



REQUEST FOR LETTERS OF INFORMATION OPIOID USE DISORDER SUPPORTIVE HOUSING CAPITAL PROGRAM DEVELOPMENT PROJECT DESCRIPTIONS

August 12, 2024

New Hampshire Housing Finance Authority (NH Housing) seeks Letters of Information for prospective supportive housing development project descriptions for its Opioid Use Disorder Supportive Housing Capital Program (the Program). The purpose of this Request for Letters of Information (RFLI) is to gather information from potential project sponsors and community stakeholders on the characteristics of development projects to be funded through the Program. The information will be used to inform the Program design. Attached Exhibit A provides a Program overview. Attached Exhibit B provides a template to submit responses.

Important Note: NH Housing is in the early stage of establishing the Program. Sufficient time will be needed to solicit and consider community and stakeholder input on the Program design. Therefore, this RFLI does not represent availability of Program funding at this time.

SUBMISSION PROCESS FOR LETTERS OF INFORMATION

Contents of the Letter

Prospective project sponsors and other stakeholder may submit a Letter of Information that includes the following information:

- A description of the company/organization.
- A link to the company/organization's website.
- A description of the prospective development project (using the template included in Exhibit B, attached), including:
 - Municipality/area where the project would be located
 - Housing model and conditions of residency
 - Housing type including a description of the unit composition
 - Number of new units/beds created
 - Type of development
 - Scope of development and estimated total development cost
 - The target population, including anticipated percentage of residents with OUD
 - Description of the level of services and type of services available to residents
 - Property staffing model
 - Anticipated annual operating costs, including cost for supportive services
 - Anticipated sources of funding for ongoing operations and services
 - Referral system/marketing strategies
- Sponsor contact information.

How to Submit the Letter

Letters shall be submitted in PDF format. All documents included with the letter shall be included as an indexed attachment to the letter.

Letters shall be emailed to:
Emily Boisvert, Program Manager
Multifamily Development
New Hampshire Housing
eboisvert@nhhfa.org

With a copy to:
Rebecca Griswold, Administrative Assistant
New Hampshire Housing
rgriswold@nhhfa.org

Deadline to Submit the Letter

NH Housing requests that letters be submitted by August 30, 2024.

NH Housing is seeking these Letters of Information solely for the purpose of gathering information to be considered while designing the Program. Seeking Letters of Information does not in any way create an offer by NH Housing to provide funding for the prospective project development, or to incorporate aspects of the proposed project into the Program design.

Other Provisions

The following applies to all submissions:

1. All materials submitted by respondents may be subject to New Hampshire’s right-to-know law, RSA Chapter 91-A.
2. NH Housing is not liable for any costs incurred by respondents, including, without limitation, costs related to the preparation of submissions.
3. This RFLI, the submissions, any negotiations or other communications do not constitute an offer, commitment or contract in any way.

Questions

Any questions regarding this RFLI may be made in writing to:

Emily Boisvert, Program Manager, Multifamily Supportive Housing
New Hampshire Housing
eboisvert@nhhfa.org

ABOUT NEW HAMPSHIRE HOUSING

New Hampshire Housing is a self-supporting public corporation that promotes, finances and supports affordable housing. New Hampshire Housing operates rental and homeownership programs designed to assist low- and moderate-income persons with obtaining affordable housing.

Opioid Use Disorder Supportive Housing Capital Program Program Description

Introduction

New Hampshire Housing Finance Authority is a self-supporting public corporation that promotes, finances and supports housing solutions for the people of New Hampshire. One of NH Housing's goals is to help people of vulnerable populations find and maintain stable housing through the development of supportive housing. This Program Description provides a general overview of the Opioid Use Disorder Supportive Housing Capital Program (the Program).

The Program will provide capital funding to projects that create new supportive housing for households with a member who has experienced an opioid use disorder and other co-occurring disorders and conditions. The Program will be funded by the New Hampshire Opioid Abatement Trust Fund as administered by the Fund's Advisory Commission. The Fund and Commission were established in 2020 under House Bill 1639 to oversee the use of the State's Opioid Settlement funds to support programs associated with the prevention, treatment, and recovery from Opioid Use Disorder and other co-occurring disorders. The New Hampshire Department of Health and Human Services (DHHS) maintains a NH Opioid Abatement Trust Fund & Advisory Commission [website](#), including links to the Opioid Abatement Trust Fund [Administrative Rules](#) and [Statute](#).

Project Overview/Objectives

NH Housing is under contract with DHHS to administer the Program. NH Housing will receive \$6,000,000 per year for three years, with the possibility of continuing the program for another three years with an allocation of \$6,000,000 per year. NH Housing estimates it will be able to provide financing for up to six projects per year through the Program.

NH Housing has established an advisory committee comprised of stakeholders and subject matter experts who will participate in the Program design and ongoing Program administration guidance. NH Housing seeks to implement the Program through the issuance of a Notice of Funding Opportunity during its current fiscal year ending in June 2025. NH Housing is seeking Letters of Information for descriptions of prospective development projects to help inform the Program design.

Opioid Use Disorder Supportive Housing Capital Program Request For Letters of Information - Response Template

Provide a description of the following aspects of the proposed development project.

1. Identify the municipality where the project would be located. If the specific municipality is not known, identify potential municipalities, county, area of the state, etc.
2. Describe the housing model (i.e., transitional or permanent housing). Include general conditions of residency (i.e., participation in services, sobriety, etc.), if any, anticipated length of residency, etc. Describe why this housing model is appropriate for the proposed project.
3. Describe the unit composition (i.e., shared bedrooms, single-room occupancy, etc.). Indicate whether facilities (bathrooms, kitchens) will be private or shared among residents. Describe why this unit composition is appropriate for the proposed project.
4. Identify the anticipated number of new units and/or beds to be created through the development. Indicate why this unit count is appropriate for the proposed project and feasible for project sustainability.
5. Indicate the anticipated type of development (new construction, rehabilitation, adaptive reuse, etc.)
6. Describe the scope of the development (i.e., the type of work that needs to be done on the property) and indicate the estimated total development cost. Please indicate what the estimates are based on.
7. Describe the target population, including level of recovery support needed, stage in recovery, etc. Indicate whether the project will be gender specific, whether children will be permitted to reside at the property, etc. Indicate whether all residents will have OUD. If the project will serve individuals with any SUD (but not exclusively OUD), indicate the anticipated percentage of residents who will have OUD.
8. Describe the services available to residents. Describe who will provide the services and their credentials. Indicate the frequency of services, location of services, etc.
9. Describe the property's staffing model (i.e., number of staff, hours on-site, etc.)
10. Describe the anticipated annual operating costs, including the cost of providing supportive services. Indicate the basis for the estimates (i.e. costs based on a similar operating property). Describe the anticipated sources of funds for ongoing operating and service costs.
11. Describe anticipated marketing strategies and how potential residents will be referred to the property.