



LETTER OF INTENT TO SUBMIT AN APPLICATION

Permanent Supportive Housing Development Initiative

Name of Applicant (Not for Profit Corporation)				
Mailing Address				
Agency Executive Authorizing Submission				
Signature of Executive				
Primary Contact			Title	
Telephone		x	E-mail	

Please complete each section below, leaving the question intact, and return via email to Tom Giles, tgiles@stlmhb.com, with “Supportive Housing Development Letter of Intent” in the subject. Feel free to include attachments to this Letter of Intent; however, keep the complete LOI package to no more than 10 pages.

1. Project Summary Description – Provide a basic description of your proposed housing development (property location, status of site control, number and size of units, etc.) and the proposed behavioral health services. Please note that site control will be required before a full application (which is the next step after the LOI) will be accepted.

2. Target Population - Briefly describe the expected target population for the proposed housing development and explain how the proposed supportive housing will address their needs.

3. Behavioral Health Services – Identify and provide a brief description of the behavioral health services provided for adults with serious mental illness and/or substance use disorders who will be tenants in the supportive housing project. In your response, address whether the behavioral health services will be provided by your organization and specify the staffing model, or whether the behavioral health services will be provided by one or more partner organizations identifying specifically which services each partner will offer.

Consumer Involvement – Briefly describe how behavioral health service consumers will be engaged or have been engaged in the planning process for the proposed housing development.

4. Project Team – Identify and provide brief descriptions of the development team members (e.g., co-developer, architects, contractors, property manager, etc.) and explain why your organization or team is well qualified to undertake the proposed supportive housing project.
5. Project Financing – Attach a preliminary budget showing sources and uses of funds for your proposed housing development. Describe below the status of any applications for, or commitments of, funding sources that are identified in your sources and uses of funds statement.
6. Project Operations - Briefly describe what financial resources your organization has or expects to obtain to ensure day-to-day operations and behavioral health services for the long-term sustainability of the project over the 10-year term of the agreement.
7. Organizational Experience – Briefly describe your organization’s experience and expertise in providing permanent support housing services. In your response, indicate the length of time your organization has provided PSH services.