



2014 HOUSING INSTITUTE APPLICATION

Revised June 30, 2014

APPLICATION INSTRUCTIONS

Sponsored by the Corporation for Supportive Housing (CSH), *Planting Seeds for Transformation* is a specialized housing institute focused on expanding the array of housing solutions in South Los Angeles. The goal is to increase the capacity of South Los Angeles Transition Age Youth (TAY) housing providers to cultivate sustainable housing solutions that are tailored to meet the diverse needs of youth and young adults in South Los Angeles. *Planting Seeds for Transformation* will involve a selection of providers who operate Independent Living programs and/or Transitional Housing/Living programs that currently serve TAY, ages 18-25. Once selected, providers will be assisted in identifying and developing a housing plan through a tailored institute that will increase their leadership and technical capacity to develop and operate an array of high-quality housing solutions for TAY in South LA.

Planting Seeds for Transformation will select 4-8 agencies in South Los Angeles that currently provide independent living and/or transitional housing programs. The housing institute will take place from August 25, 2014 to December 11, 2014. Selected agencies must participate in the following components of the institute:

- A **housing assessment** conducted by CSH to evaluate the agency's current housing capacity and potential readiness for conversion and/or expansion to rapid-re-housing and supportive housing.
- Identification of a **Housing Project** based on the results of the housing assessment that will strengthen and/or expand the agency's capacity to provide targeted housing for TAY.
- **Technical assistance** tailored to support the housing project selected by the agency.
- A **monthly Learning Community** for interactive training sessions involving all selected agencies, promoting peer learning and increasing TAY housing knowledge.
- Creation of a **Housing Project Plan** that will position the agency for potential expansion and funding for TAY housing.
- **Presentation** of Housing Project Plan to a panel of experts, developers, and funders to provide an opportunity for feedback on the project.

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.

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

Submission: Applications will only be accepted via email. Complete application and required attachments (see Page 6) must be emailed to gweltman@communities-motion.com with the subject line: {AGENCY NAME}_PST Completed Application (For example: CSH_ PST Completed Application).

The application is available to download electronically at:

- Corporation for Supportive Housing: www.csh.org and
- Communities in Motion: www.communities-motion.com

Questions: Please contact Grace Weltman at (424) 254-8604 or via email at gweltman@communities-motion.com. FAQs will be posted online after the information session scheduled for June 20, 2014.



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TIMELINE

Application Deadlines

June 10, 2014	Application Release
June 20, 2014	Information Session
July 31, 2014	Applications Due
August 15, 2014	Announcement of Accepted Institute Participants

The information session is an opportunity to hear more about the Planting Seeds for Transformation housing institute, walk through the application process, and address questions you may have. Participation in the information session is highly recommended, but not required to apply. FAQs will be posted on the CSH and Communities-Motion websites after the information session.

Planting Seeds for Transformation Information Session

Friday, June 20, 2014, 1:00 pm to 3:00 pm
 Corporation for Supportive Housing (CSH)
 800 S. Figueroa Street, Suite 810, Los Angeles, California 90017

CSH is unable to validate parking. However, CSH Los Angeles is located one block from the 7th street Metro Station (on 7th Street between Figueroa and Flower Street). There are parking structures and lots next to the CSH offices for you to use.

Housing Institute Timeline (for selected participants)

DATE	TIMEFRAME	ACTIVITY
August 25, 2014	3:00 PM – 5:00 PM	Kick-off Meeting for Institute Participants
September 1 – 5, 2014	Individually Scheduled	Institute Participant Site Visits
September 12, 2014	Full-Day	Learning Community Session
September 29 – October 3, 2014	Individually Scheduled	Housing Assessment Results Meetings
October 10, 2014	Full-Day	Learning Community Session
November 7, 2014	Full-Day	Learning Community Session. Project Plans Due.
December 11, 2014	Full-Day	Project Plan Presentations

Organizations selected for the Planting Seeds of Transformation housing institute agree to dedicate at least one director-level staff to participate in all activities. At least one board member is also highly encouraged to participate.

Selected participants will be required to submit materials to support the housing assessment portion of the Institute. See Page 6 for a list of the materials needed for the housing assessment.





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PART I: APPLICANT INFORMATION

A. Organization	
1. Organization Name	
2. Address	
3. Phone	
4. Fax	
5. Website	
6. Executive Director	
7. Email	
B. Project Lead	
<i>This person is the main contact for the application and project.</i>	
1. Name of Team Leader	
2. Position/Title	
3. Phone	
4. Alt. Phone	
5. Email	

PART II: GENERAL APPLICATION QUESTIONS

Please note the word-limits per question. Any responses past the limitation will not be considered in the application.

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 organization's 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)



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B. Organizational 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”?
3. Which program(s) does your organization currently provide? *(Check all that apply):*
 - Independent Living Program
 - Transitional Housing/Living Program - Number of beds: _____
 - TAY-Specific Transitional Housing Program - Number of beds: _____

PART III: AGENCY INFORMATION

A. Agency Information

1.	Year of Incorporation:
2.	Primary Population Served (check all that apply): <ul style="list-style-type: none"> <input type="checkbox"/> 14-21 year olds <input type="checkbox"/> 16-26 year olds <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Current or Former Foster Care <input type="checkbox"/> LGBTQ <input type="checkbox"/> Juvenile Delinquency History <input type="checkbox"/> Gang Affiliated <input type="checkbox"/> Reentry <input type="checkbox"/> Families <input type="checkbox"/> Fleeing Domestic Violence <input type="checkbox"/> Victims of Sexual/Human Trafficking <input type="checkbox"/> Other: _____

<p>3. Supportive Services Provided (check all that apply):</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Case Management Services <input type="checkbox"/> Education and Career Planning <input type="checkbox"/> Financial Assistance (i.e., transportation, utility bills, education) <input type="checkbox"/> Food (i.e., feeding programs, food banks) <input type="checkbox"/> Health Care Resources & Services <input type="checkbox"/> Homeless Outreach Services <input type="checkbox"/> Independent Living Counseling/Life Coaching <input type="checkbox"/> Job Preparation and Readiness <input type="checkbox"/> Job Training and Placement <input type="checkbox"/> Mental Health Counseling or Therapy <input type="checkbox"/> Mentoring <input type="checkbox"/> Navigation of Foster Care Services <input type="checkbox"/> Navigation of Public Benefits and Services <input type="checkbox"/> Rental Assistance <input type="checkbox"/> Substance Abuse Services <input type="checkbox"/> Transportation <input type="checkbox"/> Other: _____
<p>4. What areas of Service Planning Area 6 do you serve?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
<p>5. Number of unduplicated individuals served annually:</p>	
<p>6. Number of paid full-time staff:</p>	
<p>7. Number of paid part-time staff:</p>	
<p>8. Do you currently enter data into HMIS (Yes/No)?</p>	
<p>9. Number of board members:</p>	
<p>10. How often does your board meet?</p>	
<p>11. When is the next board meeting?</p>	
<p>12. Does your board have committees? If so, please provide a list and description of the commitments.</p>	



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PART IV: APPLICATION ATTACHMENTS

Please attach the documents listed below as PDF files to your application. Remember that these documents must be submitted with your completed application via email to gweltman@communities-motion.com.

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 during the application 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