

THE AFFORDABLE HOUSING ACADEMY

Expanding Capacity • Building Pipeline • Revitalizing Communities



A unique opportunity for selected owners in the State-Sponsored Housing Portfolio (SSHP) to position their redevelopment projects for success.

September 2018 - December 2018

*A Program of the Connecticut Housing Coalition and the National Development Council
with support from the Connecticut Department of Housing*



WHAT IS THE SSHP AFFORDABLE HOUSING ACADEMY?

The SSHP Affordable Housing Academy is a highly participatory project-development effort that offers guidance to owners of housing in the State-Sponsored Housing Portfolio (SSHP). Training and technical assistance are provided in both classroom settings and one-on-one to develop projects that meet both the guidelines for SSHP revitalization and respond to their community's unique set of challenges, assets and opportunities. The SSHP Academy also focuses on the development teams and partnerships needed to create and manage high-quality housing. Detailed project assistance is provided by the Connecticut Housing Coalition, the National Development Council and the Women's Institute for Housing & Economic Development.

WHAT ARE THE OBJECTIVES OF THE SSHP ACADEMY?

To create a pipeline of revitalization projects that meet the state's goals for preserving and redeveloping the State-Supported Housing Portfolio (SSHP), providing high-quality housing options for low- and moderate-income residents in the state of Connecticut. **Projects in the 2018 SSHP Academy will be targeted toward and prepared for application for funding during the 2018-2019 SSHP rounds.**

WHAT DOES THE ACADEMY OFFER?

- Training seminars facilitated by expert consultants working in the field of finance, housing and community development, including financial structuring and sustainability, partnership development and community engagement. Sessions will be highly interactive and specific to participants' projects. Training will be customized for both those new to redevelopment and owners who are experienced developers.
- Specialized training on meeting the state's financing requirements for its SSHP capital program.
- Individualized technical assistance and project troubleshooting on-site .
- Assistance in identifying predevelopment capital to "jump-start" projects where needed.
- Project review and feedback from the Connecticut Housing Finance Authority, the State Department of Housing, Tax Credit investors and lenders on the project concept and structuring;

WHO ARE THE TRAINERS, SPEAKERS AND COACHES AT THE ACADEMY?

The Academy's program is a partnership of the Connecticut Affordable Housing Coalition and the National Development Council. The Connecticut Housing Coalition's mission is to expand housing opportunity and to increase the quantity and quality of affordable housing available to people with low and moderate incomes across Connecticut. For over 37 years the Coalition has worked to strengthen the capacity of the housing industry to develop and manage affordable housing through education, collaboration and advocacy. The National Development Council (NDC) is a nonprofit dedicated to attracting capital into underserved areas, since its founding in 1969. It has a nationally recognized training certification in affordable housing and economic development and uses components of those training sessions in the Academy. Please visit www.ndconline.org.

The Academy typically brings in a series of guest speakers which have included past Academy participants, Federal and State housing officials, architects, contractors, asset management firms, energy conservation specialists, and others. In addition to group workshops, Academy trainers conduct site visits and spend one-on-one time discussing project specifics.

WHAT ARE THE BENEFITS OF THE ACADEMY?

- A Housing plan and proposal that is feasible, ready and able to be funded.
- Project-specific technical assistance and troubleshooting from a team of content experts.
- Project preview and feedback from CHFA and DOH prior to the funding round.

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- Tools to ensure a strong, effective development team.
- Resident participation that will lead toward meeting the requirements of CGS 8-64c.
- Increased skills and capacity to take on future projects.

WHAT IS THE SELECTION PROCESS?

- Eligibility for the Affordable Housing Academy is limited to owners of projects in the State-Sponsored Housing Portfolio that are seeking Department of Housing Funding.
- The Academy will be designed to work for projects of various sizes and types.
- Training will be designed to accommodate both experienced and new development teams.
- Selected project teams will be expected to attend all training sessions and participate fully in all of the offerings of the Academy, including seminars, project technical assistance sessions, and project work between sessions.
- Project teams may include, but will not be limited to, staff and board members, development consultants, property managers, service providers, residents and/or community representatives.

Thanks to the support of project funders, the Academy cost is minimal at \$500 per team

CURRICULUM

Note: Please enter the session meeting dates on your calendar to avoid any scheduling conflicts.

Month	Classroom Focus	Technical Assistance
Sept. 20 & 21, 2018	<ul style="list-style-type: none"> • Project vision • Organizational readiness • Team development • Capital needs • Resident and community engagement • Procurement & negotiations • Development team • Ownership • Timetables and thresholds • Relocation planning 	<ul style="list-style-type: none"> • Schematic planning • Identifying capacity and partner needs • Identifying predevelopment financing needs and sources • Assessing zoning, environmental, site, resident participation, neighborhood issues • Draft RFPs/scopes for team members
Date to be determined	Site Visits	<ul style="list-style-type: none"> • Solidify project concept • Initiate local approvals • Secure predevelopment financing • Draft first budgets, proformas
October 17 & 18, 2018	<ul style="list-style-type: none"> • Underwriting criteria • Debt & equity sources and uses • Income and expense pro forma • Gap financing • Energy options • Financing applications • Partnership and investor concerns 	<ul style="list-style-type: none"> • Develop financing plan • Identify capital stack • Develop operating budgets • Secure remaining team members; finalize consultant and partner contracts • Schematic drawings • Draft Resident Participation Plan
		<ul style="list-style-type: none"> • Refine financing plan, capital stack and operating budgets



<p>Nov. 14 & 15, 2018</p>	<p>Each team meets with DOH & CHFA to give an overview of their project and receive feedback</p>	<ul style="list-style-type: none"> • Draft tenant selection and supportive service plans, if applicable
<p>Dec. 5 & 6 2018</p>	<ul style="list-style-type: none"> • Finalize development plans and proposal • Present plans and budgets to panel of potential funders • Refine based on feedback • Identify additional elements, if needed 	<ul style="list-style-type: none"> • Finalize schematic plans • Finalize budgets and cost estimates • Finalize team structure • Finalize project timelines • Draft financing applications
<p>Date to be determined</p>	<ul style="list-style-type: none"> • Shark Tank • Final Presentation 	

ELIGIBILITY

The Project must be part of the State-Sponsored Housing Portfolio and be identified as in need of moderate or substantial revitalization in the 2014 Connecticut State-Sponsored Housing Portfolio Capital Plan.

TO APPLY, PLEASE COMPLETE THE ATTACHED AND SUBMIT BY NO LATER THAN FRIDAY, August 31, 2018. Please email all responses to: florence@ct-housing.org. Questions should be directed to Florence Villano, 860-563-2943 ext 12 Florence@ct-housing.org or Matt Wexler at mwexler@ndconline.org, 917-565-2246



APPLICATION

TEAM CONTACT INFORMATION:

All Academy participants will be expected to be in development teams that may include, but are not limited to, the project owner/sponsor, developer, architect, property manager, development consultant, existing resident leadership, and/or a community partner. Each applicant must identify a Team Leader who will be responsible to coordinate and communicate on behalf of the Team and who will commit to attend all Academy sessions. Other team members (no more than 4) will attend relevant sessions. If Team members have not yet been identified, the applicant will work with the Housing Academy trainers to identify partner(s).

A. OWNER/PROJECT SPONSOR

Name:

Address:

Executive Director:

Contact Name (if different):

Contact phone:

Email:

Name of SSHP property(ies) to be redeveloped:

Please describe experience in developing, preserving or managing affordable housing, and experience participating in housing development teams, if any:

B. TEAM MEMBER – ROLE:

Name:

Title:

Address:

Affiliation/Representing:

Phone:

Email:

C. TEAM MEMBER – ROLE:

Name:

Title:

Address:

Affiliation/Representing:

Phone:

Email:

D. TEAM MEMBER – ROLE:

Name:

Title:

Address:

Affiliation/Representing:

Phone:

Email:

E. TEAM MEMBER – ROLE:

Name:

Title:

Address:

Affiliation/Representing:

Phone:

Email:



LEAD CONTACT FOR TEAM:

Name:
Title:
Company/Agency:
Telephone:
Email:

PROJECT NARRATIVE:

Describe the project you will be working on during the SSHP Affordable Housing Academy. Please include (as applicable): Overall project vision; location; approximate size, target population and income mix; status of zoning, team selection, resident and community participation; and services to be provided.

CERTIFICATION:

Please indicate your team’s interest in participating in the Affordable Housing Academy and willingness to:

- Participate fully in trainings, technical assistance and required project-specific work between sessions; and
- Provide feedback through the Academy to the facilitators, trainers and other participants.

Signature: _____
Name:
Title:
Company:

