

Capacity Building Application - Information Packet

APPLICATION PROCESS

Thank you for your interest in submitting an application to the Los Angeles Homeless Services Authority (LAHSA) and United Way’s [Home For Good Funders Collaborative](#) (Funders Collaborative) for Capacity Building. LAHSA and the Funders Collaborative recognize the need to support community based, non-profit homeless service providers and developers in growing their operational infrastructure. **The goal of capacity building is to help organizations strengthen the quality of service delivery to unhoused individuals in the community and progress towards achieving their mission.**

Administration of this funding opportunity transitioned from LAHSA to United Way of Greater Los Angeles (United Way) in July 2018. We have issued updated versions of the Capacity Building RFP. The updated version of the RFP can be accessed on the Home For Good Grantseekers page: www.homeforgoodla.org/grantseekers. However, we will continue to accept submissions of the original application until the end of September. The Funders Collaborative Evaluation Panel will be reviewing all applications and making approval selections. All awarded agencies will be contracting directly with United Way of Greater Los Angeles for all aspects of the capacity building grant.

Application submissions will be reviewed by potential funding partners of the Home For Good Funders Collaborative for indirect and aligned funding support. Organizations should outline any current or planned private funding related to capacity building within the application narrative so we can coordinate and maximize public and private resources.

About this Opportunity

What is capacity building? Capacity building is a term used to describe enhancing organizational effectiveness by strengthening internal processes and operational infrastructure. This includes all of the departments that help an organization function on a day-to-day basis, such as Human Resources, Finance, IT, Development, etc.

The Capacity Building RFP is a rolling application process for non-profit homeless service providers and developers operating in Los Angeles County. It is an open, competitive application process and organizations of all sizes needing to build capacity and working on homelessness are encouraged to apply. Additional prioritization may be given to organizations experiencing rapid growth with audit findings that show they are at-risk.

Organizations may apply for either Assessment or Implementation & One-Time Infrastructure depending on the unique needs and goals of the organization. Please see the “Find Your Fit” Chart on the Home For Good Grantseekers website (www.homeforgoodla.org/grantseekers) to help you figure out where to get started with this capacity building opportunity!

Who is Eligible to Apply?

Any non-profit homeless service providers or developers operating in Los Angeles County are eligible to apply. Please see specific requirements for Assessment and Implementation & One-Time Infrastructure below:

Assessment	Implementation & One-Time Infrastructure
<ul style="list-style-type: none"> Non-profit homeless service provider or developer operating in Los Angeles County Has NOT completed a formal capacity needs assessment related to project within the past 3 years Has had capacity conversations with leadership/staff but needs help figuring out where to start Has informally identified a capacity need with leadership/staff 	<ul style="list-style-type: none"> Non-profit homeless service provider or developer operating in Los Angeles County Has experienced rapid growth through public funding Has completed a formal assessment of needs within the past 3 years and can provide documentation Is ready to engage in making organizational change to increase the effectiveness work to end homelessness

What is the timeline?

Applications will be accepted on a rolling basis. You may submit your application any day of the month. Review of applications will begin once a fully completed application has been received. Awards will be made on a rolling basis. Awarded agencies can expect for the full review and awards process to take between 3-5 months from the date of submission, depending on the agency and application. All those awarded will be contracted directly with United Way of Greater Los Angeles.

How to Apply?

Step 1: Review the “Find Your Fit” Chart on the Home For Good Grantseekers website (www.homeforgoodla.org/grantseekers) and determine the best place to start for your organization. If you have any questions about where to begin, please email the capacity building team at LAHSA at capacitybuilding@lahsa.org.

Step 2: Go to the Home For Good Grantseekers website to access applications for Assessment and Implementation & Infrastructure and follow the instructions on each application: www.homeforgoodla.org/grantseekers

If an application is not approved for funding, any eligible homeless service provider or developer may submit another proposal requesting support for a project that is distinct from one previously declined or approved.

Scoping Assistance

Please review the “Find Your Fit” Chart on the Home For Good Grantseekers website and determine the best place to start for your organization: www.homeforgoodla.org/grantseekers. The LAHSA team is happy to help answer any questions your organization may have about where to get started or how to apply. Please email any questions to capacitybuilding@lahsa.org.

NEXT STEPS AFTER APPLYING

CCAT – Core Capacity Assessment Tool

All awarded agencies will be required to complete the CCAT (Core Capacity Assessment Tool), an online, comprehensive assessment tool for evaluating a nonprofit’s strengths and opportunities for growth. All Grantees will take the survey before starting their project and after completion of an implementation phase, OR at 12 months from the execution of their contract, whichever comes first. The survey will be used to set a baseline and measure progress for the capacity building project and serve as a valuable planning tool. If your organization has taken the CCAT within the past 6 months, you will be able to submit a copy of your results to satisfy your baseline requirement. To become familiar with the CCAT, Grantee organizations will participate in an orientation session. The orientation session will be an opportunity to ask questions about the CCAT and obtain a link to complete the survey. Registration information will be sent by email. For general information about the CCAT, please visit <https://www.tcccat.com/hc/en-us>.

After completion of the CCAT, the system will produce a report outlining areas to be strengthened with recommendations specific to your organization. Review the results with your organization’s leadership, board and capacity building project team in addition to your project consultant/contractor/vendor. You will be required to provide a copy of your CCAT results to United Way. High-level results from the CCAT will be shared with the LA Homeless Services Authority using a unique identifier that provides anonymous information for tracking/progress purposes only. Results will be utilized to show individual and aggregate progress across the capacity building project. Unless authorized by the Grantee, detailed and identifiable CCAT results will not be shared with public funding partners.

Finding a Technical Assistance Consultant, Contractor or Vendor

Organizations can apply for the Capacity Building RFP without selecting a consultant/contractor/vendor ahead of time. The Home For Good capacity building team is happy to help awarded agencies explore what consulting firm would be the best fit for their unique needs.

Included below is the name and contact information for all consultants pre-qualified through the LAHSA Capacity Building/Technical Assistance Request for Bids. A more detailed breakdown of services offered by each consultant is available for download on the Capacity Building section of the Home For Good Grantseekers page: www.homeforgoodla.org/grantseekers.

- **Center for Nonprofit Management** - www.cnmsocal.org. Contact: Leslie Robin, lrobin@cnmsocal.org
- **Community Partners** - www.communitypartners.org. Contact: Linda Fowells, lfowells@communitypartners.org
- **Melissa Green** - <https://www.linkedin.com/in/melissa-green-a692b32>. Contact: Melissa Green, melbgreen@yahoo.com
- **Nonprofit Finance Fund** - www.nonprofitfinancefund.org. Contact: Jessica LaBarbera, JLaBarbera@nff.org
- **Social Action Partners** - <http://socialactionpartners.org>. Contact: Shawne Dockery, sdockery@socialactionpartners.org
- **Special Services for Groups** - <http://www.ssg.org/programs-and-services/capacity-building>. Contact: Rebecca Ratzkin, rratzkin@ssg.org

If awarded, Grantees are encouraged to contract with someone on the list of pre-qualified consultants above. If your organization would prefer to contract with a consulting firm or vendor not included on this list, you will be required to describe how you selected the consultant/vendor through a competitive procurement or other justified selection process.

We recommend that agencies applying for Assessment without a specific focus area wait until after they have completed the CCAT to select a vendor that will most appropriately meet the needs highlighted in the CCAT results. All organizations should wait to officially contract with a consultant/contractor/vendor until they have received the first award payment.