Project Concept Document

PART 1: TARGET POPULATION

1. *Who are you proposing to serve? Who is your Target Population?* The target population will influence the design of the building, the program, and the type of service and/or operating funding.

- o youth
- o single adults
- o families
- o veterans
- o families experiencing domestic violence
- o elders / seniors

- o long term/chronic homeless
- o homeless
- o extremely low income (30% AMI or less)
- o both singles and families
- o other: _____

2. *What issues and needs to you expect the population to have?*
- o mental health
- o chemical dependency
- o dual diagnosis
- o HIV/AIDS
- o History of homelessness
- o other disabilities:

3. *What is the need for supportive housing for the above population(s)?* How does your project meet this need? What data supports this need?

PART 2: PROJECT SIZE and LOCATION

1. What is your ideal size for your project?

- o   Approximate number of units: _____
- o   % of units that will be supportive housing units: _____%
- o   % of units that will be market-rate units/affordable housing: _____%

- o   Approximate number units by size (unit mix):
    - o   Efficiency:_____
    - o   1 Bedrooms**:_____**
    - o   2 Bedrooms: _____
    - o   3 Bedrooms: _____
    - o   Other: _____

2. What kind of housing model are you proposing?

Housing Development:
❏ New Construction   ❏ Rehab

Site Location:
❏Single Site   ❏ Scattered Site   ❏ Clustered

Housing Type:
❏ Town Homes   ❏ Apartments

4. What geographic area do you prefer? Why? How does this relate to your mission/vision? How does this relate to the need?

5. What design elements are important to serving the target population? i.e. lobby, common space, laundry, TV room, community kitchen, childcare space, exam room, visiting psychologist/case manager.

PART 3: SERVICES

1. ***Based on who you are proposing to serve, what is your approach to service provision?*** Will services be voluntary or mandatory? Will participation in services be encouraged? If so, how?

2. ***What services do you anticipate the target population will need? What services do you anticipate providing directly?***

3. ***What partnerships might you need to develop to bring in additional services?*** What services are already available in the community?

4. ***How will services be accessed?*** *(*E.g., on-site offices? Weekly home visits?)

5. ***How do you anticipate your organization will meet the staffing needs for this project?*** Will additional staff need to be hired?

6. ***Are community resources/services and transportation accessible to the tenants?***

PART 4: ORGANIZATIONAL ROLE/PARTNERSHIPS

1. What role will your organization play in this project?
- o Developer/Contractor
- o Service Provider
- o Property Management
- o Asset Management
- o Property Owner

2. What particular skills/expertise does your organization bring?
- o Developer/Contractor
- o Service Provider
- o Property Management
- o Asset Management
- o Property Owner

3. What partnerships do you currently have in place?
- o Developer/Contractor
- o Service Provider
- o Property Management
- o Asset Management
- o Property Owner
- o Other:_____

4. What gaps will need to be filled?
- o Developer/Contractor
- o Service Provider
- o Property Management
- o Asset Management
- o Property Owner
- o Other:_____

5. Have you identified how will these partnerships be structured? Please indicate
if you will partner through contractual relationships, as co-owners, less formal MOUs
(Memoranda of Understanding), leasing, or in other ways.

Developer/contractor:

Service provider:

Property management:

Asset Management:

Property owner:

Other:_

PART 5: FUNDING

1. What types of funding do you anticipate including in your project budgets?

Funding Type	Source for our organization's project
Pre-Development Loans/Grants	
Capital (e.g. State Trust Fund, tax credits, tax exempt bonds, NAHASDA, federal funds etc.)	
Operating (e.g. rent subsidies such as shelter plus care or project based section 8, NAHASDA, etc.)	
Services (e.g. Medicaid, Tribal, County or other existing programs, HUD McKinney Vento, etc.)	

PART 6: PROJECT FEASIBILITY

1. ***What community support or opposition do you imagine you will have for the project?***
   Do you have support of the political officials in the community? Do you have the support of the Continuum of Care?

2. ***Will you need to plan for:***
   - ❑ Zoning changes
   - ❑ Political opposition
   - ❑ Community opposition
   - ❑ Relocation
   - ❑ Support from the Continuum of Care

3. ***Are there special considerations for your particular geographic area/county/town?***

PART 7: PROJECT OUTCOMES

1. ***What are the desired outcomes for the project and clients?***