

REQUEST for PROPOSALS

Intellectual and Developmental Disabilities Housing Access Pilot Program (IHAPP)

Prepared by Community Housing Network

Updated RFP Version 2.0 Released January 23, 2026



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Request for Proposals

Intellectual and Developmental Disabilities Housing Access Pilot Program

Release Date: December 3, 2025

Revised 2.0 Release Date: January 23, 2026

Revised Submission Deadline: February 19, 2026 by 5pm EST

Program Website: [IDD Housing Access Pilot Program - Community Housing Network](#)

Revised RFP Version 2.0

The Revised RFP Version 2.0 has been updated to adjust the timeline on page 10 and other parts of the RFP where the timeline is referenced. Any updates are highlighted in RED.

Introduction

Community Housing Network, Inc. (CHN) is pleased to be administering the IDD Housing Access Pilot Program (IHAPP) funded by Michigan State Housing Development Authority's (MSHDA) Housing and Community Development Fund (HCDF). CHN brings extensive experience in developing housing for people with intellectual and developmental disabilities (IDD) and those experiencing homelessness. To date, CHN has created hundreds of affordable, accessible, mixed-income rental housing units, homeownership opportunities, and provides a range of supportive services that promote stability, independence, and community integration. Guided by our core values of Inclusion, Integrity, Innovation, and Passion, CHN is committed to advancing housing solutions that foster dignity, opportunity, and long-term impact.

CHN is administering \$1.7 million in HCDF resources to launch IHAPP, which will provide financial support for mixed-income, mixed-ability models that expand disability forward opportunities, accessible and neuro-inclusive. A second round of IHAPP funding is anticipated for FY2027. IHAPP is designed to increase access to affordable, inclusive housing for individuals with intellectual and developmental disabilities across Michigan through homeownership and rental housing strategies.

CHN is assisted with the administration of IHAPP through the work of Red Maple Resources, Inc. The Red Maple team members responsible for programmatic support each have over 25 years of experience that includes developing, financing, and providing technical assistance for affordable housing projects and populations in need of supportive housing.

In addition to meeting all requirements of HCDF, projects must also be in compliance with State of Michigan Public Act 346 (State Housing Development Authority Act of 1966).

Definitions Page

The following definitions are provided to ensure consistency and clarity throughout this Request for Proposals (RFP). These terms reflect key principles, regulations, and best practices related to the development of housing that is inclusive, accessible, and supportive of individuals with intellectual and developmental disabilities (IDD). Respondents are expected to be familiar with these concepts and to incorporate them into their proposed project design, operations, and community integration strategies.

AFFH (Affirmatively Furthering Fair Housing)

A statutory requirement under the Fair Housing Act that obligates HUD and its program participants to actively promote fair housing choice, eliminate discrimination, and foster inclusive communities. AFFH compliance includes actions to overcome patterns of segregation, address disparities in access to opportunity, and remove barriers that restrict housing choice for individuals with disabilities.

Anti-isolation Practices

Policies, design strategies, and operational approaches that prevent social isolation among residents with disabilities and promote integration with the broader community. Anti-isolation practices may include mixed-income or mixed-ability developments, access to public amenities, on-site community-building activities, and opportunities for residents to engage in employment, recreation, and civic life.

Campus-like

Refers to a housing development model in which a significant number of individuals with disabilities are clustered within a single, self-contained property or group of buildings, often with shared amenities or on-site services. Campus-like settings may limit opportunities for community interaction and are generally inconsistent with the integration requirements of the HCBS Settings Rule and Section 811 PRA Best Practices.

Disability-forward developments

Projects that prioritize accessibility for people with disabilities through inclusive design standards that go beyond basic building codes. These developments are often integrated into the broader community, with the goal of avoiding segregation and fostering mutual support.

Emerging Developer

Emerging developers are defined as completing fewer than three housing developments of a similar type consistent with the subject of an application for IHAPP.

Experienced Developer

An experienced developer is defined as having clear experience with at least three successful housing developments consistent with the project type that is the subject of an IHAPP application, including at least one completed project with units designated for housing for IDD or Permanent Supportive Housing (PSH).

HCBS Settings Rule (Home and Community-Based Services Settings Rule)

A federal regulation issued by the Centers for Medicare & Medicaid Services (CMS) which requires that Medicaid-funded home and community-based services (HCBS) be provided in settings that are integrated in and support full access to the greater community. The rule prohibits settings that are isolating or institutional in nature and mandates that individuals receiving HCBS have the same rights, choices, and opportunities as those not receiving such services.

IDD (Intellectual and Developmental Disabilities)

A group of disorders characterized by limitations in intellectual functioning, adaptive behavior, and/or physical development, typically originating before adulthood. Examples include autism spectrum disorder, Down syndrome, and cerebral palsy.

Non-IDD refers to individuals who do not have intellectual or developmental disabilities.

Institution-adjacent

A term describing housing models or settings that, while not institutional in name or structure, exhibit characteristics similar to institutional environments. These may include proximity to large congregate facilities, limited resident autonomy, restricted access to the broader community, or design elements that reinforce segregation from non-disabled individuals.

Integration Caps

Limitations established to ensure that the number of units designated for individuals with disabilities within a development remains below a defined threshold, promoting community integration and compliance with federal guidance such as the HCBS Settings Rule and Section 811 PRA standards. Integration caps are intended to prevent the concentration of disability-targeted units that could create institutional or segregated environments.

Neuro-inclusive

An approach to housing and community design that recognizes and accommodates the full spectrum of neurological differences, including individuals with intellectual and developmental disabilities (IDD), and those who have neuro-differences. Neuro-inclusive environments are

intentionally structured to reduce barriers and promote participation, autonomy, and belonging for all individuals.

Paratransit

Specialized, accessible public transportation services designed to meet the mobility needs of individuals who are unable to use conventional fixed-route transit systems due to a disability or functional limitation. Paratransit services are typically demand-responsive and provide door-to-door or curb-to-curb assistance.

Qualifying Special Needs Trust

These trusts are established for the benefit of a person with a disability that allows them to preserve eligibility for means-tested public benefits such as Medicaid or Supplemental Security Income (SSI) while holding assets for their supplemental needs. These can be a first or third-party special needs trust.

Section 811 PRA Best Practices

Standards established under the U.S. Department of Housing and Urban Development's (HUD) Section 811 Project Rental Assistance (PRA) Program to promote integrated, affordable housing for individuals with disabilities. Best practices include small-scale, scattered-site developments, inclusion of units within larger multifamily properties, integration with non-disabled residents, and the availability of voluntary supportive services that foster independence.

Sensory-friendly

An environment intentionally designed to minimize sensory overstimulation and support individuals with sensory sensitivities. Sensory-friendly design elements may include adjustable lighting, reduced background noise, calming color palettes, designated quiet areas, and materials that minimize echo or glare.

Universal Design

A design philosophy that ensures buildings, products, and environments are inherently accessible to all people, regardless of age, ability, or status, without the need for later adaptation. Universal Design principles emphasize equitable use, flexibility, simplicity, perceptible information, tolerance for error, low physical effort, and appropriate space for approach and use.

Background, Purpose, and Project Types

There are an estimated 49,000 people with IDD in Michigan, and many face significant barriers to housing, including limited income, lack of accessible units, and insufficient community-based options. Many live with aging caregivers or in settings that don't meet their needs. This program addresses the gap by expanding disability forward community-integrated housing opportunities, with a focus on equity and economic need. IHAPP will not be providing funding support for licensed facilities, but for projects that have units designated for IDD individuals within a larger community. Single-family home purchases are also included through the ability to apply for down payment assistance.

The goals of IHAPP include:

- At least 30 affordable housing units designated for IDD households created.
- At least 75% of units will serve IDD households at or below 30% AMI. Affordability table for each county in Michigan can be found here: [Income Limits Effective: April 1, 2025](#)
- At least 3 mixed-income developments will be supported, with both IDD and non-IDD units.
- All funded projects will include long-term affordability mechanisms (minimum of 10 years for rental and 5 years for homeownership).
- At least 10 income-qualified IDD households will be developed as homeownership through downpayment assistance or development grants.

A total of \$1,700,000 has been committed to the IDD Housing Access Pilot Program for development projects for the first year of funding. CHN is targeting to allocate and invest:

- \$850,000 is dedicated to multifamily rental projects
- \$850,000 is dedicated to development grants to homeownership projects, or for down payment assistance for the acquisition of a unit for an IDD person or persons

All project funding will be provided in the form of grants. A grant may be converted to a loan if other funding requirements preclude grant funding. Specifically, this flexibility is being provided for Low Income Housing Tax Credit projects, in order to prevent a reduction in the amount of eligible equity triggered by the inclusion of grant funding. Other examples will be considered on a case-by-case basis.

The following funding targets have been developed for IHAPP. CHN reserves the right to adjust targets and award amounts depending on project need, remaining available funds, requirements of other funding sources, geographic diversity, and/or other reasons during its review of the proposal submissions. Development activities include construction, soft costs, and acquisition. For each funding target there is a maximum per project limit of \$500,000 for an experienced developer and \$300,000 for an emerging developer:

- Funding for development activities up to \$100,000 per IDD unit for developers undertaking a multifamily rental or condominium project.
- Funding for development activities up to \$100,000 per house designated for an IDD buyer for a developer undertaking a multi-house for-sale project.
- Down payment assistance up to \$50,000 per unit for IDD persons or a Qualified Special Needs Trust seeking homeownership. Buyer can qualify for assistance even if they have previously been a homeowner. Qualifying Special Needs Trusts, both first and third party, are eligible to apply if the beneficiary of the Trust meets the affordability requirements of the program.

The IHAPP has been designed to provide a flexible funding tool. A variety of housing types are included in this program, serving different needs among IDD persons throughout the state of Michigan. In a larger project with multiple sources of funding, the IHAPP grant can serve as gap funding. For small projects of a few units, the IHAPP grant can function as a significant portion of the funding needed.

There are requirements that must be met when structuring a project in the request for an IHAPP grant:

- Only one grant can be provided per project.
- For homeownership projects, a grant can be for development activities **OR** down payment assistance but cannot fund both activities in one project.
- All supported housing units must be integrated into the broader community and meet long-term affordability requirements through deed restrictions or regulatory agreements. At least 75% of program funds will support households earning $\leq 30\%$ of Area Median Income (AMI), and the remaining 25% up to 60% AMI in each housing type described above.
 - Deed restrictions will be placed on a rental project for a minimum of 10 years for rental projects. A deed restriction for a minimum of 5 years will be placed on all for-sale projects.
- Since IHAPP funding is coming through MSHDA's HCDF, any projects with other HCDF sources, including MI Neighborhoods, will be ineligible for this program.
- Down payment assistance through IHAPP can be combined with other down payment assistance funding programs, including other programs funded or administered by MSHDA (except for any funded through the HCDF).
- IHAPP will not fund licensed group homes

Eligible projects addressed through IHAPP will include opportunities for rental or homeownership. Parameters for the number of units that must be dedicated to IDD persons include:

- If a project is greater than 20 units, the maximum number of units designated towards IDD individuals is 25% per project.
- For projects between 5 and 20 units, there is flexibility on the percentage of units designated for IDD individuals. The program encourages integration of IDD individuals

within a diverse community and does not accept a concentration of IDD individuals created by a single project.

- For projects of one to four units, having all units occupied by IDD individuals would be acceptable.

Examples, which are not exhaustive, of rental or homeownership housing types include:

- Apartment buildings and condo developments with over four (4) total units
- Duplex, Triplex, or Quadraplex buildings
- Other smaller independent living rentals
- Single-family homes

Any of the housing types can form a rental or homeownership project. Homeownership can include a sale directly to IDD individuals or households, or to a qualified Special Needs Trust.

New construction and rehabilitation of vacant buildings are both eligible activities in each category above. Eligible costs will include typical development costs such as construction, soft costs, and acquisition. While soft costs and acquisition are eligible costs, disbursements would be made during construction and not during the predevelopment phase. Two disbursements will be made, the first upon confirmation of 25% construction completion and the second upon confirmation of 50% construction completion. Deed restrictions will be placed on a rental project for a minimum of 10 years or equal to the length that may be required by regulatory agreements from other programs.

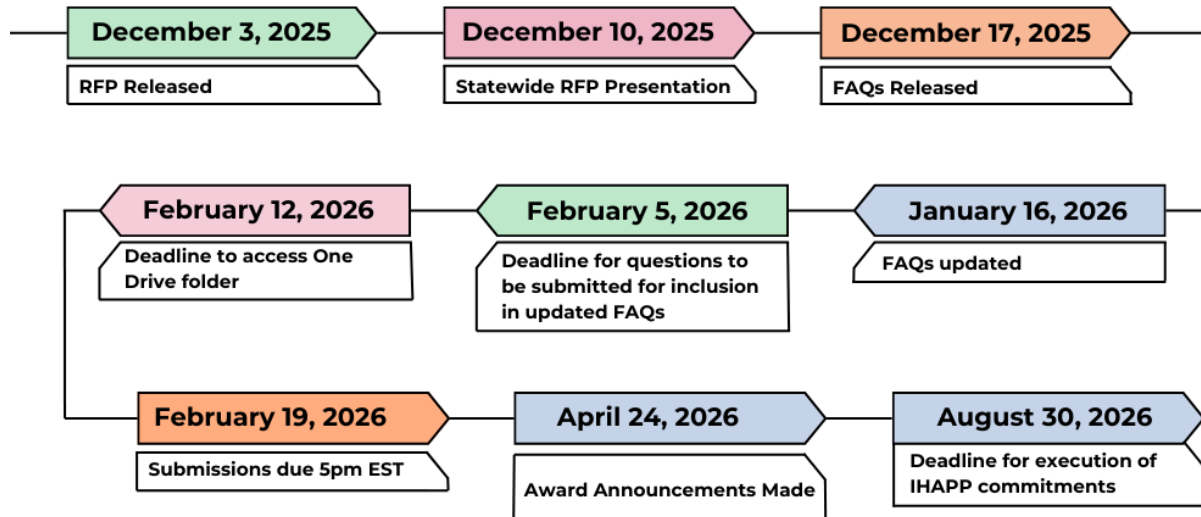
With the use of down payment assistance, a closing on the acquisition of a single-family home will be required to be handled by a title company. CHN will disburse the approved amount through the title company. A deed restriction for a minimum of 5 years will be placed on all for-sale projects and homes acquired using down payment assistance.

Program Presentation and Timeline

The timeline for release of the RFP, submission of applications, and deadline to execute an IHAPP commitment is shown below:

December 3, 2025	RFP released
December 10, 2025	Statewide RFP Presentation
December 17, 2025	FAQs released
January 16, 2026	FAQs updated
February 5, 2026	Deadline for questions to be submitted for inclusion in updated FAQs
February 12, 2026	Deadline to access One Drive folder for application submission (See pg. 18 for more information)
February 19, 2026	Submissions due 5pm EST
April 24, 2026	Award announcements made
August 30, 2026	Deadline for execution of IHAPP commitments

Project **Timeline**



How To Attend the Statewide Presentation:

CHN will virtually host a statewide presentation to cover important aspects of the program and RFP on December 10, 2025, from 10:00am-12:00pm using [this link](#). No registration is needed ahead of time - just click on the link to gain entry to the webinar at 10:00am on December 10th.

CHN and team will give an overview of the program and aspects of the submission process, with time allocated for questions and answers from potential applicants. This meeting will not be mandatory for an applicant to submit a response to this RFP, and it will be recorded and available to listen to within one week after the scheduled date on the IHAPP website found here: [IDD Housing Access Pilot Program - Community Housing Network](#)

Submission Guidelines and Requirements

CHN will serve as administrator and fiscal agent, reviewing and scoring submissions, conducting underwriting, ensuring compliance with HCDF and Public Act 346, and supporting developers through technical assistance and monitoring.

Any submission in response to this RFP will require a project narrative to be included in the proposal package. Project narrative must include at a minimum:

- Comprehensive project summary
- Discussion of the developers' experience
- Listing of the development team members along with detailed qualifications
- Description of project affordability meeting the guidelines established in this RFP
- Explanation of the need and demand for units designated for IDD persons
- Anticipated project timeline.

Any proposal submitted in response to this RFP will also be required to submit a Project Cover Sheet that, at a minimum, includes essential project information (project name, project address, total number of units, total number of units designated for IDD persons); developer name, point person representing developer with phone number, physical address, and email address; amount being requested; and category of request. To access the portal and begin an application by completing the basic information required, click on the IHAPP website and navigate to the IHAPP RFP Application Interest Form: [IDD Housing Access Pilot Program - Community Housing Network](#)

Adherence to a Community Inclusion & Supportive Services Plan will be required to ensure integration of the IDD persons into the community. The components of the plan are summarized here with specific provisions to be addressed detailed in Addendum A to this RFP:

- Setting Type and Location
- Integration of IDD and Non-IDD Residents
- Service Model
- Referral, Eligibility, and Tenant Selection
- Neuro-Inclusive and Universal Design Features
- Transportation and Community Access
- Property Management and Tenant Rights (for rental projects only)

Requirements for Project Development Information

In order for a submission to this RFP to be fully reviewed and scored, certain requirements must be met regarding experience, project readiness, financing commitments, and feasibility upon submission of the application.

Common requirements for rental or homeownership development projects include:

- *Debarment*: The developer and all development team members must certify that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from participation in federal, state, or local housing or grant programs. An attestation form will be required at application and this requirement will also be included in the grant agreement. See Addendum C for the form.
- *Experience/Capacity*: The developer meeting the definition of “experienced” must demonstrate clear experience with at least three successful housing developments consistent with the project type that is the subject of an IHAPP application, including at least one completed project with units designated for housing for IDD or Permanent Supportive Housing (PSH). Emerging developers are defined as completing fewer than three housing developments of a similar type consistent with the subject of an application for IHAPP. Development team members must also show experience with the type of housing proposed, including providing units for IDD persons. Other development team members would include at least the architect, general contractor, development consultant, and property manager.
 - Financial capacity parameters include having a Current Ratio of 1.2:1, healthy working capital (Current Assets less Current Liabilities), a Debt/Net Assets ratio of no more than 4:1, and minimal Net Worth.
- *Project Readiness*: To be able to access IHAPP funds in a timely fashion the project must be “shovel ready” and able to demonstrate site control, have appropriate local approvals and entitlements (including zoning approvals and/or conditional use permits, site plan approval, conformity with any public or neighborhood plans and/or community engagement processes, and any other approvals required by a local authority), and an environmental Phase I report dated within 12 months of the submission date
- *Financing Commitments*: Demonstration of the ability to secure financing must be provided. This includes a Letter of Interest or term sheet from the lead lender, a reservation letter for Low Income Housing Tax Credits from the issuing agency, and/or a commitment letter from a tax credit syndicator. For other debt, equity, and/or other soft sources included in the capital stack, a Letter of Interest would be sufficient.
- *Feasibility*: As part of the feasibility analysis for both types of projects above, the applicant must demonstrate how the proposed project conforms with the Michigan Statewide Housing Plan, as well as with the plan the Regional Housing Partnership (RHP) has drafted for its region. A support letter from the local RHP must be included and state how the proposed project meets both the regional plans’ goals and MSHDA’s statewide housing plan goals. A link to the Michigan Statewide Housing Plan, along with the Regions and Lead Partners, can be found here: [Statewide Housing Plan](#)

- *Demand and Need:* A market study will NOT be required. In its place, a submission must include other data establishing the need and demand for IDD housing that will demonstrate success in renting or selling the unit(s). Data shared must demonstrate local market demand for the number of proposed units in the project.
- *Community Inclusion & Supportive Services:* Integration with residents of the project and the surrounding community is integral to the success and independence of the IDD person(s) served by the housing units addressed through IHAPP. Adherence to the HCBS Settings Rule will need to be demonstrated, as well as with the 7 provisions in Addendum A for the Community Inclusion & Supportive Services Plan. Project architect, general contractor, property manager, and services provider should all be familiar with these provisions to ensure the project meets the requirements.

For rental projects:

- *Feasibility:* To establish that a rental project will be successful, a complete development budget indicating all approved or anticipated sources with terms, along with all uses, is required, as is a 10-year pro forma breaking out all revenue and expenses and rent levels for each unit meeting the program's affordability requirements. Affordability table can be found here: [Income Limits Effective: April 1, 2025](#)

For for-sale development projects:

- *Feasibility:* To establish that a for-sale development project is feasible, a complete development budget indicating all approved or anticipated terms, along with all uses, is required. Proposed sales price, projected holding costs, estimated closing costs, affordability level, expected annual tax payments along with any available abatements, available down payment assistance other than through IHAPP, and anticipated buyer mortgage terms should be submitted along with a monthly schedule.

For down payment assistance:

- *Feasibility:* A homebuyer will need to submit:
 - Signed purchase agreement, estimated taxes, insurance quote, bank statements, evidence of income, homebuyer counseling completion certificate, property inspection report (if received already), and any other down payment assistance program funds (if applicable)
 - This information will be used to determine the exact amount committed by IHAPP based on calculations related to income of applicant, purchase price of house, and affordability of estimated payments (principal, interest, estimated taxes, and estimated insurance) to the buyer based on the housing ratios below:
 - Housing or "front end" ratio of 31%
 - Total Debt or "back end" ratio of 43%
 - A certificate of completion for housing counseling conducted by a MSHDA and/or HUD-certified counseling agency
 - Evidence that homebuyer can make a payment of 1% of the total purchase price

- If applicant is a Special Needs Trust, in addition to the above, documentation required for submission to establish feasibility would include:
 - Schedule of regular contributions to SNT (if relevant) and a schedule of regular payments from the SNT, along with statements indicating the assets and liabilities of the SNT
 - This information will be used to determine the ability of the SNT to make payments on any mortgage incurred for acquisition. SNT will need to demonstrate holding assets exceeding total annual payments by 5x (including new housing payment).
 - Note that a 5-year minimum ownership or retention period is mandatory, with the requirement memorialized in a deed restriction. If the home were to be sold by the approved buyer prior to the end of the 5-year retention period, the amount of down payment assistance received will be required to be paid back pro-rated annually over the 5-year period (20% per year).

Design Standards

Proposals will be reviewed for design standards that provide the highest level of accessibility and assistive techniques to support independent living for people with Intellectual and Development Disabilities. Principles and design methodology that projects are encouraged to consider include:

- Universal Design - an example can be seen at this link for a [City of San Antonio ordinance](#)
- Inclusive Design Standards [by the Kelsey Center](#)
- Section 504 Standards - applies to accessibility requirements for Federally assisted new construction and substantial alterations of existing Federally assisted housing. These units must be constructed in accordance with the [Uniform Federal Accessibility Standards \(UFAS\)](#) or a standard that is equivalent or stricter.
- Neuro-inclusive Design - Descriptions of neuro-inclusive design can be found in a report published by the Autism Housing Network report, "[A Place in the World](#)," by viewing the "Physical Amenities" section on page 55 and the "Housing Marketplace" section starting on page 72.
- Green and Energy Efficient Design - examine ideas for Green design and construction techniques at [Enterprise Green Communities](#). Click on the link at the top of the page to "View the Checklist."

There is no one size fits all approach that can be prescribed for the housing needs of the IDD population. As part of a submission, applicants should describe the design practices integrated into the housing and how they meet the needs of IDD individuals and families the project is identifying as its target market.

Technical Assistance

CHN will provide general technical assistance to help broaden access and build capacity among developers who may be less experienced—particularly small-scale developers, nonprofits, and rural communities. IHAPP is expected to have a second year of funding available, so technical assistance can help a developer address their capacity to prepare a submission to this RFP, or for any subsequent ones. Technical assistance will include:

- Offering limited one-on-one support to answer questions
- Pointing applicants toward resources
- Providing general guidance on topics such as assembling a development team, understanding real estate development basics, working with municipalities, or identifying possible funding sources
- Sharing referrals to professional resources (consultants, attorneys, financial experts) that can provide deeper or specialized support as needed.

CHN is not acting as a developer, consultant, or part of any applicant's development team. CHN will not:

- Draft or review grant agreements or legal documents on behalf of applicants
- Represent applicants in municipal processes, public hearings, or negotiations
- Provide detailed consulting services for structuring complex financing packages or completing applications

CHN's role is to help orient developers to the process, connect them with higher-level contacts and resources, and ensure that smaller or less experienced organizations have equitable access to apply. The responsibility for assembling a full development team, securing financing, and carrying a project to completion rests with each applicant.

CHN and its team will lead monthly office hours beginning in March 2026. These will be open to all interested parties, even if an application was not submitted by the deadline in this RFP. Office hour topics will address high-level real estate development basics to help potential applicants prepare for the overall development process and to apply for future IHAPP RFPs. Content will be based on CHN's real estate development experience and tailored around questions submitted in relation to the program.

More information about the office hours, including dates, will be made available in February.

RFP Release & Submission Process

Questions may be submitted to IDDhousing@chninc.net for inclusion in a Frequently Asked Questions (FAQ) document that will be released on or about December 17, 2025 on the IHAPP website: [IDD Housing Access Pilot Program - Community Housing Network](#). FAQs will be updated up to two times during the application window period. Questions must be submitted by a deadline of **February 5, 2026** to be included in the final updated FAQ document.

During the Statewide RFP presentation held at 10:00am December 10, 2025 (see link to access meeting [here](#)), interested applicants will have the opportunity to ask questions of CHN and its team. The submission window will be open for two months, with **submissions due February 19, 2026 by 5pm EST**. There will be approximately a two-month review period, with **decisions announced April 24, 2026**.

Submissions will initially be reviewed for completeness in relation to the items required in the checklist below. If a submission is deemed incomplete, CHN, at its option, may request clarification or additional information, or deem the submission incomplete and ineligible to be fully reviewed and scored. Complete submissions will be reviewed and scored by a team of CHN staff and consultants in relation to the below evaluation criteria. Input may be sought from an Advisory Committee.

Submissions will be made through a portal managed by CHN. To access the portal through the IHAPP website, navigate to the application link here and complete the basic information requested: [IDD Housing Access Pilot Program - Community Housing Network](#). **Applicants must set up and access their OneDrive folder by February 12, 2026**. This folder will be used to submit all application materials, which are due by **February 19, 2026**. The February 12 deadline allows time to troubleshoot any access issues before the final submission date. If you have any trouble accessing your OneDrive folder, please contact iddhousing@chninc.net immediately.

Evaluation and Scoring Criteria

Submissions will be reviewed on a number of criteria detailed throughout this RFP. The following rubric will be used to score each submission. Submissions will only be compared with submissions for similar project types and developer experience.

Experience/Capacity	Developer, Development Team Members, Development Consultant (if engaged), Financial Capacity	20 points
Project Readiness	Site control, local approvals, entitlements, environmental report	25 points
Financing Commitments	Sources, LOI/term sheets	15 points
Feasibility	DCR, NOI, pro forma analysis, Reserves	20 points
Community Inclusion and Supportive Services Plan	Scoring rubric included in Addendum A	20 points
Design & Construction	Assisted Technology, Accessibility, Green/Energy Efficiency,	20 points
TOTAL		120 points
Bonus	Amount of leverage of other sources	Up to 5 points available
	Affordability commitments extending beyond minimum levels required	Up to 5 points available

Submission Package Checklist

PLEASE NOTE: File names for uploaded documents should follow the file naming protocol laid out in the application portal, reach out to IDDhousing@chninc.net with any questions.

– Requirements, All Projects (other than acquisition of a single-family home)

- 01. Cover Sheet –**
 - Complete the form that can be downloaded from the IHAPP website and upload to the portal when completed
- 02. Narrative –**
 - A. Comprehensive project summary
 - B. Experience of development team including at a minimum, the developer, co-developer, general contractor, architect, property manager, consultant, and service provider.
 - C. Narrative should also include data on need and demand for the unit(s) to be rented to IDD persons
- 03. Sources & Uses / Operating Pro Forma –**
 - Pro forma extending at least 10 years for rental projects. For for-sale projects, must include sales projections with purchase price, holding costs during the sales process, and monthly schedule
- 04. Commitment Letters –**
 - A. Letter of Interest from senior lender or term sheet if available,
 - B. LIHTC reservation letter
- 05. Developer Financial Statements –**
 - A. Most recent audit plus previous two-years' year-end financial statements for non-profit developers.
 - B. Previous three-years' year-end financial statements for for-profit developers.
- 06. Evidence of Zoning**
- 07. Evidence of Site Control**
 - Preliminary title work
- 08. Phase I Environmental Study** (if required), or other applicable environmental studies
- 09. Community / Neighborhood Support –**
 - Regional Housing Partnership (RHP) support letter from RHP lead/co-lead organizations for the region in which the project is located.*
- 10. Community Inclusion and Supportive Services Plan –**
 - See Addendum A for detailed plan requirements
- 11. Adherence to Disclaimers in Addendum B –**
 - (acknowledged by signature in the submission portal)

*The support letter must state how the proposed project meets both the regional plans' goals and MSHDA's statewide housing plan goals. A link to the Michigan Statewide Housing Plan, along with the Regions and Lead Partners, can be found here: [Statewide Housing Plan](#)

– Requirements, Acquisition of Single-Family Home

- Borrower income documents
- SNT documents (if relevant)
- Purchase agreement
- Evidence of mortgage qualification (if relevant)
- Estimated taxes
- Insurance quote
- Estimated closing costs
- Title policy demonstrating clear title

Commitment Checklist-

After an IHAPP award is made, at a minimum the following items on the checklist will need to be submitted in order to receive a commitment. CHN may require additional documents be submitted specific to a project beyond what is listed here for your informational purposes.

PLEASE NOTE: File names for uploaded documents should follow the file naming protocol laid out in the portal. Reach out to IDDhousing@chninc.net with any questions.

– Requirements, All Projects (other than acquisition of a single-family home)

- Organizational Documents
- Partnership Agreements
- Development Agreements
- Updated commitment letters
- Updated Sources & Uses
- Updated proforma
- Recent developer financial statements
- Updated Phase I environmental study
- Phase II environmental report, if required by Phase I
- Permits
- Any other changes or updates since application
- Appraisal (within 6 months)

– Requirements, Acquisition of Single-Family Home

- Updated borrower income statements
- Mortgage commitment (if relevant)
- Insurance policy
- Appraisal
- Trustee Certification Letter (for SNT)
- Trustee & Beneficiary Home Ownership Disclosure (for SNT)

ADDENDUM A

Community Inclusion and Supportive Services Plan

Applicants must complete a Community Inclusion & Supportive Services Plan describing how the proposed project will support integration, choice, and inclusion for residents with intellectual and developmental disabilities (IDD) in alignment with the Housing Community Based Services (HCBS) Settings Rule approved for Michigan.

COMMUNITY INCLUSION & SUPPORTIVE SERVICES

PLAN

Threshold Requirements (must meet to be eligible):

- The setting is not on or adjacent to institutional grounds.
- Services are voluntary and not a condition of tenancy.
- Residents have rights consistent with HCBS standards (privacy, choice, and community access).
- Compliance with Fair Housing, ADA, and Section 504 requirements.

Please respond briefly to each question below. You may include attachments or supporting documents as needed.

1. Setting Type and Location

- Describe the setting type (rental, homeownership, scattered site, etc.).
- Explain how the location promotes community access — e.g., proximity to transit, shops, recreation, jobs, healthcare facilities, or other everyday community amenities.
- Confirm that the housing is not on the grounds of, adjacent to, or operated in connection with an institution (such as a hospital, nursing facility, or intermediate care facility).
- If the setting could be perceived as “campus-like,” explain how it will still ensure integration and community inclusion.

2. Integration of IDD and Non-IDD Residents

- What percentage of units are designated for individuals with IDD?
- How will IDD and non-IDD residents be integrated within the development (e.g., mixed throughout buildings, access to shared spaces, participation in community activities)?

- Describe how the development, design and management practices will promote inclusion rather than segregation.
- What strategies will be used to help residents connect to their broader community (e.g., neighborhood groups, volunteer opportunities, classes, or recreation)?
- How will the property or program avoid creating a “campus” or isolated setting where residents spend most of their time only with others with disabilities?

3. Service Model

- Describe the types of services that will be available to residents (e.g., case management, life skills, transportation support).
 - Explain how services are voluntary and not a condition of tenancy or homeownership.
- List any key service partners and attach MOUs or letters of commitment if available.

4. Referral, Eligibility, and Tenant Selection

- Describe how eligible residents will be referred to the housing opportunity.
- Explain how you will ensure the process is fair, transparent, and in compliance with fair housing and civil rights laws.
- How will you coordinate referrals with community partners, or other agencies?
 - If you plan to maintain a waitlist, describe how it will be managed.

5. Neuro-Inclusive and Universal Design Features

- Describe design elements that support residents with sensory, cognitive, or physical differences (e.g., clear wayfinding, adjustable lighting, visual cues, quiet spaces, step-free access).
- Explain how these features will support independence, safety, and inclusion for all residents.

6. Transportation and Community Access

- Describe available transportation options, including public transit, accessible sidewalks, paratransit, or other mobility supports.
- How will residents connect to jobs, schools, medical care, and community activities?

7. Property Management and Tenant Rights (for rental projects only)

- Describe property management policies that protect residents' rights, privacy, and choice consistent with the HCBS Rule (e.g., lockable doors, visitors at any time, choice of furnishings).
- How will staff be trained to uphold these rights and respond to reasonable accommodation requests?
- Explain how residents can file complaints or request assistance if their rights are not upheld.

SCORING RUBRIC (100 Points Total)

Category	Criteria	Points
1. Setting Type & Location	Site is integrated within the community, near services and amenities, and not institutional in nature. Clear narrative or map provided.	12
2. Integration of IDD & Non-IDD Residents	Units for IDD residents are well-dispersed, residents share common spaces, and inclusive practices are described.	20
3. Service Model	Services are voluntary, community-based, and support resident choice; MOUs or credible partnerships are included.	16
4. Referral, Eligibility & Tenant Selection	Process is transparent, fair, and consistent with fair housing; clear coordination with service systems.	12
5. Neuro-Inclusive & Universal Design	Design features enhance accessibility and sensory comfort; evidence of thoughtful integration.	12
6. Transportation & Community Access	Reliable transportation options described; site promotes access to employment, education, and community amenities.	12
7. Property Management & Tenant Rights (Rental only)	PM policies uphold autonomy, privacy, and choice; staff training and grievance processes described.	16
Total Possible Points		100

Total scores will be prorated as follows to fit into the overall RFP scoring rubric:

Community Inclusion & Supportive Services Plan Score	Overall RFP Score
95	19
90	18
85	17
80	16
75	15
70	14
65	13
60	12
55	11
50	10

Community Inclusion & Supportive Services Plan Score (cont)	Overall RFP Score (cont)
45	9
40	8
35	7
30	6
25	5
20	4
15	3
10	2
5	1
0	0

ADDENDUM B

RFP Disclaimer and Applicant Acknowledgment

Application to the IHAPP will require applicants to certify that they have read, understand, and agree to the terms and conditions of the following Disclaimer and Applicant Acknowledgment. A form will be included in the submission portal for the applicant's signature.

RFP Disclaimer and Applicant Acknowledgment

Community Housing Network, Inc. (“CHN”) is administering this Request for Proposals (“RFP”) on behalf of the Michigan State Housing Development Authority (“MSHDA”) pursuant to Public Act 346 of 1966 and applicable Housing and Community Development Fund (“HCDF”) guidelines. By submitting a proposal, the applicant acknowledges and agrees to the following terms and conditions:

1. No Commitment or Obligation

Issuance of this RFP and receipt of proposals do not obligate CHN to make any awards or execute any agreements. CHN reserves the right to reject any or all proposals, to waive informalities or technical defects, to request clarification or additional information, or to cancel this RFP in whole or in part at any time without notice or liability.

2. Equal Opportunity and Non-Discrimination

CHN administers this program in compliance with all federal, state, and local civil rights, fair housing, and equal opportunity laws. CHN and its agents, contractors, and employees shall not discriminate against any applicant or participant on the basis of race, color, religion, national origin, sex, age, disability, familial status, sexual orientation, gender identity or expression, or any other protected class. Submission of a proposal does not create any entitlement to funding or future participation in CHN or MSHDA programs.

3. Proposal Evaluation

Proposals will be reviewed in a fair, consistent, and impartial manner in accordance with the published criteria and program priorities under Public Act 346 and the HCDF Allocation Plan. Evaluation decisions are final and not subject to administrative or judicial appeal.

4. No Contract or Legal Rights Created

Submission of a proposal or participation in this process does not create a contract, agreement, or any legal or equitable right to funding. No applicant shall obtain any legal rights or remedies of any kind unless and until a fully executed grant agreement has been signed by authorized representatives of CHN and the applicant. CHN shall not be liable for any costs incurred in preparing or submitting a proposal or for any damages resulting from participation in this process.

5. Indemnification and Limitation of Liability

The applicant agrees to hold harmless, indemnify, and defend CHN, MSHDA, the State of Michigan, and their respective officers, employees, agents, contractors, and representatives from and against any and all claims, demands, liabilities, damages, losses, costs, or expenses—including reasonable attorney fees—arising out of or relating to the applicant’s participation in this RFP process or any decision regarding an award or denial of funding.

6. Conflict of Interest and Ethics

CHN staff, contractors, and advisory committee members are bound by conflict-of-interest and confidentiality requirements. Applicants must disclose any real or potential conflicts. Any attempt to influence the review or selection process may result in immediate disqualification.

7. Compliance with Applicable Law

Applicants and any award recipients must comply with all applicable federal, state, and local laws and regulations, including but not limited to Public Act 346 of 1966, the Fair Housing Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and MSHDA's HCDF program rules and reporting requirements.

ADDENDUM C

Developer Attestation Form

Application to the IHAPP will require applicants to certify that they have read, understand, and agree to the terms and conditions of the following Developer Attestation form. A form will be included in the submission portal for the applicant's signature.

Developer Attestation Form

(To be signed by developer)

Developer /Company Name: _____

Business Structure (Please circle one): LLC / Sole Proprietor / Corp / S Corp / Other

If other, please specify: _____

As a condition of participation in projects funded through Community Housing Network's IDD Housing Access Pilot Program, I certify to the best of my knowledge and belief that:

1. Neither my company nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or contractor.

2. Neither my company nor its principals have within the past five (5) years been convicted of, or had a civil judgment rendered against them for, commission of fraud or criminal offense in connection with public/private contracts; violation of antitrust statutes; embezzlement, theft, forgery, bribery; falsification or destruction of records; making false statements; tax evasion; receiving stolen property; making false claims; or obstruction of justice.

3. Neither my company nor its principals are presently indicted or otherwise criminally or civilly charged by a government entity with any of the above offenses.

4. Neither my company nor its principals have within the past five (5) years had one or more public transactions terminated for cause or default.

I understand that false statements may result in termination of this contract and/or other remedies available under law.

Authorized Representative Name (Print): _____

Title: _____

Signature: _____

Date: _____