

Transitional Living Program (TLP) 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 TLP 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 between ages 16 to under 22 and/ or serve homeless youth
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 Transitional Living Program services.

SECTION 3: PROJECT REQUIREMENTS (50 points)

1. Describe the target population for the project. (5 points) Include information on:
 - a. Any subpopulations, within the TLP-eligible youth population, that the project will target (i.e. pregnant/parenting youth, LGBTQ youth)

2. Describe how the project will provide transitional shelter to eligible youth. *(10 points)*
Include information on:

- a. The anticipated shelter model (congregate care, host home, and/or supervised apartment) and number of beds (3 bed minimum required)
- b. How on-site or on-call supervision will be provided 24/7
- c. How project will ensure 16- and 17-year-olds are adequately supervised
- d. The project's anticipated ratio of staff to youth
- e. How transportation to shelter will be provided
- f. How the project anticipates prioritizing youth for shelter openings if it has a waitlist or there are more eligible youth than available beds

3. Describe how the project will provide basic life skills resources and counseling to eligible youth. *(10 points)* Include information on:

- a. How resources and counseling will be provided (individual and/or group)
- b. Any curricula the project is interested in using
- c. How the project will ensure youth are engaged in educational or vocational activities while in the program

4. Describe how the project will provide case management to eligible youth. *(10 points)*
Include information on:

- a. What screening and/ or assessment tools the project will use at intake and throughout service provision to develop individualized service plans
- b. How coordination with local CoC(s) will occur
- c. The plan for outreach to and partnership with other system of care services to develop suitable referral plans
- d. How the project will support safe and appropriate exits from shelter

5. Describe how the project will provide aftercare services after youth exit the program. *(5 points)*

6. Describe how your project will perform outreach. *(5 points)* Include information on:

- a. How project will identify and connect with eligible youth and make sure they are aware of service availability
- b. How the community will be informed about available services

7. Describe how your project will provide gateway services. *(5 points)*

SECTION 4: ADMINISTRATIVE REQUIREMENTS (20 points)

1. 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).
2. Describe the agency's current training plan for staff and how the project anticipates supporting required staff development and training.
3. 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).
4. Briefly (500 words or less) describe the agency's governance structure, fiscal controls, and accountability procedures.
5. Describe how the project will collaborate with the local DCF district office.
6. 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.