

## Hanover Transitional Living Program Invitation to Negotiate

### Invitation to Negotiate ITN # HTLP EBA-VA-0923

*RE: Answers to questions received by EBA*

*Posted: 10/06/2023*

### General Discussion Notes; not otherwise formed in questions.

---

The house includes three-bedrooms with two bathrooms. Pictures of the home were shared during the pre-proposal call held on 10/5/2023, with a virtual tour of the home provided alongside the photos.

Other notes about the property included:

- The countertops currently being replaced, and the goal is to change the color of the cabinets and replace the countertops.
- The fireplace is not operational.
- Extra room could be used as a dining room.
- A window unit is used to cool the home.
- Patio will have furnishings.
- The basement is unfinished but considered a functional space. The basement will have a washer and dryer, furnished by DJJ.
- The home is one of three clustered together; the home on the left is occupied full time by a DOC staff member. The home on the right is used by ATF and state police for training Monday through Friday; youth will not be interacting with police officers. While training is conducted on the property there are no live rounds utilized.
- The DJJ Credentialing unit has reviewed the program site and gave approval for the space to include a four-bed placement, with double occupancy.
- An office space is required (it is expected to be in the master bedroom, but that is up to the provider to identify).

### Questions and Answers

---

Q1. Can another site visit be offered/provided?

Yes. A facility site visit/open house will be held on Monday 10/16/2023 from 9:00 AM to 11:00 AM. Please email [adminVA@ebanetwork.com](mailto:adminVA@ebanetwork.com) to receive an invitation to the additional site visit by 5 PM on Friday 10/13/2023. The address and location will be shared at that time.

## Q2. How long will youth be placed at the TLP?

The program is intended to be a short-term living program, while youth obtain certificates and job experience; it is a great opportunity to be employed by the state and may help youth gain long term employment. At this time, it is expected that youth in the Hanover TLP will be approved for the same amount of time as other independent living arrangements. The initial approval will be for 9 months and may be extended up to 15 months (the time may not extend beyond the youth's 21<sup>st</sup> birthday). The length of stay may also be contingent upon the youth's parole supervision status.

## Q3. Can additional beds be added?

No, the home may only have 4 beds. The capacity aligns with the number of employment options available, and the credentialing unit's recommended number of beds.

### Q3.B. Can the basement be renovated for additional bedspace?

No, it is not likely that renovations to the basement could be completed in time to become an additional bedroom.

## Q4. Maintenance and repair: Would DJJ be responsible?

Yes, DJJ will be responsible for the home repairs, as well as the upkeep of the grounds. (*Note: The grounds are one of the job responsibilities of the youth that will be working on the property*). The provider shall ensure that all buildings, grounds, equipment, and furnishing needs are reported to DJJ staff to ensure maintenance in a manner that provides a safe, sanitary, and comfortable environment for youth, visitors, and employees.

## Q5. What is the ideal referral?

In addition to the information in the ITN and scope, youth are expected to be 18 years old. They will be released from direct care status onto parole in the community. As they will also be working for the state, it is expected the youth will do well during commitment and complete a workforce or trade program while in commitment. It is expected that youth will begin employment immediately with the skills needed to perform the job duties and expand their knowledge within the trade.

## Q6. The ITN indicated that "youth with substance use or mental health needs requiring services will have access to services provided by a private provider. Those services are not a part of this contract and there is no need for applicants to budget for those services." Can the selected provider offer/provide the mental health and substance use services?

Mental health services are not intended to be part of the TLP service; not all youth will need the same service. However, the provider who is awarded the contract may also provide mental health and substance use services if qualified to do so. Ancillary and mental health services will be referred and approved based on the needs of the youth. They will be purchased based on contracted services which may include the selected provider. While the

services are not part of the TLP, they can be offered and purchased by the awarded provider through RSC funding, Medicaid, or private insurance.

Q7. What is the intake process and who decides on the appropriateness of a referral?

As indicated in the ITN, close collaboration with DJJ will be essential. The referral process will begin with DJJ; DJJ staff will select appropriate youth based on their behaviors and progress within the correctional setting. While these will still be youth with criminal behaviors, they will need to meet criteria for employment with the state. The youth is also expected to interview with the provider and meet identified admission criteria. Please include admission and intake criteria in your proposal. The goal is to start with DJJ and then go to the provider to make the final decision based on the identified criteria.

Q8. Does the property include Wi-Fi, internet, and cable?

We are uncertain at this time if youth/residents and program staff can have access to the current internet service. It is advised this expense to be included in the proposed start-up and/or ongoing budget. If it is later determined to be included, the cost can be adjusted accordingly.

Q9. Can a security system, including cameras inside and outside the home be installed?

As noted in the ITN, "The facility shall be equipped with a security system; security cameras and alarms will be provided by DJJ." DJJ will handle the installation of a security camera/system.

Q9.B. Can the provider select the type or functions of the security system (e.g., external IP addresses)?

The installation of a security system may be completed prior to the selection process. However, it may be in collaboration or discussion with the provider. If there is a specific request, please include this in the proposal.