



Capacity Building Program Request for Proposals: Phase Two Application Questions

Phase Two Application Deadline

Monday, March 8, 2027, at noon Central time

Grant Term

Grant Period: August 2, 2027–October 31, 2029

NOTE: This document is for reference only. Only finalists that have been invited to submit a Phase Two Application should submit the Phase Two Application materials. A copy of the Phase One Application will be provided at the time applicants are notified that they are finalists. The Phase Two application must be completed on the [Cvent Phase Two Application website](#). Refer to the [Capacity Building webpage](#) and the [Capacity Building Program Request for Proposals \(RFP\) Application Instructions](#) for more information, including submission instructions.

Community Building and Equity

1. Where possible, what strategies will you use to maximize community participation, including people with lived experience of housing challenges, in the proposal activities? How will you know you are successful? [Limit 3,500 Characters - Approximately 500 words]
2. How will the community ultimately benefit from your project and the increased capacity? [Limit 3,500 Characters – Approximately 500 words]

Qualifications

3. Please describe how the following attributes of your agency and how they have prepared you to lead the work and build the capacity described in this proposal:
 - strengths
 - experience
 - knowledge
 - values
 - relationships

In your response, specify your connection with the communities identified in your proposal.

[Limit 7,000 Characters - Approximately 1,000 words]

Note: Tribal Nations receive automatic points for Question 3 and do not need to provide a response.

Capacity Building

4. [Limit 3,500 Characters – Approximately 500 words]

Organizational Applicants only:

How will this project build capacity for your organization, the broader community and the housing system?

Intermediary Applicants only:

How will this project build capacity for the entities you are working with, the broader community and the housing system?

5. [Limit 3,500 Characters – Approximately 500 words]

Organizational Applicants only:

How will you sustain your increased capacity over the long term?

Intermediary Applicants only:

How will you position the entities you are working with to sustain their increased capacity over the long term?

Work Plan

6. Provide a Work Plan for the project using the [Work Plan Template](#) and upload it to the [Phase Two Application website](#). List the outcomes provided in your Phase One application.

Budget

7. Complete the [Budget Template](#) and upload it to the [Phase Two Application website](#).
8. How did you determine the funding categories and amounts listed in the Budget Template?
[Limit 3,500 Characters – Approximately 500 words]

If sub-grantees, contractors and/or consultants are included in this application:

- Have they agreed to be a part of this proposal?
- Have they agreed to the amount budgeted for them?

9. Will the Capacity Building program funds fully cover the costs of the proposed activities? [Limit 3,500 Characters – Approximately 500 words]
- a. If yes, what is your plan if the expenses are higher than anticipated?
 - b. If no, do you have other funds to cover these costs?

If there are other funding sources for this proposal, please list the source, dollar amount and how you will prevent duplicating payments for the same activities.

- c. If there are no other funding sources, please describe your plan to obtain the necessary funds to complete the project.