



*Information Session Questions and Clarifications for Planting Seeds for Transformation Housing Institute Application*

As of June 30, 2014

**1. If you are selected to participate in the housing institute for Planting Seeds for Transformations, you will be asked to select a project plan. What does the housing project plan entail?**

Before you select a project to plan, CSH will conduct an assessment to determine the capacity of the organizations to expand or convert to rapid re-housing or supportive housing. The assessment also helps determine if the current transitional housing program is operating well, or needs some adjusting in order to comply with HEARTH regulations. Click [here](#) to read about the transitional housing assessment working in San Diego.

After hearing the recommendations from the assessment, each participant will be determine a housing project plan to implement those recommendations. Participants will receive technical assistance to develop their housing project plan for the duration of the institute, and will have an opportunity to present the project plan to a panel of funders, developers, and other industry experts and leaders.

**2. What are the various housing models for TAY and where can I get information about them?**

The CSH transitional housing assessment results in recommendations in three areas: rapid re-housing, supportive housing, and transitional housing. Rapid re-housing involves providing services and a housing subsidy, typically for about one year, with the goal that the individual takes over the apartment lease once the subsidy ends. Supportive housing refers to an apartment that is permanently affordable, with a high level of supportive services offered to tenants. More information about housing models for TAY can be found at the Corporation for Supportive Housing at [www.csh.org](http://www.csh.org) or at the National Alliance to End Homelessness (NAEH) at [www.naeh.org](http://www.naeh.org). You can also refer to a policy brief prepared by NAEH in 2011 named "Housing for Homeless Youth" at <http://www.endhomelessness.org/library/entry/housing-for-homeless-youth>

**3. What time is the application due on July 31, 2014?**

5:00 pm

**4. Can I partner with other organizations when applying for the Planting Seeds for Transformation Housing Institute?**

Yes, but there must be a lead organization who meets the eligibility criteria. The project lead must be clear and committed to ensuring that your team is fully participating and involved in the institute. Up to three (3) people can participate in the institute if your organization is selected. You can describe the team participants in Part II, Section A, Question 5 of the application.



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**5. If I partner with other organizations in the institute, what happens if a collaborative partner decides to pull out after being accepted? Will everyone have to leave?**

Everyone will not have to pull out of the institute. The lead organization must be committed to participating. You must really think through if you want to apply as a single organization or as a collaborative. Keep in mind that part of the housing plan developed during the institute may be to develop partnerships with key organizations, so you do not have to recruit all those partners in advance of applying to the institute. Here are some reasons why you might consider partnering or collaborating with another organization in the institute:

- You are still growing your infrastructure and capacity, and may want to work with an organization that meets all the eligibility criteria. This organization is interested in deepening their TAY housing and services program and they believe you fill some gaps they have.
- You and another organization are interested in developing TAY housing in a particular community and you both believe that a partnership would strengthen your capacity, bring in more resources, and deepen your collective expertise.

**6. What if my organization only provides services but I am interested in participating in this institute?**

It depends on the strategic plan of your organization and if the institute fits in with your strategic plan. Here are some questions for you and your organization to explore:

- a. Does your organization provide services in housing settings?
- b. Would developing TAY housing strengthen the services you provide?
- c. Is there a gap in your community making it difficult for you to refer TAY you serve to housing?
- d. Is creating housing a strategy of your organization?

**7. There are a series of questions about an agency's Board of Directors. What do I need to be aware of as my organization is being considered for the institute when it comes to the Board of Directors?**

Your Board of Directors is critical to the success and integrity of your organization. Among the application attachments, you must submit the names of your board members, the organization they work for and their professional title, and their contact information (email and phone). We may contact them during the review process.



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If you'd like more information on Nonprofit Boards, the National Center for Nonprofit Boards has produced a document about the "Ten Basic Responsibilities of A Nonprofit Board." Click here to review the document:

[https://www.nami.org/Content/NavigationMenu/NAMI\\_Center\\_for\\_Excellence/Tools\\_for\\_Excellence/TenBasicResponsibilitiesofNonprofitBoards.pdf](https://www.nami.org/Content/NavigationMenu/NAMI_Center_for_Excellence/Tools_for_Excellence/TenBasicResponsibilitiesofNonprofitBoards.pdf)

**8. What if I do not have audited financial statements for my organization?**

Please provide us with your most recent financial statements. Audited financial statements are a good indicator of your potential growth success, as well as your organization's financial management practices. We will review your entire application and make considerations based on the complete application we receive from you. If you do not have audited financial statements, please provide year-to-date financial statements, preferably a balance sheet and a profit and loss statement.

**9. Modifications to the application were after the Information Session. Please make sure you download and use the new form. Below is a listing of changes made.**

- a. Follow-up question added to Part II, A, Question 2: "What outcomes do you hope to achieve?"
- b. A duplicate question in Part II, A, Question 3 was deleted.
- c. Addition to Part II, C, Question 1: *"What is your service philosophy and how are services delivered to TAY? What outcomes have been achieved?"*
- d. Added Question 2 to Part II, C, after Question 1: *What is your understanding of the principles of "harm reduction" and "housing first"? (250 word or less)*
- e. Clarified the first two numerical options in Part III, A, Question 2 are referring to age range. Also added an "Other" option to the choices available.
- f. Corrected grammatical error, Part III, A Question 8, so the question reads "Do you currently enter data into HMIS (Yes/No)?", instead of : "Do your....?"
- g. Clarified Part IV, Attachment 5 by asking for professional titles and contact information about Board of Directors for applicants.