

Pilot Community Application :

Rural Affordable Workforce Housing Initiative Pilot

Amended Aug. 3, 2020

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Eligibility

Instructions: Please respond to the questions below. The following requirements must be met to be eligible for this pilot opportunity.

1. Does your proposed pilot community fall within the areas defined as eligible per the rural definition for the Rural Workforce Affordable Housing Initiative Pilot? See Appendix A.

Yes

No

2. Does the convener reflect collaboration among stakeholders within and outside of the proposed pilot community, particularly pre-existing relationships that demonstrate a durable and productive partnership?

Yes

No

3. Does your pilot design team reflect meaningful representation from the proposed pilot community, participants or other stakeholders who have direct experience with and/or contextual knowledge of workforce housing and the ability to advance projects?

Yes

No

Pilot Community Map

Instructions: Please produce a simple map of your pilot community boundaries and respond to the questions below. We recommend drafting the map and responses with members of your pilot design team.

Applicants must define the parameters and boundaries of “community” per their unique experience with the workforce housing challenge. The term “community” is loosely defined, and may include, but is not limited to, towns, villages, municipalities, counties or a combination of these examples.

Applicants must include a map of the boundaries of their proposed pilot community and answer the following narrative question. Please do not worry about producing anything formal – ultimately, we just want to get a strong understanding of your proposed pilot community. For example, feel free to map something out in Google Earth, or even by hand.

1. Please tell us more about the parameters of your proposed pilot community and why they best reflect your community’s experience with the workforce housing challenge.

Pilot Community Expectations and Readiness

Instructions: Please respond to the questions below on pilot community expectations. We recommend drafting responses with members of your pilot design team.

1. How does the workforce housing affordability challenge “show up” in your community? Tell us more about the impacts of the lack of affordable workforce housing in your community.
2. What do you see as the biggest barrier towards increasing access to affordable workforce housing in your community? What underlying systems, policies, or practices do you feel produce these barriers?
3. How would you define the workforce housing “gap,” and what household income would that best capture? Please describe the kind of household that would need to be impacted or supported by any workforce housing and/or affordable housing-related interventions, i.e. tell us more about the people in your community that this pilot needs to serve.

Convener Expectations and Readiness

Instructions: Please respond to the questions below on convener expectations and tell us more about why they were selected. ~~Conveners will serve as the lead applicant on behalf of the defined pilot community and pilot design team.~~ We recommend drafting responses with members of your pilot design team.

Although collaboration is required, only one individual or organization should serve as the convener. Conveners should have the credibility and necessary connections to mobilize and advance projects. There is no specific role, title, or position the convener must occupy, but they must be aligned with the pilot principles and processes. Conveners should be able to work locally while maintaining a broader perspective, remain unbiased toward specific partners or strategies and have the basic organizational capacity to support this work. Additionally, conveners will support modest administrative and reporting requirements from WHEDA.

1. Please describe the convener's capacity to support the pilot design team, for example offering guidance on engaging stakeholders, accessing local resources, navigating relationships and managing priorities.
2. Please highlight any existing partnerships the convener may have, which would support the ongoing work of the pilot community and pilot design process. Examples include, organizations and leaders both within and outside of the proposed pilot community area, such as government agencies, anchor institutions, philanthropy and community-based organizations.

Pilot Design Team Expectations and Readiness

Instructions: Please respond to the questions below on pilot design team expectations. We recommend drafting responses with members of your pilot design team.

Each pilot design team should consist of a recommended eight to 10 members. Any applications that fall beyond this recommendation are welcome, but must provide an explanation.

The pilot design team should consist of stakeholders who can effectively shepherd and implement pilot projects and solutions. Examples include nonprofit representatives, people who have direct experience with and/or knowledge of the workforce housing challenge (e.g. policymakers, practitioners, administrators etc.), as well as people knowledgeable about the local context. Anyone can occupy any of these roles, but a diversity of voices and those able to account for the full depth and breadth of the rural workforce housing challenge should be represented on the team. Note: pilot design team members identified in your application and on this form also must submit a Letter of Commitment (see “Supporting Documents”).

1. What sectors are represented by the pilot design team? Please tell us more about why you felt it was important to have this representation on the team.
2. In what ways will the professional and community perspectives create a functional and collaborative environment during and beyond the pilot design process?

3. Please highlight any ways that members of the pilot design team have been involved in ongoing local efforts around the workforce housing challenge.

Key Contacts

~~Please include the contact information for designated contacts for the convener and pilot design team below. Space is provided for up to 10 contacts for the pilot design team members. Only one key contact is required for each pilot design team member.~~

Please include the contact information for the lead applicant, convener and pilot design team members. The lead applicant will serve as the point of contact throughout the application process and is responsible for complete and final submission of all application materials. If the lead applicant will also serve in another capacity, i.e. as the convener or a member of the pilot design team, please indicate this within the role checkbox category. Space is provided for up to 12 contacts for all team members. Only one key contact is required for each team member.

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email	Email (confirm)		Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

2

Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email	Email (confirm)		Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

3

Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email	Email (confirm)		Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email	Email (confirm)		Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member
First Name	Middle Name	Last Name	Organization	Title
Email		Email (confirm)	Office Phone	Mobile Phone (optional)
Street Address			City	State
				Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member
First Name	Middle Name	Last Name	Organization	Title
Email		Email (confirm)	Office Phone	Mobile Phone (optional)
Street Address			City	State
				Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member
First Name	Middle Name	Last Name	Organization	Title
Email		Email (confirm)	Office Phone	Mobile Phone (optional)
Street Address			City	State
				Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member
First Name	Middle Name	Last Name	Organization	Title
Email		Email (confirm)	Office Phone	Mobile Phone (optional)
Street Address			City	State
				Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member
First Name	Middle Name	Last Name	Organization	Title
Email		Email (confirm)	Office Phone	Mobile Phone (optional)
Street Address			City	State
				Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email		Email (confirm)	Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email		Email (confirm)	Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

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Role(s): (check all that apply)		Lead Applicant	Convener	Pilot Design Team Member	
First Name	Middle Name	Last Name	Organization	Title	
Email		Email (confirm)	Office Phone	Mobile Phone (optional)	
Street Address			City	State	Zip Code

Timeline Considerations

The pilot design process will take place over three distinct phases:

- **Research and community engagement:** exploring the context of the workforce housing challenge on the ground through research and community engagement.
- **Ideation:** applying what we learn to help us generate lots of ideas and build working concepts with pilot communities, partners, stakeholders.
- **Implementation:** selecting ideas that present the strongest business case and bringing them to implementation.

Each pilot phase is estimated to take roughly two months, depending on community timelines, priorities and needs. This accounts for an estimated six month timeline for each community, with the research and community engagement phase concluding no later than the fall of 2021. The entire pilot design process for all communities must be completed by the fall of 2022. This includes completion of the pilot design process, including implementation and measurement.

To deliver the pilot process effectively, WHEDA will use a staggered approach and will establish a sequence for the group of pilot communities.

1. Please identify any relevant timeline considerations for your community that may affect the pilot design process.

Supporting Documents

The following four documents are required:

1. Letters of Commitment: Letters of commitment are required from all pilot community members. If applicable, letters should be written on collaborating/partner's organization letterhead.
 - Please tell us more about your professional or personal relationship with the pilot community.
 - Please tell us more about your current role and any relevant experience that lends itself to the pilot process and advances long term affordable housing outcomes in your community.
 - The ability for pilot communities to implement lasting solutions is critical to the pilot design process. Please explain how your role in the community will allow you to advance projects and any solutions that come out of the pilot process.
 - This role will require some time beyond normal working hours. Please tell us more about your capacity to dedicate time and resources to this project.
 - How did you find out about the rural affordable workforce housing initiative pilot?
2. Map of proposed pilot community
3. Any other supporting documents (see Community Evaluation Criteria)
4. Optional
 - CV/resume(s) for conveners and pilot design team members

APPENDIX A:

Wisconsin Counties with at least 25% of Residents in USDA Rural Defined Census Tracts

