

## ULI Philadelphia Technical Assistance Panels (TAPs) Homeless to Housed (H2H) Initiative Overview

**Objective + History** | Since 1947, ULI has harnessed the multidisciplinary expertise of its members to help communities solve challenging land use, development, and redevelopment issues on behalf of government agencies and community-based nonprofits. At the local level, this is accomplished through a Technical Assistance Panel (TAP). The Urban Land Institute (ULI) serves as the honest broker, bringing all stakeholders together in an environment free of preconceptions. Consistent with the goals and policies of ULI Americas, ULI Philadelphia (PHL) seeks to use the TAP process as a way to promote diversity, equity and inclusion in real estate and land use. Our team is available to work with applicants to identify how these principles will enhance project outcomes.

ULI Philadelphia TAPs provide expert, multidisciplinary advice to public agencies and nonprofit organizations facing complex land use and real estate issues in the region (including Philadelphia metro, Central Pennsylvania, Lehigh Valley, Delaware, and Southern New Jersey). Drawing from our extensive membership base, ULI PHL panels offer objective and responsible advice on a wide variety of land use and real estate issues ranging from site-specific projects to public policy questions.

**Homeless to Housed (H2H) Description** | ULI's Homeless to Housed (H2H) initiative aims to spark conversations regarding the role of the real estate community in addressing homelessness. The initiative works by identifying best practices and effective solutions for addressing the needs of the unhoused through research, technical assistance, and awareness-building activities.

**H2H TAPs Program Description** | ULI Philadelphia, in partnership with the City of Philadelphia's Office of Homeless Services and the Philadelphia H2H Local Leadership Committee, will work with two Philadelphia based non-profit organizations currently providing emergency or transitional housing and are considering repositioning their real estate assets to provide supportive housing. Technical Assistance services can offer guidance to organizations on the following issues (including but not limited to):

- How to reconfigure physical spaces and address design challenges in adapting buildings to provide supportive housing;
- Analysis of financial incentives and capital needed to reposition or redevelop blighted, abandoned vacant property and convert it to deeply affordable supportive housing;
- Analysis of financial incentives and capital needed to preserve or develop deeply affordable supportive housing;

The applicant provides key questions for the Panel to address, assembles relevant background information and resources, as well as arranges for stakeholder interviews and site logistics.

ULI Philadelphia assembles a Panel comprised of 8-10 senior-level members representing the specific land use disciplines needed for each assignment. Over an intensive 2-day working session, panelists tour the project or study area, interview stakeholders, and work collaboratively to produce preliminary findings and recommendations. These are presented at the conclusion of the TAP in either a private or public forum. A complete report follows within about two months with detailed recommendations. Examples can be found [online here](#).

Following the conclusion of the two TAPs, a public event will be organized to present the published reports with a conversation and Q&A with the panelists and participating partner organizations.

**Cost** | TAPs will be offered at a sliding scale from \$500 - \$1,500 to selected partner organizations, based on their unique needs. Please contact ULI Philadelphia if this fee range is prohibitive. There is no fee to submit an application. This work is subsidized by grant funding from the ULI H2H Initiative.



**Timeframe** | TAP applications will open October 26, 2023 and close Friday, December 1, , 2023. After completing a TAP application, members of the H2H Local Leadership Committee and ULI staff will arrange an initial meeting to understand and refine the assignment objectives, as well as identify key issues. Decisions on whether the committee can accept the panel assignment will be determined shortly after receiving the application and the initial meeting.

**December '23 through February '24** - ULI Philadelphia and the selected partner organizations will sign a contract of services with a final scope of work. ULI Philadelphia will recruit and assemble the TAP panel members and assist in planning the TAP. The selected partner organizations will compile the background briefing materials and develop a list of stakeholders to be interviewed by the panel members, and assist in planning the TAP (tour details, venues)

The TAPs will take place over 2-days in March 2024.

Following the panel presentation on the second day of the TAP, ULI Philadelphia will commence writing the final report, which will be delivered to the client in June 2024. Panelists and partner organizations and key stakeholders will be invited to participate in a public event to present the published reports.

## Partner Organizations (Client) Obligations

**Briefing Materials** | The Client is responsible for assembling all relevant background information relating to the issues being addressed. ULI PHL distributes materials to all of the panelists.

**Stakeholder List** | The Client prepares a list of stakeholders with a perspective on the scope of the TAP. The list should include key members of the private sector, public sector, and community who might provide valuable insight and information to the panel. All stakeholder meetings are in a small setting and comments are not attributed to individuals.

**Stakeholder Interview Outreach** | The Client is responsible for coordinating with ULI to invite stakeholders and schedule the stakeholder interviews during the two-day engagement. The Client and ULI staff will work together to determine the exact timing and length of the interviews.

**Project/Area Tour & Transportation** | The Client is responsible for arranging a tour of the project or site area and related neighborhood assets. The Client arranges for transportation (if required) and an accompanying staff person to guide the tour and answer panel questions.

**Panel Meeting Room(s)** | The Client is responsible for providing conference room(s) for:

- TAP panel workshop and deliberations – room should comfortably accommodate 12 people and provide space for panelists to work and deliberate over the two-day TAP. Internet access is critical.
- Stakeholder interviews – room size depends on number of interviews conducted. Can be held in multiple small rooms. Internet access is critical.
- Final TAP Presentation – room should be set up in a manner consistent with the type of final presentation desired, including ability to show a PowerPoint presentation. Room for about 20-30 guests.

*Client is responsible for providing meeting spaces but in some cases, ULI Philadelphia can assist in identifying meeting space.*

**Food and Refreshments** | Covered by grant funding from ULI's H2H Initiative, ULI Philadelphia will provide the necessary food and refreshments.

**Time Commitment** | In addition to being available for two full days during the Technical Assistance Panel, partner organizations should expect to allocate approximately 20 – 25 hours of staff time to meet the client obligations above. These hours are inclusive of regular coordinating meetings with ULI Philadelphia staff.

If you have further questions, please contact Christina Chavez, Manager, ULI Philadelphia, 215.845.8998 or email [christina.chavez@uli.org](mailto:christina.chavez@uli.org)

## Technical Assistance Panels (TAPs) Homeless to Housed (H2H) Initiative Program Application

### ULI Philadelphia H2H Initiative TAP Application Key Dates:

- Application Opens – October 26, 2023
- Application Deadline – Friday, December 1, 2023
- Interviews with first round applicants – early December 2023
- Notification to Selected Organizations – early December 2023
- Planning for TAP – January '24 thru February '24
- TAP held over 2-days in March 2024

### Please provide the following information:

**Team Lead and Primary Contact:** Please list a Team Lead who will be responsible for ensuring the team carries out its responsibilities during the planning and 2-days of the TAP.

Lead Applicant Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please list additional team members who will support the Team Lead (if necessary):

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Application Narrative:

Please include a short narrative responding to each question listed below. Narrative may not exceed three (3) pages typed.

**ORGANIZATIONAL BACKGROUND & CAPACITY** | Share the vision and mission of your organization, the services you currently provide, and your target residents. Briefly describe your organization's capacity to meet the client obligations listed above and the time commitment to plan and implement the TAP.

**SCOPE OF WORK** | Provide background on any work your organization has considered, started or completed towards repositioning your real estate assets for supportive housing. Please provide background information on these real estate assets, this may include deeds/leases, current uses, addresses/locations, along with other relevant information.

**QUESTIONS FOR THE PANEL** | Provide three or four specific questions for the panel to address in order to assist in repositioning your assets for supportive housing. These questions could be related to design/build challenges, financing, or other related questions.



**LEADERSHIP SUPPORT** | If lead applicant is someone other than an Executive Director or Board President (or someone with similar organizational authority), please provide a letter in support of the TAP process from organizational leadership.

**View ULI's diversity, equity and inclusion commitment statement:** [ULI Philadelphia Statement](#), [ULI Americas Statement](#).

**Please submit applications** to Christina Chavez, Manager, ULI Philadelphia: [christina.chavez@uli.org](mailto:christina.chavez@uli.org)