



ILLINOIS HOUSING DEVELOPMENT AUTHORITY

NON-CONGREGATE SHELTER DEVELOPMENT TECHNICAL ASSISTANCE (“NCSD TA”)

**REQUEST FOR APPLICATION
SUBMISSION DEADLINE:
MONDAY, JANUARY 29, 2024, 3:00 PM CST**

Submit completed application electronically to

HOMEARP@ihda.org

For questions and comments, please contact

HOMEARP@ihda.org



Non-Congregate Shelter Development Technical Assistance

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Section 1: IHDA Policy Priorities

A. About the Illinois Housing Development Authority

The Illinois Housing Development Authority (“IHDA” or “the Authority”) serves as the State’s housing finance agency, functioning as a quasi-governmental organization whose mission is to “finance the creation and preservation of affordable housing in Illinois”. The Authority is responsible for administering a wide variety of funding sources and programs that acquire, construct, and rehabilitate affordable housing units, as well as support community development efforts throughout the State. Since the Authority’s establishment in 1967, it has invested more than \$20 billion towards the creation of over 250,000 affordable housing units throughout our State.

B. Authority Policy Priorities & Objectives

HOME-ARP funds are intended to help communities provide housing, shelter, and services to meet the needs of Qualifying Populations, as defined in HUD Notice CDP-21-10 *Requirements for the Use of Funds in the HOME-American Rescue Plan Program*. IHDA identifies policy priorities through a variety of proactive planning and legislatively mandated processes. Policy priorities are tools that are utilized to inform and guide the Authority’s funding mechanisms and provide a framework for tracking and understanding the impact of its resources across the state. Many of the Authority’s policy priorities directly support the implementation of the goals of IHDA’s HOME-ARP Allocation Plan, which outlines IHDA’s intended use of HOME-ARP funding to reduce homelessness and promote housing stability.

This Request for Applications (“RFA”) for Non-Congregate Shelter Development Technical Assistance (“NCSD TA”) and provision of capacity-building for shelter developers will support the construction of shelters for those experiencing homelessness. Please refer to Appendix I for a list of all capitalized terms and their meanings used in this RFA.

Current plans and planning efforts include:

i. HOME-ARP Allocation Plan

IHDA completed a HOME-ARP Allocation Plan on behalf of the State of Illinois regarding the state’s allocation of \$62,083,824 and this was accepted by HUD on September 15, 2022. IHDA identified the following eligible activities and anticipated funding utilizing HOME-ARP funds:

	Funding Amount	Percent of the Grant	Statutory Limit
Acquisition and Development of Non-Congregate Shelters	\$ 37,250,294		
Development of Affordable Rental Housing	\$ 15,520,956		
Administration and Planning	\$ 9,312,574	15 %	15%
Total HOME ARP Allocation	\$ 62,083,824		

IHDA’s production goals utilizing HOME-ARP funds are to directly finance the development of 250 non-congregate shelter beds and 40 units of affordable rental housing across the State. In the feedback gathered as part of the HOME-ARP Allocation Plan, CoCs and their partner agencies consistently identified the urgent need for more permanent shelter space in all regions of the state, and indicated very limited funding for shelter development exists outside of the option through HOME-ARP. A Gaps Analysis, conducted using HUD Point in Time Count (PIT) and CoC Housing Inventory County (HIC) data, identified a need for at least 4,640 beds in emergency shelters in Illinois.

ii. Annual Comprehensive Housing Plan (“ACHP”) Priority Populations

Executive Order 2003-18 and the Comprehensive Housing Planning Act (P.A. 94-965) established the statewide comprehensive housing initiative, identifying underserved “priority populations.” IHDA’s NCSD TA explicitly aims to support developers in their pursuit of funding opportunities that will construct housing units to serve a minimum of three of the ACHP’s eight priority populations:

- **Homeless persons and persons at-risk of homelessness**
- **Low-income persons with disabilities**
- **Other special needs populations, including people with criminal records and veterans experiencing, or at risk of, homelessness**

These priority populations overlap with the HOME-ARP defined Qualifying Populations or QPs, particularly QPs 1, 2 and 4. The HOME-ARP Qualifying Populations are:

1. Homeless (as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302(a)));
2. At-risk of homelessness (as defined in section 401(1) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11360(1)));
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking as defined in the HOME-ARP Notice CDP-21-10;
4. Other populations where supportive services or assistance would prevent the family’s homelessness or would serve those with the greatest risk of housing instability as defined in the HOME-ARP Notice CDP-21-10.

The 2023 ACHP also identified four distinct policy priorities to guide the activities of IHDA and other state agencies for upcoming year. Three of these four priorities directly address the need to support and train new affordable housing developers as well as the creation of additional Non-Congregate Shelter (“NCS”) units:

- **Policy Priority #1:** Address Inequities in Housing
- **Policy Priority #2:** Advance Access for Priority Populations
- **Policy Priority #4:** Maximize Impact of New Resources and Programming by Building Partnerships and Leadership Capacity

iii. Home Illinois

Home Illinois: Illinois’ Plan to Prevent and End Homelessness sets the foundational vision to ending homelessness in the state. Through both established and new innovative strategies, Illinois residents, community agencies and government agencies will work together to prevent entries into shelter, and work towards adequately sizing shelter to meet the needs of those who are experiencing homelessness. This planning effort is a multi-agency approach led by the Illinois Office to Prevent and End Homelessness (“IOPEH”) and the Illinois Interagency Task Force on Homelessness, on which IHDA’s Executive Director sits.

To further align partners and support the goals and strategies outlined in the Home Illinois Plan, IOPEH and the Interagency Task Force engaged HUD technical assistance and worked with technical assistance provider Homebase to establish projections for reaching Functional Zero Homelessness in Illinois in November 2022. These projections included identifying local need within each Continuum of Care (“CoC”) geography and across the State. This process identified a need for nearly 6,300 additional units of Permanent Supportive Housing and Other Permanent Housing throughout the State and over 4,500 Emergency Shelter beds.

As a part of its participation on the Illinois Interagency Task Force on Homelessness, IHDA developed an internal guiding document that outlines tangible actions that IHDA can take to support the work and objectives of the Home Illinois plan. The five components outlined in IHDA’s Home Illinois strategy all impact and would support populations

served under the NCSD TA. IHDA explicitly identifies technical assistance for NCS development as one of the five plan components:

- **Component #2: Technical Assistance and Training for Non-Congregate Shelter Development**

Under this component, IHDA has outlined a goal of providing technical assistance and support for developers and shelter providers to effectively utilize IHDA's HOME-ARP allocation to create new non-congregate shelter throughout the state.

Section 2: Non-Congregate Shelter at IHDA

A. IHDA's Approach to Non-Congregate Shelter

IHDA has not historically funded non-congregate shelter or temporary housing – rather the focus has been on the creation and preservation of permanent affordable and supportive housing.

IHDA has committed to utilizing a portion of its HOME-ARP Allocation to support the acquisition and development of Non-Congregate Shelter (NCS). NCS was identified as a critical need for the State by CoCs, service providers, advocates and community members through outreach and engagement conducted by IHDA as part of its HOME-ARP Allocation Plan submission process. For the purposes of this RFA, IHDA's definition of Non-Congregate Shelter aligns with the HUD's guidance on HOME-ARP in Notice CDP-21-10:

A Non-congregate shelter (NCS) is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement.

As described later in this RFA, IHDA expects the TA provider(s) awarded through this RFA to be familiar with, and to be able to provide training on non-congregate shelter, the specific definition and requirements utilized by HUD under HOME-ARP, as well as other relevant related federal and state sources that are critical to the operation of shelters such as the Emergency Solutions Grant (ESG) Program and the Emergency and Transitional Housing (ETH) Program.

In general, Non-Congregate Shelter was a term that came into common usage during the COVID-19 pandemic to refer to emergency housing options that provided individuals and households with some level of privacy with the goal of reducing community transmission of COVID-19. For example, the Federal Emergency Management Agency (FEMA), made funding available to house unsheltered people in non-congregate settings in 2020. In many communities the model was seen to have benefits beyond the emergency public health context as a way to provide dignified shelter options for individuals and families experiencing homelessness typically by providing individual rooms in a hotel, motel or other similar setting with private rooms, and where services could be coordinated at the site.

HUD has provided Fact Sheets and Webinar materials on various HOME-ARP related topics. Below are links to NCS-relevant materials:

- Notice CPD-21-10: Requirements for the Use of Funds in the HOME-ARP Program
<https://www.hudexchange.info/resource/6479/notice-cpd-2110-requirements-for-the-use-of-funds-in-the-home-arp-program/>
- HOME-ARP Program Fact Sheet: Non-Congregate Shelter
<https://www.hud.gov/sites/dfiles/CPD/documents/HOME-ARP-Noncongregate-Shelter-Fact-Sheet.pdf>
- HOME-ARP 101: Non-Congregate Shelter Basics (Webinar)
https://www.hud.gov/program_offices/comm_planning/home-arp/non-congregate-shelter-basics
- HOME-ARP NCS: Eligible Costs Handout
<https://www.hudexchange.info/resource/6925/home-arp-non-congregate-shelter-eligible-costs-handout/>

Section 3: Non-Congregate Shelter Development Technical Assistance Overview

The NCSD TA will provide technical support and training to developers that will enable them to create high-quality non-congregate shelter developments across Illinois. Through this RFA, IHDA will select up to two Applicants who will serve as the Grantees for the implementation of the NCSD TA.

The selected Applicant(s) will be responsible for carrying out the NCSD TA to provide educational webinars, conduct trainings, and individualized technical assistance for potential NCS developers (“Participants”) and their applications for shelter funding. Through the work of both IHDA and the selected Applicant(s), the NCSD TA intends to build capacity, provide training, and increase knowledge surrounding the necessary components of quality NCS developments. After the selected Applicant(s) is determined and award is made under this RFA, IHDA and the selected Applicant(s) will establish an agreed upon timeline for the implementation of the technical assistance in preparation for the Non-Congregate Shelter Development Request for Applications which is expected to be released in August 2024.

A. IHDA’s Non-Congregate Shelter Development Technical Assistance Program

The Authority will provide funding under the NCSD TA Program to the highest qualified organization(s) that will provide developer trainings focused on the various project components necessary to create and operate successful Non-Congregate Shelter developments. These trainings are expected to cover the following topics:

- Project planning and concept design;
- Building design and construction;
- Community engagement and planning;
- Budgeting including capital, service, and operating budgets and sources;
- Property management and Shelter operation best practices, and;
- Tenant involvement in admission & occupancy planning;
- HOME-ARP Specific definitions, requirements and eligibility related to non-congregate shelter acquisition and development including regulatory compliance, construction and design standards, Qualifying Populations, HOME-ARP referral methods and preferences, and other related topics.

Awarded organizations will be expected to also provide ongoing technical assistance to development teams applying for and/or after award under IHDA’s HOME-ARP Non-Congregate Shelter Acquisition and Development funding. Applicant(s) selected under this NCSD TA RFA will not be eligible to apply for an NCSD RFA issued by the Authority in the future.

B. Funding

An allocation of up to \$250,000 per selected Applicant has been set aside for the two-year implementation of the NCSD TA. The award will be made to up to two selected Applicants decided through this RFA process. The Authority reserves the right to award amounts lower than are requested. The funding is expected to be derived from the Authority’s administrative HOME-ARP funds (“HOME-ARP admin”) and will be offered in the form of a grant. All activities by the selected Applicants are expected to meet the requirements outlined in the HOME-ARP Guidance CPD-21-10 and any other applicable local, state, and Federal laws, regulations, and requirements.

Any funding provided for the NCSD TA will be available for up to a two-year period. Specific benchmarks and a funding schedule will be established with the selected Applicant(s) and included in the Grant Agreement.

C. Eligible Applicants

Applicants must be for-profit or not-for-profit organizations in good standing in Illinois and have experience providing technical assistance and training with non-congregate shelter and/or supportive housing development.

D. Eligible Activities

Activities that are eligible for funding under this grant include:

- **Training costs:** includes but is not limited to an overview of HOME-ARP requirements, non-congregate shelter development financing, property management and shelter operations, and budgeting;
- **Technical assistance costs:** includes project specific technical assistance and individualized sessions with development teams to answer questions;
- **Marketing and outreach costs:** includes marketing of the training program
- **Indirect costs:** includes indirect, administrative costs not covered in the eligible activities outlined above and can account for up to 10% of the total grant amount awarded.

Section 4: RFA Timeline and Application Procedures

A. NCSD TA RFA and Training Timeline

Date	Action	Applicant Action Required
December 8, 2023 <i>(expected)</i>	Expected NCSD TA RFA release	
January 29, 2024	Application deadline	YES
Spring 2024 <i>(expected)</i>	Expected IHDA Board meeting, NCSD TA Awardee approval	OPTIONAL
Spring 2024 <i>(expected)</i>	Legal Closing	YES
Date	Action	Grantee Action Required
Spring 2024*	NCSD Series of educational webinars hosted by NCSD TA providers for potential NCS developers that intend to apply for the NCS RFA for Development	YES
Spring/Summer 2024	Application/Selection process for participants to request one-on-one Technical Assistance from the NCSD TA Providers	YES
May 2024 – May 2026*	Grantee reporting period Reports required on a quarterly schedule	YES
August 2024*	NCSD RFA for Development is released (in tandem with the Permanent Supportive Housing Development RFA)	YES
Summer 2024 – Winter 2024	Grantee(s) continue to provide one-on-one Technical Assistance and group trainings for NCS developers	YES
Spring 2025 – end of Grant term (May 2026)*	Continued Technical Assistance and group trainings for development teams approved for funding under the NCS RFA for Development	YES

*Exact dates subject to change. A finalized timeline will be established once agreed upon between IHDA and the Grantee.

B. Application Process

Applicants may request technical assistance from IHDA staff throughout the Application period prior to the Application deadline. Applicants and interested parties can request technical assistance by emailing HOMEARP@ihda.org.

Applicants must fully complete the Non-Congregate Shelter Development Technical Assistance Workbook (“NCSD Workbook”) to demonstrate their interest in and qualifications for administering the NCSD. All Application scoring criteria, as outlined in Section 5, must be completed within the NCSD Workbook’s designated fields. Additional information or documentation demonstrating an Applicant’s qualifications or supporting their responses may also be submitted at time of Application.

In order for an Application to be considered complete, Applicants must submit all of the following documentation to IHDA via email to HOMEARP@ihda.org:

- Completed NCSD TA Workbook;
- Supporting documentation, if applicable;
- Completed Post-Award Requirements and Certification Form (Section 6); and

- Applicant’s most recent independent financial audit, including the following.
 - If a Management Letter was issued, a copy of the letter must also include along with any Management Response and/or Corrective Action Plan. The Management Response and/or Corrective Action Plan MUST be on applicant’s letterhead and be signed by the Mayor, Chief Executive Officer, or chief executive of the applicant. IHDA reserves the right to use lack of corrective action or lack of response to findings to determine funding.
 - Date that audit was performed.
 - Dates which audit covered (fiscal year).
 - Summary of any audit findings, including page numbers of findings and solutions. If no findings, indicate “N/A”.
 - Summary of any Management Response and/or Corrective Action Plan and indicate page number if contained within the audit. If not applicable, indicate “N/A”.

All Application documentation should be submitted within a singular email if possible. Applications will not be accepted in paper form. All Application materials and submissions must be received by 5:00pm CST on January 29 2024.

IHDA will not charge a fee for processing Applications under this RFA.

C. Awardee/Grantee Notification

IHDA will evaluate all Applications received according to the scoring criteria outlined in Section 5. Once IHDA recommends and approves an Awardee under this RFA, the Awardee will be notified electronically. IHDA will enter into a Grant Agreement with the Awardee, who will become the Grantee once the Grant Agreement is executed.

D. Participant Application and NCS D Technical Assistance

Prior to finalizing the Grant Agreement, IHDA and the selected Applicant(s) will agree to an acceptable finalized timeline for the implementation of the NCS D technical assistance. Technical assistance must be ongoing throughout the term of the Grant Agreement. The finalized timeline must include deadlines for the following milestones, which are expected to occur within the designated timeframes:

NCS D TA Year	Milestone	Expected Timeframe
Year 1 NCS D TA	NCS D Series of educational webinars Participant application informational webinar	Spring 2024
	Participant application/selection process informational webinar	Spring 2024
	Initial Participant application/selection deadline	Spring/Summer 2024
	Ongoing Technical Assistance and Training for Participants prior to application for IHDA financing	Spring – Winter 2024/2025
Year 2 NCS D TA	Ongoing Technical Assistance and Training for Participants after award of IHDA financing	Spring 2025 – end of Grant term (May 2026)

Section 5: Application Scoring Criteria

Applications will be competitively evaluated and scored according to the following criteria. Applications will be evaluated competitively and can earn up to a total of 100 points. Each criterion and the maximum number of points which can be earned under them are outlined in the subcategories below.

Applicants must complete the NCSA TA Workbook in full and may provide supplemental information when needed or requested to demonstrate compliance with the criteria listed below. Each scoring category should be answered within its designated tab within the NCSA Workbook. Specific questions and further detail regarding expected responses for each scoring criteria are outlined within this RFA Unless otherwise specified, criteria must reflect the Applicant's plan for both Year 1 and Year 2 of the NCSA Training and Technical Assistance program.

A. Prior Experience and Qualifications

10 points

Applicants must describe their organization's prior and/or ongoing experience in managing or providing trainings and technical assistance focused on homeless services, affordable housing and/or shelter development and building the capacity of development teams. Responses should detail the Applicant's experience with other relevant federal and state programs and funding sources applicable to shelter capital and operations (such as ESG and ETH) as well as any relevant experience "braiding" resources for successful program implementation. This can include related qualifications of staff or partners that will be participating in the training and technical assistance activities proposed in their Application.

B. Vision and Philosophy

10 points

Applicants must provide a narrative response detailing their approach and philosophy towards training and technical assistance. Responses should relate to the proposed training and technical assistance methods anticipated to be utilized if awarded under this RFA.

C. Budget

20 points

Applicants must propose a complete and reasonable budget that includes all costs associated with provision of technical assistance and training activities including the educational webinar series, required compliance and reporting activities, and any other costs the applicant believes are necessary to accomplish the activities and goals of this RFA. Submitted budgets must outline all expenses annually for up to 2 years including both Year 1 and Year 2 of the NCSA TA program. Budgets will be evaluated for feasibility and reasonableness.

Applicants must utilize the template budget tab included within the NCSA TA Workbook to outline their proposed budget. Applicants may revise or add categories and subcategories as appropriate for their proposal.

D. Example Training Curriculum and Timeline

20 points

Applicants must provide an example curriculum and proposed timeline for the educational webinar series in Year 1, as well as any other training for Participants envisioned for both Year 1 and Year 2 of the NCSA TA program. The curriculum should demonstrate the Applicant's approach to training, and ability to provide group and individualized training on relevant HOME-ARP and NCS related topics.

E. Plan for Technical Assistance

20 points

Applicants must demonstrate how training and technical assistance will be provided to Participants and applicants for IHDA's HOME-ARP Non-Congregate Shelter Acquisition and Development funding. Responses that demonstrate a clear process for assessing developer needs and the provision of ongoing technical assistance after the training sessions and for applicants and awardees based on those needs will receive more points within this category. Responses that demonstrate more depth and readiness using existing ongoing efforts, relationships, experience, and resources will receive more points than those that are proposing new actions or activities.

F. Marketing and Outreach Plan

10 points

Applicants must demonstrate how they will perform outreach activities prior to the Participant application/selection period of the NCSD Training to ensure that housing developers and service providers across the state are aware of the opportunities available through the NCSD Training. Responses that demonstrate more depth and readiness using existing ongoing efforts, relationships, experience, and resources will receive more points than those that are proposing new actions or activities.

G. Priority Participant Solicitation

10 points

IHDA is guided by policy priorities, as outlined in Section 1. The NCSD TA aims to proactively promote and meet IHDA's policy priorities, and therefore will incentivize Applications that prioritize soliciting and recruiting NCSD TA Participants that meet one or more of the following characteristics:

1. Participants located or based outside of the Chicago Metropolitan Region;
2. BIPOC-led or BIPOC-governed Participant organizations and/or teams as defined in IHDA's 2024-2025 Qualified Allocation Plan (QAP); and
3. Participant organizations and/or teams that include individuals with lived experience in any of the following:
 - a. Persons with chronic disabilities;
 - b. Persons that are homeless,
 - c. Persons at-risk of homelessness or unnecessary institutionalization;
 - d. Persons who need access to supportive services in order to maintain housing stability, including justice-involved persons and victims of domestic violence; or
 - e. Other special needs populations.

Applicants must address how their marketing and outreach plans will explicitly prioritize the solicitation and recruitment of Participants who meet these criteria, and how the NCSD Training will advance these policy priorities.

Section 6: Post-Award Requirements and Certifications

The Grantee awarded under this RFA will be required to comply with the following certifications and requirements:

1. Applicant certifies that all statements herein are true, accurate, and complete;
2. Applicant is an eligible recipient of funds based on requirements per the Application;
3. Applicant will not permit any discrimination based on gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability in connection with its participation in the NCSD TA;
4. Applicant will ensure expenditures of funds are for eligible uses under the NCSD TA;
5. Applicant will maintain records in connection with administration of the NCSD for at least five years after the date of termination of the Grant Agreement(s);
6. Applicant will comply with the terms and conditions of the NCSD TA;
7. Applicant will comply with monitoring and evaluation of the Initiative through the full funding agreement(s) period and at least five years thereafter;
8. Should the Applicant be awarded funds under this RFA, Applicant will comply with all requirements, as set forth in the Grant Agreement and any other document evidencing or governing the Grant.

On behalf of _____, I certify that the information contained herein accurately reflects my organization's commitment and ability to participate fully in the Non-Congregate Shelter Development Technical Assistance.

Appendix I: Definitions

The following capitalized terms used in the NCS Development Technical Assistance RFA shall have the following definitions:

"Applicant" shall mean an eligible entity that formally responds to this Request for Applications

"Application" shall mean an entire set of required and requested documents as prescribed in the NCS Development RFA and submitted by an Applicant to the Authority.

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

"Awardee" shall mean a selected Applicant under this RFA who has been recommended for an Award of funds.

"Chicago Metropolitan Region" shall mean the metropolitan area comprised of Cook County and its five adjacent counties (DuPage, Kane, Lake, McHenry, and Will) inclusive of the City of Chicago.

"Grantee" shall mean a selected Applicant under this RFA that has entered into a Grant Agreement with the Authority to undertake NCS Development Technical Assistance activities.

"Grant Agreement" shall mean a legal document executed by the Grantee and the Authority outlining the terms for the use of funds awarded to carry out the activities of the NCS Development Technical Assistance.

"Illinois Housing Development Authority" ("IHDA," "The "Authority") shall mean the Illinois Housing Development Authority, a body politic and corporate of the State of Illinois.

"Participant" shall mean a NCS developer that applies to participate in the training and technical assistance activities provided by a selected Applicant under this RFA.

"Permanent Supportive Housing" shall mean a project with a preference or restriction for people who need supportive services to access and maintain affordable housing, are experiencing or at risk of homelessness, are living with disabilities, and/or are experiencing or at risk of institutionalization. The housing should be permanent (not time-limited, not transitional), affordable (typically rent-subsidized or otherwise targeted to the extremely-low-income who make 30% of the area's median income or below), and independent (tenant holds the lease with normal rights and responsibilities). Services should be flexible (responsive to tenants' needs and desires), voluntary (participation is not a condition of tenancy), and sustainable (focus of services is on maintaining housing stability and good health).

"RFA" shall mean a Request for Applications issued by the Authority.

"State" shall mean the State of Illinois.

"Non-Congregate Shelter Development Technical Assistance" ("NCS Development TA") shall mean the overall technical assistance and training outlined in this RFA.

"Non-Congregate Shelter Development Technical Assistance Training" ("NCS Development Training") shall mean the specific education webinar series and any subsequent training(s) provided by the selected Applicant on topics relevant to the acquisition, development and ongoing operation of non-congregate shelters.

Non-Congregate Shelter Development Technical Assistance Workbook (“NCSD TA Workbook”) shall mean the electronic document of the same name published by the Authority and used in the collection and analysis of information regarding the Project.

“Year 1” and “Year 2” shall mean the time periods in which the selected Applicant under this RFA will conduct distinct training and technical assistance activities for interested and awarded applicants to IHDA’s HOME-ARP Non-Congregate Shelter Acquisition and Development funding.

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