

HOME GOOD

FUNDERS COLLABORATIVE

2018-2019 HOMELESS SYSTEMS FELLOWSHIP PILOT

Request for Proposals FAQs

PLEASE CHECK EACH SECTION FOR UPDATES BY DATE (UPDATED AS OF 11/20/2017)

GENERAL RFP QUESTIONS

1) Where can I access the application?

Applications are available for download at www.homeforgoodla.org/grantseekers

2) What is the timeline?

November 2017 through January 2018	Application distribution, review, and selection
End of January 2018	Announcement of public sector awardees
January 2018 through June 2018	Public sector partners identify their respective fellows
July 2018 through June 2019	Fellows participate in systems fellowship program

3) Who is eligible to apply?

Public sector agencies in LA County, including elected offices, LA County departments and agencies in other municipalities committed to systems change and interested in working with, mentoring and developing a fellow to help in the community's plan to end homelessness.

4) I work for a non-profit organization. Are we eligible to apply?

This opportunity is only open to public agencies, including elected offices, LA County Departments and agencies in other local municipalities.

5) How many applications do you anticipate receiving?

This is a new opportunity for funding so we expect a lower number of applications than we would typically receive. Since this is the first time we will be offering this funding opportunity, it is considered a pilot program. However, if you know of a public agency that you think would be a good fit for this RFP, please feel free to send them the information.

6) What criteria are you looking for in an agency that wants to host a fellow?

In order to qualify, agencies should be able to demonstrate their commitment to systems change work to end homelessness and must identify an employee on their staff that is dedicated at least 50 percent or more of his/her time to homelessness. This employee will work directly with the fellow. The agency's staff member must have the capacity and commitment to recruit, orient and train the fellow. Supervision should have an emphasis on mentorship and engagement of the fellow in current homelessness efforts. Agencies should also demonstrate a need for a fellow and clearly explain how the addition of a fellow will support and advance your agency's work on homeless initiatives.

7) My agency would like to apply but it does not have a designated staff person or program dedicated to homelessness. Can we still apply?

In order to qualify, public agencies must be able to demonstrate their commitment to systems change work to end homelessness and identify an employee on their staff that is dedicated at least 50 percent or more of his/her time to homelessness. This employee will work directly with the fellow. The agency's staff member must have the capacity and commitment to recruit, orient and train the fellow. Supervision should have an emphasis on mentorship and engagement of the fellow in current homelessness efforts.

8) What is required of me and/or my agency if selected?

If selected, public sector partners will be responsible for identifying and choosing fellows to work out of their agency. The agency will be responsible for any necessary background checks or security clearances needed by the fellow in accordance with agency requirements.

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Agencies must identify an employee on their staff that is dedicated at least 50 percent or more of his/her time to homelessness. This employee will work directly with the fellow. The agency's staff member must have the capacity and commitment to recruit, orient and train the fellow. Supervision should have an emphasis on mentorship and engagement of the fellow in current homelessness efforts. Assigned projects should have a focus on ending and preventing homelessness in alignment with approved county strategies. The agency will provide resources available for the fellow to perform their tasks, i.e., work space, consumable supplies, telephone, on-the-job transportation reimbursement. During the fellowship year, the agency will host the cohort of fellows at one meeting to provide an overview of the agency and its role to end homelessness.

9) Can my agency apply for more than one fellow?

Only one fellowship will be awarded per agency. If agencies would like to share a fellow, they should indicate how supervision and work performed by the fellow will be split by the agencies in the application.

10) Why is there only a month to respond? Will you be giving any extensions?

The deadline is part of a much larger RFP timeline, which includes submissions, reviews, selection, contract, etc. and takes into considerations many different funder calendars. The timeframe open for submissions is similar to other RFPs and will not be extended for any reason.

11) Do I need to submit any attachments to my application?

Yes, you must attach a Cover Page to your application. A Cover Page template is attached to the application.

12) Will there be another opportunity to apply for the Homeless Systems Fellowship Program next year?

This is the first time this funding opportunity is being offered and it is considered a pilot. If the pilot is successful and future funding is identified, we may consider continuing the program in future years.

13) What is the process for selection?

Applications are due by email to rfp@unitedwayla.org by 5:00pm on December 15, 2017. United Way staff and members of the Funders Collaborative will review all applications and announce public sector awardees on January 24, 2018.

FELLOW RECRUITMENT & SELECTION PROCESS

14) What will the recruitment process for fellows look like?

The United Way will provide assistance with the recruitment process but the public agencies will be expected to actively participate throughout the process.

15) What is the selection process for fellows?

United Way will collect all applications and pre-screen applicants but the agencies will ultimately be responsible for scheduling and coordinating interviews with prospective fellows at their sites and making the final selection. The agency will be responsible for any necessary background checks or security clearances needed by the fellow in accordance with agency requirements.

16) What type of person should apply for the fellowship?

Fellows should be recently matriculated graduate students committed to ending and preventing homelessness in LA and interested in learning, working with, and for public sector partners focused on systemic change to end homelessness.

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17) How do you define “recently matriculated?”

Applicants should have matriculated from a graduate program within the past two years.

18) Can we select a fellow who does not have experience working to end homelessness specifically in the city of Los Angeles?

Yes, applicants may apply from outside of Los Angeles city and county but our outreach and recruitment strategies for fellows will focus primarily in the Los Angeles area.

19) What will the fellowship year look like?

Fellows will receive a stipend of at least \$50,000 through a consulting contract directly with United Way. The stipends are supported through private philanthropic funding through the Home For Good Funders Collaborative. Fellows will serve full-time, or 40 hours/week (including non-commute related travel time associated with activities related to fellowship), with the agency. All fellows will follow the hours of the office in which they are placed, including the holiday schedule. Fellows will attend and participate in a minimum of one external meeting per month related to ending and/or preventing homelessness. All fellows will be required to participate in regular cohort learning sessions and individual check-ins coordinated by United Way throughout the project term. Fellows may engage on a project in partnership with the agency staff member toward ending and preventing homelessness and/or engage with the cohort on a project toward ending and preventing homelessness. All assigned projects must be integrated into the work of the agency.

20) What role will the United Way play throughout the fellowship year?

All fellows will be required to participate in regular cohort learning sessions and individual check-ins coordinated by United Way throughout the project term. However, the designated staff person devoted to homelessness at the public agency will be the fellow’s supervisor. The agency’s staff member must have the capacity and commitment to recruit, orient and train the fellow. Supervision should have an emphasis on mentorship and engagement of fellow in current homelessness efforts.