

Roles & Responsibilities – Community Organizations

Through CRA education, networking, mentorship and collaboration, community organizations will have the opportunity to build capacity, develop stronger relationships with financial institutions, prepare robust project proposals, and, if their project is selected, have their project awarded with seed-funding.

Participating community organizations (CO) will be responsible for attending and/or contributing to each phase of the Community Revitalization Challenge in the following ways:

General: Participating community-based organizations must be current members of Housing Action Illinois throughout their participation in the CRC initiative.

Phase 1: Preparation

A. Intro to CRA & CRC Workshop

- At least one staff or board member from each organization must either join or listen to the recording of the CRA and CRC launch webinar on September 10, 2018. The session recording will be made available on Housing Action's CRC-specific webpage.
- Please note that only the first 100 call-ins will be accommodated for the webinar and those unable to join must listen to the recording.

B. Project Idea Submission & Feedback

- Organizations must submit between two to four project ideas that are potentially eligible for CRA activities to Housing Action Illinois for review by October 5, 2018 via the registration link on Housing Action's CRC webpage and then incorporate any feedback into subsequent versions. The project ideas should include a description of community needs that the project addresses, service area, and an estimate of the timeline and capacity for project implementation. A template for the project idea submission will be provided on the CRC webpage.
- Organizations should focus on one project idea for their presentation at the October 26, 2018 networking event, which will be organized as regional roundtables.
- After project ideas have been reviewed and approved, they will be shared with financial institutions in the organization's service area ahead of the October 26, 2018 networking event.

C. Organizing Roundtables

- Community organizations interested in participating in just the CRC Roundtables must register for the event by October 5, 2018, and if not already attending the Housing Matters! Conference, must pay a \$200 participation fee per organization.
- Housing Action has the right to limit the number of nonprofit participants in the CRC Roundtables if necessary.

Phase 2: Networking Roundtable

- At least one representative from each organization must attend the networking event (to be held on October 25-26, 2018 at Housing Action's annual conference in Bloomington) and come prepared to pitch their ideas to banking representatives.
- If a project idea fits the priorities of a financial institution and they agree to work with the organization on preparing a formal proposal, the organization and institution will be responsible for submitting a joint commitment, work plan, and project idea to Housing Action Illinois by January 1, 2019. Once this commitment is received and accepted, the organization will move onto Phase 3 and begin working with their partner bank(s) to build a complete proposal.
- Joint Commitments are required for each nonprofit organization-financial institution team.
- If financial institutions are interested in partnering with nonprofit organizations outside of the CRC-specific guidelines and timetable, such collaborations are welcome; however, both parties should provide notice and updates of such partnerships to Housing Action as a means of tracking CRC-facilitated networking outcomes.

Phase 3: Proposal Development

- During the first half of 2019, organizations must collaborate and gather feedback from their partner bank(s) while developing their project proposal on the timeline agreed to in the Joint Commitment. Housing Action will monitor this process and may request status reports from time to time to ensure that project proposals are developing according to plan.
- Community organizations (and/or financial institutions) who do not engage with their partners or are not responsive to Housing Action's requests for feedback throughout this process may not be invited to continue to the next phase or to return for future Community Revitalization Challenges
- One comprehensive proposal, formatted according to provided directions, must be submitted to Housing Action Illinois for feedback and approval as to completeness. Once approved, each proposal will be shared with other participants in advance of the project showcase.

Phase 4: Project Showcase

- Organizations must prepare one presentation of their project proposal for a panel of potential funders during the project showcase to be held in October 2019.
- An organization will move onto Phase 5 if they are selected for seed-funding and submit one project agreement that incorporates any feedback provided in Phase 4 to Housing Action Illinois.

Phase 5: Project Implementation

- Organizations are expected to follow their project agreement and implement their project over the course of the specified time period.

- Organizations must reach benchmarks, complete all progress reports, maintain a good relationship with their financial partners, and provide updates to Housing Action Illinois until the project is successfully completed.