

Basic Center Program (BCP) Application

Please submit to VCRHYP by 4pm on July 31, 2020 via Akisler@vcrhyp.org

SECTION 1: APPLICANT INFORMATION

1. Name of organization:

2. DUNS number:

3. Contact person for this application
 - a. Name:
 - b. Title:
 - c. Phone:
 - d. Email:

4. Administrative office address:

SECTION 2: AGENCY OVERVIEW (20 points)

1. Briefly describe (500 words or less) the agency and how BCP will fit with its mission and goals.

2. Briefly describe (500 words or less) any current or past work the agency has done to serve youth under the age of 18.

3. Briefly describe (500 words or less) the agency's experience with data collection, including any specific data collection for the Homeless Management Information System (HMIS).

4. Briefly describe (500 words or less) the community's need for Basic Center Program services.

SECTION 3: PROJECT REQUIREMENTS (50 points)

1. Describe how the project will provide temporary, emergency shelter to eligible youth. (10 points) Include information on:
 - a. The anticipated shelter model (congregate care and/or host home) and number of beds (1 bed minimum required)
 - b. How 24/7 access to shelter will be maintained
 - c. How transportation to shelter will be provided
 - d. How the project will support safe and appropriate exits from shelter

2. Describe how the project will provide counseling to eligible youth. *(5 points)*
Include information on:
- How each type of counseling (individual, family, group) will be provided
 - The project's trauma-informed approach
3. Describe how the project will provide case management to eligible youth. *(10 points)*
Include information on:
- What screening and/ or assessment tools the project will use at intake and throughout service provision to develop individualized service plans
 - How coordination with law enforcement will occur
 - How coordination with McKinney-Vento liaisons will occur
 - The plan for outreach to and partnership with other system of care services
 - How the project will incorporate harm reduction methods into services
4. Describe how the project will provide aftercare services for up to 3 months after youth exit shelter. *(5 points)*
5. Describe how the project will provide prevention services to youth and their families. *(5 points)* Include information on:
- How services will help prevent youth from running away/becoming homeless
 - How services will assist youth in finding and/or maintaining safe housing
6. Describe how your project will perform outreach. *(10 points)* Include information on:
- How an outreach plan will be developed and utilized
 - How face-to-face contact with runaway, homeless, and street-youth under 18 will occur
 - How the community will be informed about available services
 - What types of informational materials will be developed and distributed
7. Describe how your project will provide gateway services. *(5 points)*

SECTION 4: ADMINISTRATIVE REQUIREMENTS *(20 points)*

1. Describe how the project or agency will operate a 24/7 crisis line. Include information on:
- How the crisis line will be maintained (on-call, answering service, MOU – *include name of organization an MOU is anticipated with*)
 - How youth in need of immediate shelter will be connected with shelter options in the agency or community

2. Describe the agency's current background check policy and any changes that will need to be made to meet the requirements for this project (if applicable).

3. Describe the agency's current training plan for staff and how the project anticipates supporting required staff development and training.

4. Describe the agency's current supervision and annual evaluation procedures and any changes that will need to be made to meet the requirements for this project (if applicable).

5. Briefly (500 words or less) describe the agency's governance structure, fiscal controls, and accountability procedures.

6. Describe how the project will collaborate with the local DCF district office.

7. Has the agency ever lost a contract for similar services? If yes, please provide details and describe how challenges that existed will be overcome.

SECTION 5: BUDGET AND JUSTIFICATION WORKSHEETS (10 points)

Please submit the completed Budget and Justification Worksheet as a separate document.