

**HOME  GOOD**  
**FUNDERS COLLABORATIVE**  
**2018-2019 HOMELESSNESS POLICY FELLOWSHIP**

**APPLICANT FREQUENTLY ASKED QUESTIONS (FAQS)**  
**(UPDATED 02.04.18)**

General Questions

**1. What are the benefits of participating in the Homelessness Policy Fellowship?**

Fellows will be embedded on current teams at public agencies and offices working to prevent and end homelessness in LA County where they will engage directly in homeless systems projects related to policy and planning. The Homelessness Policy Fellowship is a truly unique opportunity for recent graduates to work with top public sector systems leaders and local public leadership while gaining firsthand experience tackling one of LA's most challenging and critical issues – homelessness.

Program Benefits:

- **Stipend:** Annual stipend of at least \$60,000
- **Networking:** Exposure to a broad network of public agencies, homeless service providers and policy leaders in LA County
- **Social Impact:** Opportunity to engage directly in policy and planning that will contribute to real systems change
- **Training:** Ongoing training and professional development opportunities with LA's most knowledgeable and experienced homeless advocates
- **Mentorship:** Guidance and on-the-job training provided by public sector leaders dedicated to ending homelessness

**2. What does the Homelessness Policy Fellowship entail?**

Please see the [Homelessness Policy Fellowship Overview](#) to learn more about the program.

**3. What fellowship placement sites are available?**

- City of Pasadena
- Los Angeles County Department of Mental Health
- Office of Los Angeles City Councilmember Marqueece Harris-Dawson
- Office of Los Angeles County Supervisor Mark Ridley-Thomas
- Office of Los Angeles County Supervisor Sheila Kuehl

**4. Do fellows get to choose what agencies/offices they are placed at?**

When completing the online application, applicants will be asked to list their top fellowship placement sites and to elaborate on any particular agencies/offices that they are interested in working at/why. *Please note: listing an agency/office as your top choice does not guarantee that you will receive that placement.*

**5. How many people will be picked as fellows?**

Five fellows will be assigned to sites throughout LA County. Only one fellow will be assigned per agency.

**6. How long does the fellowship last?**

The Homelessness Policy Fellowship will run from July 2018 – June 2019. It is a one-year, full-time commitment. Candidates should only apply to the fellowship program if they are able to commit to completing the entire year-long fellowship.

**7. What is the fellowship schedule?**

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.

**8. Is this a paid fellowship opportunity?**

Yes, all fellows will receive an annual stipend of at least \$60,000 through a consulting contract directly with United Way of Greater Los Angeles. Stipends will be supported through private philanthropic funding through the Home For Good Funders Collaborative.

**9. Who is eligible to apply?**

Applicants must meet the following minimum standards of eligibility:

- Recently graduated from a master’s level program (within past 2 years) OR will have graduated by time fellowship starts in July 2018 (background in public policy and planning preferred)
- Able to successfully pass a background check at a public agency/office
- Available to serve full-time for one-year commitment (July 2018 – June 2019)
- Access to reliable transportation and ability to travel throughout County as needed
- Valid driver’s license (if applicable, depending on the agency/office)

**10. What types of skills or qualities are you looking for in a fellow?**

We are looking for 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. A background in public policy, systems change and/or homeless services is preferred. Additional skills/qualities we are looking for in a fellow include:

- Enthusiastic self-starter who demonstrates creativity and initiative in problem solving
- Commitment to a career in the public sector, systems change and/or homeless systems
- Experience conducting program evaluation and policy analysis
- Skills in data analysis and computer systems
- Demonstrated interest in homelessness as shown through prior work, research or volunteer activity
- Knowledge of homeless systems and public sector in LA County
- Excellent oral and written communication skills
- Strong organizational skills and experience coordinating projects with multiple stakeholders
- Ability to work with a diverse group of people

**11. What is the Home for Good Funders Collaborative and why did it launch the Homeless Systems Fellowship Program?**

The Home For Good Funders Collaborative is a group of private and public partners that jointly invest in systems and solutions to end homelessness in LA County. This year, with the expansion of public resources through recent ballot measure wins, the Funders Collaborative focused on investments in innovation, infrastructure, and the capacity of our sector to “Prepare for Scale.” As part of its commitment to the growth of solutions and future of our sector, the Funders Collaborative is proud to offer a new, Homeless Systems Fellowship Program. Through the creation of the fellowship, we hope to:

- Further Los Angeles’ community plan to end and prevent homelessness through systemic change work in the County of Los Angeles by supporting public sector partners and their agencies to work with, mentor, and engage recently graduated students actively interested in ending and preventing homelessness
- Ensure a pipeline of new public and nonprofit leaders interested in a career in ending homelessness

To learn more about the Home For Good Funders Collaborative, please visit: <http://homeforgoodla.org/our-work/funders-collaborative/>

**Application Questions**

**1. How do I apply?**

Applicants will be required to fill out an online application by going to: <https://www.surveymonkey.com/r/HFGfellowapplication>

As part of the online application, applicants will be required to submit the following documentation:

- Resume
- List of references (including at least one professional reference AND one academic reference)
- Writing Sample (1-2 pages in length, double-spaced; policy brief or memo in related area preferred)

**2. When is the application deadline?**

The deadline to apply for the fellowship program is April 1. United Way will begin reviewing applications as they are submitted.

**3. How do I submit the required application materials?**

When completing the online application, there will be a section where you will be prompted to upload your supplementary application materials. Please do not email your supplementary materials.

**4. How many references do I need to submit?**

All applicants need to submit a list of 3 references (including at least one professional reference AND one academic reference).

**5. Do I need to submit a writing sample?**

Yes, all applicants need to submit a writing sample that is 1-2 pages in length, double-spaced. A policy brief or memo in a related area is preferred.

**6. Will I have to pass a background check?**

Yes, all fellows will be required to pass a background check at the public agency/office in which they are placed. There is a section on the online application to elaborate on any possible challenges in passing a background check.

**7. Who do I contact about application questions?**

Please contact [rfp@unitedwayla.org](mailto:rfp@unitedwayla.org) with any questions or concerns.

**8. When will I find out if I have been selected for an interview? When will fellows be selected?**

Candidates will be contacted for interviews in April and fellows will be selected in May.

**If Selected for the Fellowship:**

**1. What will my primary tasks and responsibilities include? What can I expect in my year as a fellow?**

Each fellowship site is unique and therefore the primary tasks and responsibilities will vary depending on where a fellow is placed. Possible assignments *may* be related to:

- Participate in implementation of strategies to end homelessness
- Research best practices and policies
- Connect resources to community organizations and constituents
- Get involved in key decision-making committees

*Please note that the above list is a general overview and actual responsibilities may vary greatly and will be determined by the public agency/office.*

For additional information, please see the [Homelessness Policy Fellowship Overview](#).

**2. Will I be considered a full-time, regular employee at my fellowship placement site or with United Way?**

Fellows are NOT considered employees of United Way of Greater Los Angeles OR the public agency/office in which they are placed. All fellows will be contracted and paid directly by United Way but they will be working out of a public agency/office and therefore will be subject to the supervision, guidelines and regulations of the office in which they are placed.

**3. Will I accrue vacation time and have paid holidays?**

All fellows will follow the hours of the office in which they are placed, including the holiday schedule. Fellows will be allotted a total of 10 days per year to use for sick/vacation time. Fellows will need to complete and submit a Leave Request Form to their supervisor and United Way for approval ahead of time.

**4. Will health insurance be provided?**

Health insurance will NOT be provided. Fellows will be responsible for securing their own health insurance.

**5. Will taxes automatically be taken out of my paycheck?**

Federal, state, local and Social Security (FICA) taxes are NOT withheld from the stipend. Fellows will be responsible for paying all taxes. Fellows will be considered independent contractors for tax purposes.

**6. Will I have a supervisor?**

Yes! Each fellow will be assigned a supervisor that is located at their fellowship placement site who will serve as a mentor throughout the program. Supervisors will provide ongoing mentorship, guidance and support. All identified supervisors must be dedicated to work around homelessness at least 50 percent or more.

**7. Will I interact with the other fellows in the program?**

Yes! The fellowship cohort will meet and check-in regularly as part of the requirements of the fellowship program. For example, all fellows will be required to participate in regular cohort learning sessions and individual check-ins coordinated by United Way throughout the project term. Additionally, each public agency/office will host the cohort of fellows at one meeting to provide an overview of the agency and its role to end homelessness. These will be exciting, interactive opportunities for the cohort to share and learn from each other.

**8. Will I have to travel as part of the fellowship? Will I have to cover my own travel expenses?**

Fellows will most likely be required to travel within Los Angeles County as part of the fellowship program in order to attend meetings, events and trainings. Reimbursement for travel expenses is not guaranteed and will depend upon the policies of each placement site. Fellows should discuss on-the-job transportation reimbursement with their supervisor. A minimum fellowship requirement is that all fellows must have access to reliable transportation.

**9. Will there be opportunities to engage in training and professional development? Will trainings be paid for by the fellowship placement site?**

There will be numerous training and professional development opportunities that the placement sites and United Way will share with the fellow cohort throughout the year. All trainings that have a cost associated with them should be discussed with the fellow's supervisor prior to signing up.