



2014 Housing Institute Application

Welcome to the application section for Planting Seeds for the Transformation (PST) Housing Institute. To be eligible for the Institute, applicants must meet the following criteria:

- Housing provider operating Independent Living programs and/or Transitional Housing/Living programs in Service Planning Area 6 (South Los Angeles).
- Commitment to participate in all components of the institute from August 25 to December 11, 2014, including Learning Community, technical assistance, and development of a housing project plan.
- Providers must be serving TAY, ages 18-25, in their current programs.

Keep in mind that many of the questions have limits to the number of words in your responses. You must complete all sections and questions in order for your application to be considered. The word limits are specific next to all the open ended questions.

Deadline: To apply, complete the attached application and submit by Thursday, July 31, 2014 by 5:00 pm.

Submission:

- Applications will only be accepted via email.
- Many of the questions are open-ended and have word limits that you must meet to be qualified
- Complete application and required attachments (listed under 'Part IV' of the application, which is on the last page).
- Email application to gweltman@communities-motion.com.
- When sending an email, the subject line in the email should read: "<Agency Name>__PST **Completed Application**". For example: "CSH_PST Completed Application".

Questions regarding this application. Please call (424) 254-8604 or email gweltman@communities-motion.com.



Part I: Organization and Contact Information

1. Organization Name

2. Street address:

City:

State:

Zip code:

3. Phone:

4. Fax

5. Website

6. President/CEO/Executive Director

7. E-mail address:

B. Project Lead

This person is the main contact for the application and project.

1. Name of Team Leader

2. Position/Title

3. Phone:

4 Alt Phone:

5. E-mail address:

Part II: General Application Questions

A. General Questions

1. Describe what your organization hopes to gain from participating in Planting Seeds for Transformation. (150 words or less)

2. How will your participation impact housing and services for TAY in South Los Angeles? What outcomes do you hope to achieve? (300 words or less)

3. What are the housing expansion goals and plans of your organization? (250 words or less)

4. What capacity gaps and needs have your organization identified, that are critical to meet in order to expand housing opportunities for TAY? (500 words or less)

5. Describe the ability of your organization to commit staff time to the Institute and work involved with developing the Housing Project Plan. Who will be participating in the Institute, Learning Community, and project development? (250 words or less)

B. Organization Mission and Planning

1. Briefly describe the mission and strategic goals of your organization. (150 words or less)

2. Briefly describe how this housing institute fits with the mission and goals of your organization. (150 words or less)

3. Briefly provide detail on the planning process used to set these goals and process for evaluation, if any. (250 words or less)

C. Housing & Services Experience

1. Please detail the experience of your organization with developing housing, managing property, and providing services to TAY. What is your service philosophy and how are services delivered to TAY? What outcomes have been achieved? (500 words or less)

2. What is your understanding of the principles of “harm reduction” and “housing first”? (250 words or less)

3a. Which program(s) does your organization currently provide? (Check all that apply):

Independent Living Program

Transitional Housing/Living Program

TAY-Specific Transitional Housing Program

3b. No of Beds for programs checked above

Independent
Living Program

Transitional
Housing/
Living Program

TAY-Specific
Transitional
Housing Program

Part III: Agency Information

A. Agency Information

1. Year of Incorporation:

2. Primary Population Served (check all that apply):

14-21 years old	16-25 years old
Male	Female
Current or Former Foster Care	LGBTQ
Juvenile Delinquency History	Gang Affiliated
Reentry	Families
Fleeing Domestic Violence	Victims of Sexual/Human Trafficking
Other	

3. Supportive Services Provided (check all that apply):

Case Management Services
Education and Career Planning
Financial Assistance (i.e., transportation, utility bills, education)
Food (i.e., feeding programs, food banks)
Health Care Resources & Services
Homeless Outreach Services
Independent Living Counseling/Life Coaching
Job Preparation and Readiness
Job Training and Placement
Mental Health Counseling or Therapy
Mentoring
Navigation of Foster Care Services
Navigation of Public Benefits and Services
Rental Assistance
Substance Abuse Services
Transportation
Other

4. What areas of Service Planning Area 6 do you serve?

All North South East West

5. Number of unduplicated individuals served annually:

6. Number of paid full-time staff:

7. Number of paid part-time staff:

8. Do you currently enter data into HMIS (Yes/No)?

9. Number of board members:

10. How often does your board meet?

11. When is the next board meeting?

12. Does your board have committees? If so, please provide a list and description of the committees.

PART IV: APPLICATION ATTACHMENTS

Please attach the following documents as PDF files to your application. These must be submitted with the application via email.

1. Two years of financial statements (audited if available)
2. Current year-to-date un-audited financials
3. Copy of 501(c)3 tax exemption
4. Copy of Good Standing Certification with the State of California
5. List of Board of Directors, including professional titles, and contact information. Please note that we may contact any of your Board of Directors during the review process.

PART V: HOUSING ASSESSMENT (For selected participants)

A critical component of the Planting Seeds for Transformation housing institute is the Housing Assessment. Each selected participant will undergo a Housing Assessment conducted by CSH staff. Given the timeline of the housing institute, participants will be required to submit the materials/information listed below during the week of August 25, 2014.

- Organization brochure(s)
- Actual TH program revenues and expenditures for one year
- Copy of lease or agreement
- Copy of program rules and eligibility criteria
- Latest APR
- Written covenants or liens on the property

