IHDA financing - Please describe additional sources you are seeking for this development, the type of financing (debt, equity, grant, etc) the terms of the financing and any restrictions imposed by the financing.	All Projects	Please complete the "Sources_Uses" tab of this workbook.
Does the Project have a partnership with a hospital, health services, insurer or managed care organization? If so, please indicate the expected healthcare investment and name(s) of health partner(s).	IHC funding only	
Proposed target population	All Projects	
Describe need for development based on target population	All Projects	
Supportive Service Plan and Coordination	All Projects	
Briefly describe your service plan, including PSH and services that will be offered to residents, how services will be funded, organization(s) that will provide services, anticipated staffing, etc. Services should include (a) "case management, tenancy support services, and access to behavioral health services (including substance use and mental health services)".	Combination PSH-Section 811 Projects Only	



# Concept Meeting Intake Form

## Development Team

- Include details about all members of Development Team that are known at this point, including:
  - Owner
  - Primary Sponsor
  - And additional Sponsors (and clarify if include a NFP Sponsor)
  - General Contractor
  - Property Manager
  - Architect
  - Development Consultant
  - Service Provider

Clarify if any entity is a HUD-designated Community Housing Development Organization (CHDO)

### Development Team

Complete the following development team information. Please carefully review the RFA definition of a Sponsor. If a Sponsor is a HUD-designated CHDO, please indicate using the drop down boxes to the right of the Sponsor below. Please use the Notes section below to indicate any Development Team member's previous affiliation to be reviewed (i.e. change of name, previous experience, etc.).

The Authority will perform a review of your prospective development team and will notify individual team members of IHDA concerns (if any) related to past performance.

<b>General Contractor:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Owner:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	
<b>Property Manager:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Primary Sponsor:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	CHDO
<b>Architect:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Sponsor 2:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	
<b>Dev. Consultant:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Sponsor 3:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	
<b>Service Provider:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Sponsor 4:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	
<b>IAHTC Syndicator:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Sponsor 5:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	
<b>Other (Specify):</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	<b>Not-For-Profit Sponsor:</b> Contact Person: _____ Address: _____ City, State, Zip: _____ Phone: _____ Email: _____	



### PROPOSED UNIT MIX

Indicate the *anticipated* project rent structure, supportive housing units, rental assistance, etc. below.

Unit Information						Program Information		Construction	
AMI	Bedrooms	# of Units	Occupied?	Statewide Referral Network	Rental Assistance	Rental Assistance Program	Anticipated Term	Construction Limit/Unit	Total Limit
Totals		0	0	0	0				\$0

# Concept Meeting Intake Form -Uses

Include detail on acquisition, construction, financing and any other related costs for the project.

## Applicant Uses

Check (X) here if identify of interest:

Buyer and Seller:

Owner and General Contractor:

Owner and Property Manager:

Please note that an identify of interest will result in a reduction to the base developer fee. Please see the 2022-2023 QAP for more information.

Units

Type	Description	% TDC	Cost	Per Unit	Comments
Acquisition	Land				
Acquisition	Building				
Acquisition	Holding Costs				
Acquisition	Other				
Subtotal	<b>Acquisition</b>				
Hard Costs	Residential: New Construction				
Hard Costs	Residential: Rehabilitation				
Hard Costs	Other: Commercial, Service, Offsite				
Other Costs	Other GC Costs				
Subtotal	<b>Grand Total Construction Costs</b>				
Contingency	Construction Contingency				
Subtotal	<b>Soft Costs</b>				
Subtotal	<b>Financing</b>				
Subtotal	<b>Interim</b>				
Subtotal	<b>Syndication</b>				
Subtotal	<b>Reserves</b>				
Developer Fee	<b>Total Developer Fee</b>				

## Applicant Uses

Check (X) here if identify of interest:

Buyer and Seller:

Owner and General Contractor:

Owner and Property Manager:

Please note that an identify of interest will result in a reduction to the base developer fee. Please see the 2022-2023 QAP for more information.

Units

Type	Description	% TDC	Cost	Per Unit	Comments
Acquisition	Land	0.0%			
Acquisition	Building	0.0%			
Acquisition	Holding Costs	0.0%			
Acquisition	Other	0.0%	\$0		
Subtotal	<b>Acquisition</b>	0%	\$0		
Hard Costs	Residential: New Construction	0.0%			
Hard Costs	Residential: Rehabilitation	0.0%			
Hard Costs	Other: Commercial, Service, Offsite	0.0%			
Other Costs	Other GC Costs	0.0%			
Subtotal	<b>Grand Total Construction Costs</b>	0.0%	\$0		
Contingency	Construction Contingency	0.0%			
Subtotal	<b>Soft Costs</b>	0.0%			
Subtotal	<b>Financing</b>	0.0%			
Subtotal	<b>Interim</b>	0.0%			
Subtotal	<b>Syndication</b>	0.0%			
Subtotal	<b>Reserves</b>	0.0%			
Developer Fee	<b>Total Developer Fee</b>	0.0%			
Total	<b>Grand Total</b>		\$0		

Construction Cost Limits	Set Aside:	\$
Grand Total Construction Costs		\$0
Construction Cost Limit		\$0
Construction Limit Test		Within Limit
Total Immediate and Critical Repairs (if Rehabilitation):		

## Construction Cost Overage Narrative

Please describe in detail the construction cost overage.

Here's why my construction costs are too high:

## Acquisition Information

Total Acquisition Price:  
- Existing Mortgage Debt:  
- Seller Financing:  
= Cash to Seller

	Based on Appraised Value
\$0	
\$0	
\$0	

## Flow of Funds

If transaction involves related parties, please provide details of distribution of cash proceeds.



# Concept Meeting Intake Form -Sources

## Construction Period Sources

Construction Period debt Including equity bridge loans	Lien Position	Amount	Interest Rate	Construction Term (Years)	Construction Debt Service	Comments
IHDA PSH/H3C Request						
Total						

Construction Period Grants	Amount	Comments
Total		

Construction Period Equity	Type	Amount	Comments
Total			

Total Construction Period Sources\* [REDACTED] [REDACTED] \*It is not a requirement for Total Construction Period Sources to equal Total Permanent Sources

Items to be paid outside of the Construction Escrow	Amount	Comments

Indicate all Sources, include Construction Period and Permanent Sources

Include PSH/H3C Request amount

## Permanent Sources

Debt	Lien Position	Amount	Term (Years)	Amort (Years)	Interest Rate	Annual D/S
IHDA PSH/H3C Request						
Total						

Grants	Amount	Comments
Total		

Equity	Type	Amount	Allocation	Raise Rate	Comments
Total					

	Amount	
Deferred Developer Fee		
Additional Gap		
Total Permanent Sources		

Deferred Fee as a % of Total Dev Fee

Page 2

Projects pursuing H3C funds should include contribution from healthcare partner under the applicable source type (debt, grant, equity)



# Concept Meeting Intake Form –Pro Forma

## Pro Forma

- Most information will autopopulate
- Include year 1 estimates for:
  - Salaries
  - Admin expenses
  - Operating Expenses
  - Maintenance Expenses
  - Utilities
  - Real Estate Taxes
  - Insurance
  - Reserves
- Review residential and commercial vacancy rates, management fee and cumulative cash flow %.

## Annual Operating Pro Forma

			Trend	1	2	3	4	5	6	7
Income		Residential Rental Income	2%		0	0	0	0	0	0
Income		Other Residential Income	2%		0	0	0	0	0	0
Income		Gross Residential		0	0	0	0	0	0	0
Vacancy	10%	Residential Vacancy		0	0	0	0	0	0	0
Income		Residential EGI		0	0	0	0	0	0	0
Income		Commercial	2%		0	0	0	0	0	0
Vacancy	100%	Commercial Vacancy		0	0	0	0	0	0	0
Income		Commercial EGI		0	0	0	0	0	0	0
Expenses	5%	Management Fee		0	0	0	0	0	0	0
Expenses		Salaries	3%		0	0	0	0	0	0
Expenses		Administrative Expenses	3%		0	0	0	0	0	0
Expenses		Operating Expenses	3%		0	0	0	0	0	0
Expenses		Maintenance Expenses	3%		0	0	0	0	0	0
Expenses		Utilities	3%		0	0	0	0	0	0
Expenses		Real Estate Taxes	4%		0	0	0	0	0	0
Expenses		Insurance	3%		0	0	0	0	0	0
Expenses		Reserves	3%		0	0	0	0	0	0
EGI		Effective Gross Income		0	0	0	0	0	0	0
Expenses		Total Annual Expenses		0	0	0	0	0	0	0
NOI		Net Operating Income		0	0	0	0	0	0	0
Debt Service		IHDA PSH/H3C Request		0	0	0	0	0	0	0
Debt Service				0	0	0	0	0	0	0
Debt Service				0	0	0	0	0	0	0
Debt Service				0	0	0	0	0	0	0
Debt Service				0	0	0	0	0	0	0
Debt Service		Subtotal: Debt Service		0	0	0	0	0	0	0
Cash Flow		Cash Flow After Debt Service		0	0	0	0	0	0	0
Cash Flow		Cash Flow Per Unit								
Cash Flow	100%	Cumulative Cash Flow		0	0	0	0	0	0	0
Cash Flow	75%	Cumulative Cash Flow		0	0	0	0	0	0	0
Cash Flow		Negative Cash Flow		0	0	0	0	0	0	0
Cash Flow		Cumulative Negative Cash Flow		0	0	0	0	0	0	0
DCR		IHDA PSH/H3C Request								
DCR										
DCR										
DCR										
DCR										
				1	2	3	4	5	6	7
Debt Balance		IHDA PSH/H3C Request		0	0	0	0	0	0	0
Debt Balance				0	0	0	0	0	0	0
Debt Balance				0	0	0	0	0	0	0
Debt Balance				0	0	0	0	0	0	0
Debt Balance				0	0	0	0	0	0	0
Debt Balance		Subtotal: Debt		0	0	0	0	0	0	0





## Project Concept Meetings

- Final date to submit Concept Meeting Request Form is **October 6<sup>th</sup>**. Early submission is encouraged!
- Will schedule two Concept meetings: One focused on Finance and Policy, and another focused on Market and Asset Management details.
- After both Concept Meetings have been held, IHDA will provide a Concept Meeting Evaluation
  - Projects will be evaluated on five components indicating “Approval” or “Conditional Approval”:
    - Site
    - Market
    - Financial Feasibility
    - Development Team
    - Project Concept
- Notify IHDA if any substantial changes to major program details (site, population served, construction type, etc.) between Concept Meeting and Application submission



Permanent Supportive Housing Development Round X

# **PSH DEVELOPMENT PROGRAM ROUND X APPLICATION DETAILS AND PROCESS**



# Permanent Supportive Housing Development Program Round X

Date	Action	Project Sponsor Action Required
July 11, 2023	RFA published on IHDA website	YES
	Concept Meeting Request Form available on IHDA website	YES
July 18, 2023	RFA informational webinar	OPTIONAL
August 21, 2023	<i>First available date to complete both Mandatory Concept Meetings</i>	
September 8, 2023	Supplemental RFA documents available on IHDA website	
October 6, 2023	<i>Last day to submit Mandatory Concept Meeting Request Form to IHDA</i>	
October 13, 2023	<i>Last available date to complete both Mandatory Concept Meetings</i>	
	Last date to complete all Pre-Application Process components	YES
November 1, 2023 & November 15, 2023	Mandatory Application Workshops	YES
January 16, 2024	Application deadline**	YES
February 16, 2024	IHDA publishes Public Notice	
February 2024	Clarification period	
April 19, 2024 (expected)	Expected IHDA Board meeting with PSH/H3C Project approvals	OPTIONAL



## A. Application Submission and Logistics

- Applications Due: **January 16<sup>th</sup>, 2024**
- Application accepted online. Instructions will be provided at **Mandatory Application Workshops** in November.
- Application Materials will be available starting **July 11<sup>th</sup>, 2023** at [www.ihda.org](http://www.ihda.org) on the **Permanent Supportive Housing** Page
- Additional applications documents posted by September 8<sup>th</sup>.
- Application submission will be through IHDAConnect
- Application Questions: [PSHRFA@ihda.org](mailto:PSHRFA@ihda.org)  
For H3C: [H3C\\_Information@ihda.org](mailto:H3C_Information@ihda.org)



## Application Evaluation

- Completeness of Application
  - Application forms and supporting documentation
  - Signatures on all necessary documents
  - Payment of non-refundable application fee
- Mandatory Criteria
  - Completed application will be reviewed to determine if project meets Mandatory criteria
- Scoring Criteria
  - If Mandatory criteria is met, the application will be Scored and ranked



## Section 7 Mandatory Application Criteria

- All application documents will be posted online by mid-October
- Review Mandatory Criteria details in Section 7:
  - A. Application Certification
  - B. Multifamily Fee Payment Form
  - C. Common Application
  - D. Project Narrative and Supportive Service Plan Narrative
  - E. Neighborhood Assets Map and table
  - F. Site Control
  - G. Zoning
  - H. Environmental Checklist
  - I. Site Physical Information
  - J. Design, Construction & Regulatory Compliance Requirements
  - K. Historic Preservation Checklist
  - L. Construction Cost Breakdown
  - M. Market Analysis
  - N. Development Team Capacity
  - O. Financial Feasibility
  - P. LTOS and Section PRA Requests
  - Q. Additional Mandatory Criteria for H3C



## Section 7 Mandatory Application Criteria

- Unless specific deviation in RFA, projects should follow general IHDA guidance contained in the Underwriting Standards and current Standards for Architectural, Planning and Construction
  - IHDA's Standards for Architectural, Planning and Construction is currently being updated. Revised document will be available in September.
- Third Party Studies:
  - Phase 1 Environmental Review *strongly* recommended at time of application
- Guidance on requesting IHDA rental assistance in Section 7.P.
- Additional Mandatory H3C Criteria outlined in Section 7.Q.



# QUESTIONS?

Reminder: Submit Concept Meeting Intake Form **no later than October 6th**. Early submission encouraged! Meetings will be Scheduled August 21st - October 13<sup>th</sup>.

Additional questions can be sent to:

[PSHRFA@ihda.org](mailto:PSHRFA@ihda.org)

[H3C\\_Information@ihda.org](mailto:H3C_Information@ihda.org)





# THANK YOU