



Community Revitalization Challenge 2.0

Roles & Responsibilities: Community Organizations

Roles & Responsibilities for 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 will be responsible for attending and contributing to each phase of the Community Revitalization Challenge (CRC) in the following ways:

General

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

Preparation Phase

A. Intro to CRA & CRC Workshop

- At least **one** staff or board member from each community organization must participate in or listen to the recording of the CRC 2.0 launch webinar on January 23, 2020. The session recording will be made available on Housing Action's [CRC webpage](#).

B. Project Idea Submission & Feedback

- Organizations may submit between **one and three** project ideas that are potentially eligible for CRA activities to Housing Action Illinois for review. Submissions are due by March 13, 2020, via the registration link on Housing Action's [CRC webpage](#). 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](#).

- Jason Keller, Community and Economic Development Senior Advisor with the Federal Reserve Bank of Chicago, will be available to workshop project ideas. Available dates will be posted to the [CRC webpage](#).
- Organizations selected to participate in the CRC will be announced April 17, 2020.
- CRC participants will have until September 1, 2020 to transform their project idea into a full proposal.
- CRC participants selected for the Showcase will be announced September 9, 2020.

C. Showcase

- Community organizations selected for the Showcase will be notified in September 2020.

Development Phase

- If selected for the CRC, organizations must actively develop their project proposal on the agreed timeline. Housing Action will monitor this process and may request monthly status reports to ensure that project proposals are progressing according to plan.
- Community organizations that 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 for feedback and approval. Once approved, each proposal will be shared with other participants in advance of the Showcase.

Showcase Phase

- Organizations must prepare **one** presentation on their project proposal for a panel of potential funders during the Showcase, which will be held during the fourth quarter of 2020.
- An organization will move into the Implementation phase if they are selected for seed-funding, and will submit **one** project agreement that incorporates any feedback provided by Housing Action.

Implementation Phase

- 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 until the project is successfully completed.