



# ILLINOIS HOUSING DEVELOPMENT AUTHORITY

## NEXT GENERATION BLACK, INDIGENOUS, AND PEOPLE OF COLOR DEVELOPER CAPACITY BUILDING INITIATIVE ("NEXT GEN")

### REQUEST FOR APPLICATION

### SUBMISSION DEADLINE:

**FRIDAY, NOVEMBER 18, 2022, 3:00 PM CDT**

Submit completed application electronically to

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

For questions and comments, please contact

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



# APPLICATION GUIDE

## ABOUT THE ILLINOIS HOUSING DEVELOPMENT AUTHORITY

Illinois Housing Development Authority (“IHDA” or “the Authority”) is the state’s housing finance agency and was created by the state legislature in 1967 pursuant to the Illinois Housing Development Act (20 ILCS 3805/1 *et seq.*) as a self-supporting agency to finance affordable housing across Illinois. The Authority does not use taxpayer dollars to sustain its operations, although it does administer publicly funded programs on behalf of the state. Since its creation, the Authority has provided more than \$20 billion to finance more than a quarter million affordable homes. The Authority accomplishes its mission through several avenues. The Authority:

- Connects people with financing programs for their homes.
- Partners with lenders, developers, local governments, nonprofits, community groups, and others to deliver low-cost financing programs.
- Provides financial assistance to low-and moderate-income homebuyers and homeowners.
- Offers resources to developers who build or preserve affordable and mixed-income rental housing.
- Provides oversight for hundreds of affordable rental communities across the state.

## AUTHORITY POLICY PRIORITIES & OBJECTIVES

The Authority employs various planning and research methods to better understand the diverse housing needs of Illinois residents, identifies policy priorities and goals, and develops policy objectives in support of those goals. These methods are dynamic and designed to identify opportunities for the Authority to target its investments effectively and efficiently, nimbly responding to an ever-changing social and economic climate.

Some of the Authority’s current policy priorities, goals, and objectives for the coming years are outlined below. These priorities have been identified in the 2021 Illinois Housing Blueprint and in response to broader economic and socio-demographic conditions, as well as key housing needs at the state level.

1. **Racial Equity.** Discrimination in the US housing market has contributed to both social and economic inequity and manifested in the widening of the racial wealth gap and historic disinvestment in communities of color. The Authority’s approach to address racial equity is rooted in increasing opportunities for wealth building for Black, Indigenous, or people-of-color (“BIPOC”), while also prioritizing projects that improve resident outcomes.
2. **Access to Funding.** Challenges to accessing affordable housing development financing, especially for small to mid-sized firms, has an adverse impact on innovation, dampening creativity, and flexibility in the provision of affordable housing that serves Illinoisans. The Authority continues to work to make the application processes more user friendly, and to diversify the types of developers we work with, geographic areas, and the projects that we fund.
3. **Special Populations.** The Authority continues its mission to finance housing development for persons with disabilities, populations experiencing homelessness or at risk of homelessness, recently incarcerated populations, and veterans, among others.
4. **Sustainability.** The Authority continues to improve housing quality by incentivizing the use of highly efficient building materials, housing sites that are integrated within community fabric, and reduced utility costs. These tenant-focused initiatives can, over the long-term, contribute to long-term resident wellbeing.

## BIPOC DEVELOPER DEFINITION

For the purposes of this Request for Applications (“RFA”), for profit and nonprofit affordable housing developers fitting the criteria defined by the most recent Low Income Housing Tax Credit (LIHTC) Qualified Allocation Plan (“QAP”) and clarified within any approved “Frequently Asked Questions” will be considered “BIPOC Developers”. Links to the current QAP and “Frequently Asked Questions” appear below. Applicants should note that it will be necessary to review both documents to view the full criteria for “BIPOC Developer” as defined within this RFA:

### Qualified Allocation Plan

[https://www.ihda.org/wp-content/uploads/2021/09/QAP\\_2022-2023\\_Website.pdf](https://www.ihda.org/wp-content/uploads/2021/09/QAP_2022-2023_Website.pdf)

## Frequently Asked Questions

<https://www.ihda.org/wp-content/uploads/2021/11/2022-LIHTC-Application-Round-FAQs-Development-Team.pdf>

While the applicant may assist both for-profit and non-profit BIPOC developers, IHDA is asking all applicants to focus their efforts on for-profit BIPOC developers.

### PROJECT PURPOSE

As part of IHDA's continuing diversity, equity, and inclusion efforts, Next Gen seeks to provide support for BIPOC for-profit and BIPOC led/governed non-profit housing developers to enter and succeed within the LIHTC program. IHDA believes Next Gen can leverage the recent changes to the LIHTC QAP and provide the support needed to be the next step in our continuing efforts to bring greater diversity to the LIHTC developer pool. This work began with the belief that greater diversity among LIHTC developers could lead to more inclusive outcomes, including greater community engagement in the development process, greater diversity in the type of projects we see in the LIHTC rounds, and a more equitable distribution of the wealth generated by developer fees.

IHDA has identified three important barriers to LIHTC participation that we believe IHDA can positively impact:

- Challenges within IHDA's policies, procedures, and practices;
- Developers' lack of access to capital; and
- Developers' lack of organizational capacity, specialized knowledge, and networks.

One of the Authority's major efforts to build BIPOC Developer capacity statewide is the approval of the 2022-2023 QAP, which includes updates to scoring criteria that heavily rewards project teams with BIPOC-lead enterprises, rewards equitable partnerships between BIPOC-led and majority-led firms and widens the scope of acceptable MBE and WBE credentials. Additionally, engagement work with stakeholders and BIPOC Developers both through the 2021 Illinois Housing Blueprint and beyond helped shape racial equity recommendations and program design of this initiative, further promoting efforts to diversify developers and program partners for greater community impact.

LIHTC has long been the primary engine behind the development of affordable housing and provides most of the funding capital available to developers of affordable housing each year. The Next Gen initiative seeks to lower the systemic barriers BIPOC Developers encounter in developing affordable housing. **The initiative will support BIPOC Developers in becoming experienced LIHTC developers by providing access to pre-development financing, affordable housing development training, and project specific technical assistance.**

Through this RFA, the Authority seeks partnerships with one or more Community Development Financial Institutions ("CDFIs") to build the capacity of BIPOC Developers, expand access, and increase their LIHTC participation. IHDA is seeking CDFI partners who are capable and experienced in providing pre-development loans, training, and technical assistance to affordable housing developers. IHDA envisions the Next Gen initiative as containing three facets:

- Pre-development Loan Fund ("Fund") will support the pre-construction and planning costs necessary to establish preliminary project design, scope, and assemble a team to assess the feasibility of a project. The Fund will provide loans to BIPOC Developers. Loans are anticipated to target project initiation costs and not require security. The loan will only require repayment (from the BIPOC Developer to the CDFI) if the project is successfully developed. Specifics on the structure of the fund, acceptable uses and underwriting criteria will be finalized with the selected CDFI(s). This portion of the funding will be structured as a forgivable loan from the Authority to the selected CDFI(s).
- Training Series ("Training") will be provided to BIPOC Developers and include an overview of affordable housing development and specific, in-depth training on LIHTC funding, requirements, timing, and other relevant topics. The selected CDFI(s) will be responsible for developing or obtaining the training content, which will require IHDA's approval. This portion of the funding will be structured as a grant to the selected CDFI(s).
- Project Specific Technical Assistance ("Technical Assistance") will be provided to each BIPOC Developer or

development team who receives a loan from the Fund. The Technical Assistance should be based on an assessment of the needs of the BIPOC Developer and be curated to build their capacity and potential project. Technical assistance can be provided by third party providers or by CDFI staff. Based on discussions with stakeholders and BIPOC Developers, this curated technical assistance should be the focus of the CDFI efforts to assist developers. This portion of the funding will be structured as a grant to the selected CDFI(s).

IHDA will collaborate with the CDFI(s) selected on the final form and specifics of all three facets of the initiative.

## FUNDING

An allocation of \$5 million has been set aside for the Next Gen initiative to support the Fund, the Training, and the Technical Assistance. IHDA reserves the right to award lower amounts than are requested and then has been allocated. The funding is derived solely from the Illinois Affordable Housing “Trust Fund Bond Indenture”. All projects supported by funds within the Trust Fund Bond Indenture must meet the requirements of the Illinois Housing Development Act (20 ILCS 3805/1 *et seq.*) and the Illinois Affordable Housing Act (310 ILCS 65/1 *et seq.*), and the rules promulgated thereunder. These statutes and rules can be found at the following links:

- <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=384&ChapterID=5>
- <https://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=1435&ChapterID=29>
- <https://www.ilga.gov/commission/jcar/admincode/047/04700365sections.html>

Any funding provided for the Fund will be available for a period to be negotiated between IHDA and the selected CDFI. Any funding provided for Training and Technical Assistance will be disbursed on a quarterly basis over a two-year period, provided established benchmarks are met to the Authority’s satisfaction. Specific benchmarks and funding schedule will be established with any selected CDFI at the sole discretion of the Authority. The Authority will consider, but not guarantee, the funding of indirect costs up to a maximum of 10% with the CDFI’s previously established cost allocation plan.

## ELIGIBLE APPLICANTS

**U.S. Department of Treasury Certified CDFIs** are defined by the Office of the Comptroller of the Currency as mission-driven financial institutions that create economic opportunity for individuals and small businesses, quality affordable housing, and essential community services in the United States. CDFIs are banks, credit unions, loan funds, or venture capital funds. The CDFI must be in good standing in Illinois, and meet the minimum requirements outlined in the CDFI Applicant Eligibility below.

## ELIGIBLE ACTIVITIES

1. Pre-development loans to BIPOC affordable housing developers.
2. Costs associated with the origination of pre-development loans to BIPOC Developers for possible affordable housing projects.
3. Costs associated with the management of any pre-development loans supported by funds awarded under this RFA. Applicants should assume monthly reporting requirements through the start-up phase converting to quarterly reporting thereafter. Specific measurable and reporting milestones will be determined in collaboration with any selected CDFI.
4. Costs associated with the provision of training in the LIHTC program and related affordable housing topics.
5. Costs associated with the provision of technical assistance to selected BIPOC affordable housing developers.

IHDA may cap the amount permitted under items 2-5 above, in its sole and absolute discretion. All Initiative requirements, regulatory compliance, and certifications must be met in accordance with the funding agreement(s) for eligible activities to be funded. The LIHTC program has a complex application and compliance structure. It may require significant assistance to prepare each developer to successfully apply for LIHTC funding. Applicants should be aware this may have implications for program design. IHDA is seeking a comprehensive approach to the program design, with an emphasis on providing more supports, including larger predevelopment loan amounts, to fewer developers rather than providing less supports to a larger number of developers. These supports may include technical assistance in

back-office or other aspects of business operations that directly impact the ability of the BIPOC Developer to successfully complete and manage a LIHTC program.

A LIHTC project often has a lengthy planning period prior to applying to IHDA for an award and thus developers may need assistance over a long period of time to be prepared to successfully complete a project. Applicants should consider how to select BIPOC Developers to participate in their proposed program that appear likely to have the capacity, after receiving the training and technical assistance, to develop a LIHTC eligible project within five years.

## **CDFI APPLICANT ELIGIBILITY**

### **MINIMUM APPLICANT REQUIREMENTS**

*All applicants must meet the following requirements to apply for funding available under this RFA. If a response to this RFA does not meet these minimum requirements, IHDA will not score the application.*

1. Proof of certification as a CDFI by the United States Department of Treasury. Applicants must be able to provide a valid and current certificate.
2. Most recent financial audit demonstrating financial capacity to undertake activities contemplated within this RFA.
3. Statement of experience and organizational capacity in pre-development lending, lending to LIHTC affordable housing developments and related compliance reporting. Applicants must demonstrate previous experience sufficient to undertake the activities contemplated within this RFA.
4. Statement of experience and organizational capacity in providing project-specific technical assistance and comprehensive training related to affordable housing development and LIHTC. Applicants must demonstrate previous experience sufficient to undertake the activities contemplated within this RFA. Applicants should include examples of previous successful capacity building efforts.
5. Statement of experience working with BIPOC affordable housing developers. Please include any evidence of past successful efforts to build capacity of BIPOC affordable housing developers. Applicants must demonstrate previous experience sufficient to undertake the activities contemplated within this RFA.
6. Please provide a narrative of the applicant's prior success in building the capacity of non-profit and for-profit developers. Please provide specific evidence of increased capacity of developers receiving assistance through the applicant.
7. Proposed loan term sheet for predevelopment loans that would be provided to developers through this program along with a narrative of the underwriting processes applicant will undertake in considering each loan request. Applicants should assume loans will carry no interest and will be repaid only if a project moves forward. Term sheet should include the following, at a minimum: eligible costs, any loan minimums and maximums, maturity, and closing requirements. This is collected for information purposes and will not be scored. IHDA reserves the right to determine, in collaboration with the CDFI, the final underwriting requirements of any predevelopment loans made under this initiative. Please include Term Sheet as Exhibit C.

## **SCORING CATEGORIES (100 POINTS TOTAL)**

*Only responses that meet the minimum requirements above will receive scores in the following categories.*

1. **Geographic Coverage Areas– maximum 10 points**  
Applicants who have a defined and thorough plan for providing the activities contemplated within this RFA to BIPOC Developers throughout the state will receive greater points within this category. Responses that serve Non-Metro and Other Metro areas as defined by the LIHTC QAP will receive more points as these areas are traditionally underserved by capacity building efforts.
2. **Depth and Readiness Outreach to BIPOC Developers - maximum 10 points**  
Applicants must demonstrate how they will perform outreach activities to ensure that BIPOC Developers are aware of the opportunities available through the Next Gen Program. 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.
3. **Depth and Readiness of Participant Selection Plan – maximum 15 points**  
Applicants must demonstrate how BIPOC Developers will be selected to receive training, technical assistance,

and predevelopment loan funds. 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. While both for-profit and non-profit developers may participate, IHDA is asking all applicants to focus their efforts on for-profit developers.

4. **Presence of BIPOC Leadership /Key Staff – maximum 10 points**

Applicants must provide information on the BIPOC representation within the leadership and key staff relevant to the activities contemplated within this RFA. Organizations that can demonstrate significant BIPOC representation within leadership roles and relevant staff will receive points within this category.

5. **Depth and Readiness of Training and Technical Assistance Plan – maximum 20 points**

Applicants must demonstrate how training and technical assistance will be provided to the selected BIPOC Developers. Responses that demonstrate a clear process for assessing developer needs and the provision of technical assistance 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.

6. **Costs of the Project – maximum 10 points**

Applicants must propose a complete and reasonable budget that includes all costs associated with provision of technical assistance and training activities, pre-development loans provided to BIPOC Developers, costs associated with the management of the loan funds, 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 will be compared for feasibility and reasonableness. Loan dollars passed through to BIPOC Developers will not be included in the comparison of projected budgets.

7. **Additional Capital Provided/Match – maximum 15 points**

Applicants should describe other capital sources currently dedicated to efforts to build capacity or otherwise assist BIPOC affordable housing developers, including information on how those additional capital dollars may leverage or be combined with any IHDA funds awarded under this RFA. Proposals demonstrating the availability of additional capital to augment the impact of the IHDA dollars will receive greater points within this category.

8. **Program Timeline – maximum 10 points**

Applicants should provide a timeline of the proposal with major milestones identified. The timeline should begin with the closing and provision of funding from IHDA. Please include as Exhibit E.

## **APPLICATION FEE**

IHDA will not charge a fee for processing applications under this Initiative.

## **APPLICATION**

Applications are due by Friday, November 18, 2022, by 3:00pm CDT. Funding considerations will be based upon the eligibility requirements described above. A completed application must be submitted to the Authority via email. All materials must be digital; no hard copies will be accepted. Each exhibit must be included at the end of the application and labeled according to the Application Checklist below. Email one copy of your completed application package to [NextGen@ihda.org](mailto:NextGen@ihda.org). Please direct all questions to [NextGen@ihda.org](mailto:NextGen@ihda.org).

## **AWARD REQUIREMENTS**

If the Authority's Board Members approve an Application, a commitment will be issued specifying the terms and conditions upon which the Authority will award and fund the Application ("Commitment"). If the Applicant does not satisfy the terms and conditions of the Commitment within the timeframe specified therein, the Authority has the sole and absolute discretion to withdraw and not award funds.

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 all the requirements contained in the applicable funding agreement(s) 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, including but not limited to the Illinois Housing Development Act, Illinois Affordable Housing Act, Grant Funds Recovery Act, Grant Accountability and Transparency Act, and any rules promulgated under each Act. Such requirements may have an impact on the costs and complexity of the Initiative.

# NEXT GEN BIPOC DEVELOPER CAPACITY BUILDING INITIATIVE

## APPLICANT INFORMATION

Community Development Financial Institution

Main Office Street Address, Line 1

Street Address, Line 2

City

State

Zip Code

Website

Primary Contact Name

*Individual to be the primary recipient of all funding correspondence*

Title

Telephone Number

E-mail Address

Secondary Contact Name

Title

Telephone Number

E-mail Address

FUNDING REQUESTED TO SUPPORT TECHNICAL ASSISTANCE:

FUNDING REQUESTED TO SUPPORT TRAINING:

FUNDING REQUESTED TO THE PROVISION OF PRE-DEVELOPMENT LOANS:

FUNDING REQUESTED FOR ADMINISTRATION:

TOTAL FUNDING REQUEST:

*If multiple entities are applying jointly,  
duplicate this page to include additional partner contact information*

# MINIMUM REQUIREMENTS

1. Applicant must include proof of certification as a Community Development Financial Institution by the United States Department of Treasury as Exhibit A.
2. Applicant must demonstrate financial health and capacity by including its most recent audited financial statements as Exhibit B.

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).
  - ✓ Summarize any audit findings, including page numbers of findings and solutions. If no findings, indicate "N/A".
  - ✓ Summarize any Management Response and/or Corrective Action Plan and indicate page number if contained within the audit. If not applicable, indicate "N/A".
3. Please provide a narrative description of the applicant's experience in lending pre-development dollars for affordable housing development projects, particularly LIHTC projects. At a minimum, narratives should include:
    - ✓ The volume and aggregate amount of pre-development lending provided to borrowers over the last five years.
    - ✓ The performance of pre-development loans made by the applicant over the last five years.
    - ✓ Experience providing accurate and complete compliance reporting for loans originated by the applicant.
    - ✓ Experience providing compliance reports for state or federal funding, including experience providing narrative progress reporting.
    - ✓ Explanation of existing compliance reporting procedures in place within the organization and how those existing processes will be leveraged to carry out required reporting agreed upon for these dollars.
    - ✓ Identification of staff responsible for carrying out predevelopment lending along with their relevant experience.
    - ✓ Any roles or responsibilities required for performance under this RFA that will require hiring additional staff.

Response capped at 750 words.

4. Please provide a description of the applicant's experience in providing project specific technical assistance to developers of affordable housing projects, highlighting LIHTC experience and any comprehensive training related to affordable housing development and LIHTC. At a minimum, narratives should include:
- ✓ Whether the applicant provides technical assistance directly or through third-party providers.
  - ✓ Experience of relevant staff or third-party provider(s) in providing technical assistance for affordable housing projects.
  - ✓ Existing affordable housing developers that have received technical assistance through your organization. Please make the list extensive enough to demonstrate the applicant's capacity to provide the services outlined within this RFA.

Response capped at 750 words.

5. Please provide a narrative of the applicant's experience working with BIPOC affordable housing developers. Please be specific and in-depth enough to demonstrate the applicant's history of engagement and outreach to BIPOC communities and commitment to lending to BIPOC Developers including evidence of successful capacity building and aggregate amounts of lending to BIPOC borrowers, if available.

Response capped at 750 words.

6. Please provide a narrative of the applicant's prior success in building the capacity of non-profit and for-profit developers. Please provide specific evidence of increased capacity of developers receiving assistance through the applicant.

Response capped at 750 words.

7. Please include a proposed loan term sheet for predevelopment loans that would be provided to developers through this program along with a narrative of the underwriting processes applicant will undertake in considering each loan request. Applicants should assume loans will carry no interest and will be repaid only if a project moves forward. Term sheet should include the below at a minimum: eligible costs, any loan minimums and maximums, maturity, and closing requirements. This is collected for information purposes and will not be scored. IHDA reserves the right to determine, in collaboration with the CDFI, the final underwriting requirements of any predevelopment loans made under this initiative. Please include Term Sheet as Exhibit C.

# **SCORING CRITERIA**

## **CRITERIA 1: GEOGRAPHY**

MAXIMUM 10 POINTS

8. Describe the geographic areas within which the lending activities, training, and technical assistance contemplated within this RFA will be provided. If partnerships with additional organizations will be used to expand geographic reach, please fully describe the roles of each partner organization.

Response capped at 750 words.

## CRITERIA 2: OUTREACH PLAN TO BIPOC DEVELOPERS

MAXIMUM 10 POINTS

9. Please describe how the applicant will perform outreach activities to ensure that BIPOC Developers will learn of the activities contemplated within this RFA. At a minimum, responses should include:
- A description of how the applicant is connected to BIPOC, minority and/or marginalized communities and how these connections will be leveraged to find appropriate participants for the activities contemplated within this RFA.
  - What organizations will you partner with to connect with BIPOC communities? Responses that demonstrate a significant number of organizations as partners will receive greater points. Please describe any prior work with these organizations and their relative success.
  - What specific marketing strategies will be employed to identify and connect with individuals or organizations that match the participant profile the applicant identified within the RFA?
  - Will any special outreach strategies be employed to include for-profit developers?

Response capped at 750 words.

## CRITERIA 3: PARTICIPANT SELECTION PLAN

MAXIMUM 15 POINTS

10. Please describe how BIPOC Developers will be selected to receive training, technical assistance, and predevelopment loan funds. Please be detailed to clearly describe the proposed process. Where processes have already been established, clearly indicate this within your narrative and include any evidence that the process has been successfully utilized in the past. At a minimum, responses should include:

- a. Any requirements or prerequisites developers must have to be considered as participants and the reasoning behind the requirements. Answers should include the following along with any other requirements of potential participants:
  - i. What level of previous development and real estate experience will be required of the participants?
  - ii. Will there be balance sheet or liquidity minimums for the participants?
  - iii. How will the applicant assess the readiness of participant? How will the applicant determine that participants appear likely, with the provision of training and technical assistance, to participate in a LIHTC development within 5 years?
  - iv. Will participants need to have a possible project identified prior to selection? If so, what will be the requirements of the project? If not, will participants be assisted in identifying an appropriate project?
- b. Please describe the process that will be utilized to select participants with a clear description of the steps within the process.
  - i. Will the participants be grouped into a cohort or assisted individually? Please explain and describe if and how participants in either model will be given opportunities to connect with one another.
  - ii. How many participants will participate simultaneously?
  - iii. IHDA is requesting a focus on for-profit developers, how will the applicant prioritize for-profit developers within the selection process?
  - iv. Please describe if any of these processes have been utilized successfully in the past or are currently being utilized.
  - v. Include a timeline of the selection process.

Response capped at 750 words.

## CRITERIA 4: PRESENCE OF BIPOC LEADERSHIP

MAXIMUM 10 POINTS

11. Please describe the BIPOC representation of the leadership and key staff of the applicant.

Response capped at 750 words.

## CRITERIA 5: TRAINING AND TECHNICAL ASSISTANCE PLAN

MAXIMUM 20 POINTS

12. Describe how training in LIHTC and related development topics will be provided to participants? Training should provide an in-depth understanding of LIHTC and its process. At a minimum, responses should include answers to the following questions:

- a. Will an existing curriculum be utilized? If so, which one? If a new curriculum will be developed, please describe how it will be developed including by whom and over what timeframe. When will the training be ready to provide to participants?
- b. What topics will be covered within the training?
- c. Will the training be held virtually or in-person?
- d. How long will the training take to complete?
- e. What role will IHDA staff have in the training?
- f. How will the training provide participants with knowledge necessary to pursue LIHTC resources?

Response capped at 750 words.

13. How technical assistance will be provided to the selected BIPOC Developers. At a minimum, responses should include answers to the following questions:

- a. How will the applicant assess the technical assistance needs of the participating BIPOC developers?
- b. How will technical assistance be provided? Will technical assistance be provided by in-house staff or third-party providers?
- c. If third party providers are utilized, please describe if the relationships with necessary providers are already established or will need to be identified. How will providers be paired with participants? How will applicant ensure there are sufficient providers to meet the needs of participants and that providers have the necessary expertise to properly assist the participant?
- d. How will participants' progress be tracked and how long will they be engaged or have access to technical assistance?
- e. Will there be any limits on the amount of technical assistance any one participant can receive?
- f. Will in-person meetings or virtual meetings be utilized?
- g. Describe how participants' readiness to participate within LIHTC will be improved by participating in this Initiative.
- h. Will there be any infrastructure put in place to connect alumni of the Initiative with each other and with other important persons or organizations active in affordable housing? Will this infrastructure enable ongoing connection(s)?

Response capped at 750 words.

## CRITERIA 6: BUDGET AND COSTS OF THE PROJECT

MAXIMUM 10 POINTS

14. Please provide a budget for the activities proposed within this RFA. The proposed budget should be broken down by the main **Eligible Activities** as fully described above: amount for predevelopment loans, the provision of technical assistance, training costs, and administrative costs associated with the Next Gen Initiative. The budget should be complete and reasonable and include all other sources of funding. Applicants should assume a budget period of two years for training and technical assistance as that is the longest period funds may be made available. Please include the proposed budget as Exhibit D and include any narrative explanation needed within the space provided below.

Response capped at 750 words.

## CRITERIA 7: ADDITIONAL CAPITAL PROVIDED/MATCH

MAXIMUM 15 POINTS

15. Applicants should describe other capital sources available to assist BIPOC Developers within Illinois. At a minimum, responses should include:

- a. The sources and allowable uses of other capital committed to these efforts.
- b. How the sources may be combined or leverage any funds awarded under this RFA.

Response capped at 750 words.

## CRITERIA 8: PROGRAM TIMELINE

MAXIMUM 10 POINTS

16. Please provide a detailed timeline of the launch of the proposed initiative from the time that the Applicant has closed on the funding with IHDA. Please include all major milestones including outreach efforts, participant selection, training schedule and all other milestones you believe should be included. Please include the proposed Program Timeline as Exhibit E.

*You have completed the application.*

# APPLICATION CHECKLIST

Submit your completed application to the Authority via email at [NextGen@ihda.org](mailto:NextGen@ihda.org). All materials must be digital; no hard copies will be accepted. The application should be assembled into one PDF in the below order and following the naming conventions indicated below.

- ✓ Application  
*Name: Application for <insert applicant name>*
- ✓ Proof of Certification by US Treasury as a Community Development Financial Institution  
*Name: Exhibit A- CDFI Certification for <insert applicant name>*
- ✓ Audit- Applicants for funds must provide a copy of their most recent independent financial audit. If a Management Letter was issued, a copy of the letter must also be included. NOTE: Include 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 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.  
*Name: Exhibit B- Financial Audit for <insert applicant name>*
- ✓ Proposed Pre-development Loan Term Sheet  
*Name Exhibit C for <insert applicant name>*
- ✓ Program Budget  
*Name: Exhibit D- Budget for <insert applicant name>*
- ✓ Program Timeline  
*Name: Exhibit E- Program Timeline for <insert applicant name>*
- ✓ Any additional and appropriate documents to support your proposal  
Examples of additional information can include other statements of experience  
*Name: Exhibit F- Additional information for <insert applicant name>*

# STANDARD REQUIREMENTS AND CERTIFICATIONS

Every Next Gen grantee will be required to comply with these 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 Initiative;
4. Applicant will ensure expenditures of funds are for eligible uses under the Initiative;
5. Applicant will maintain records in connection with administration of the Initiative for at least five years after the date of termination of the funding agreement(s);
6. Applicant will comply with the terms and conditions of the Initiative;
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 the Initiative, Applicant will comply with all requirements, as set forth in the Commitment and any funding agreements.

On behalf of \_\_\_\_\_, I certify that the information contained herein accurately reflects my organization's commitment and ability to participate fully in the Next Gen BIPOC Developer Capacity Building Initiative.

**Name**

**Title**

**Date**

**Signature of Authorized Official**