**2019 National Section 4 Capacity Building Grants –
Request for Letters of Interest**

Overview
for prospective applicants
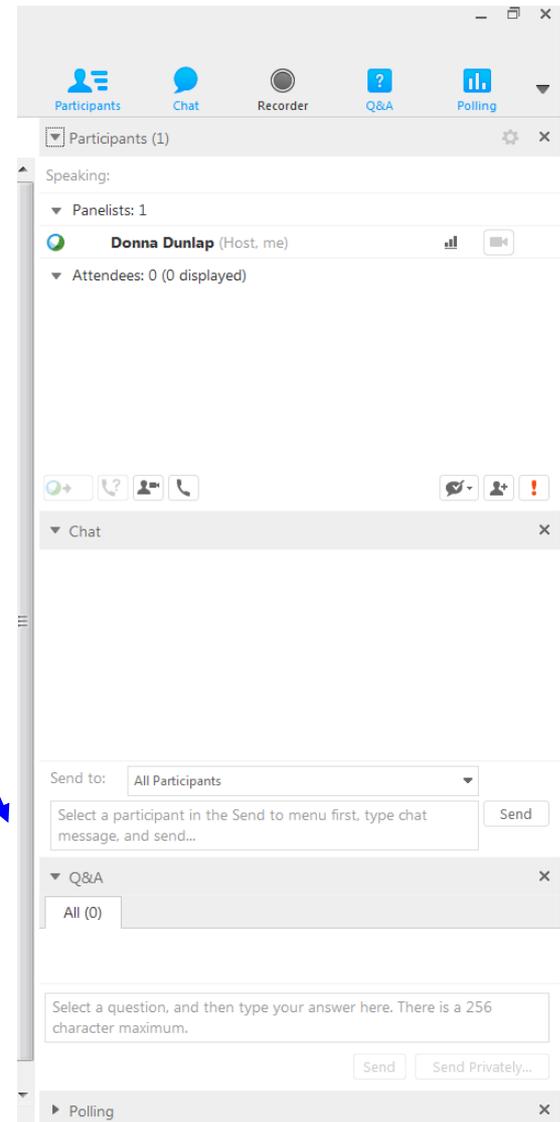

June 25, 2019
1:30 pm – 2:30 pm EDT

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Questions?

Type them into the Q&A box

Agenda

- About Enterprise Community Partners

- About the Section 4 Program

- 2019 National LOI Overview

- Timeline

- Resources

- Reminders

- Questions

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Agenda

REMINDER!

Market Q & A Webinar Registration

- [Chicago](#) - June 27 from 10:00 a.m. - 11:00 a.m. CDT
- [Gulf Coast](#) - June 28 at 10:00 a.m.
- [Mid-Atlantic](#) - June 27 from 2:00 p.m. - 3:00 p.m. EDT
- [New York](#) - June 26 from 10:00 a.m. - 11:00 a.m. EDT (in-person session)
- [Southeast](#) - June 28 at 2:00 p.m. EDT

Rural & Native American LOI Q & A Webinar

- June 27, 2019, 2:00 - 3:00 p.m. EDT

Registration details: https://www.enterprisecommunity.org/financing-and-development/grants

Purpose of Webinar

The content included in this webinar is intended only to summarize the contents of the 2019 National Section 4 Capacity Building Grants - Request for Letters of Interest (LOI).

Any content within this presentation that appears discrepant from the language in the LOI is superseded by the language in the LOI. All Applicants are strongly encouraged to carefully read the LOI guidelines and adhere to them.

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To create opportunity for low- and moderate-income people through affordable housing in diverse, thriving communities.

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About the Program

Section 4 Capacity Building for Community Development

Funding is made available through the U.S. Department of Housing and Urban Development's Section 4 Capacity Building for Community Development Program.

The purpose of the Section 4 Program is to enhance the technical and administrative capabilities of:

- Community Development Corporations (CDCs)
- Community Housing Development Organizations (CHDOs)

…to carry out community development and affordable housing activities for the benefit of households of low income (80% AMI or below).

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Eligibility Requirements

- Applicants must meet the eligibility requirements as described in Appendix A of the LOI.

  - *HUD Requirements*:
    - *CDCs and CHDOs.*
    - *Proposed activities/programs/projects must directly build the capacity of the Applicant organization.*

  - *Enterprise Requirements: Demonstrated Staff Capacity*

- **NEW!** Changes to eligibility of Membership Groups.

- Applicants unsure of their eligibility are encouraged to view the Eligibility Requirements tutorial on Enterprise's website or email RFP@enterprisecommunity.org for assistance.

2019 National Section 4 LOI Overview

General Information

- This funding opportunity consists of a two-step application process including an LOI phase and a Full Proposal phase.

- Applications must be submitted through SlideRoom, an online application.

- Applicants may submit only one (1) application to either of the two open Section 4 LOIs.

- Applicants may apply under only one (1) Program Area.

- Applicants may apply under only one (1) Geography of Interest.

2019 National Section 4 LOI Overview

General Information

- Applicants that have active awards and/or have pending applications with other Section 4 intermediaries (LISC or Habitat for Humanity Int'l) can still apply to our LOI but should not request funding for the same costs.

- All application materials and information available on our website.

- Applications will be accepted from eligible organizations operating nationwide.

- Total amount to be awarded is $6,418,220.48

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General Information

- Anticipated awards ranging from $25,000 to $100,000, unless otherwise noted. Average award is expected to be $40,000. Requests should be reasonable. Awards at $100,000 are rare.

- **NEW!** If awarded a grant, the period of performance will begin on the 1st of the month following the execution of the grant by both parties (ECP and Grantee). Enterprise anticipates that grant start dates will range from November 2019 through January 2020. No costs may be incurred prior to the period start date.

- **NEW!** Applications should be submitted by an authorized representative of the organization. Consultants may not submit applications on behalf of the Applicant.

Program Areas

Enterprise has identified five Program Areas that align with its overarching programs:

1. Housing Stability
2. Organizational Capacity Building
3. Equitable Climate Resilience
4. Economic Mobility
5. Health and Housing

Applicants may apply for funding support under any Program Area. Selections should closely align with proposed activities, programs, etc.

Program Areas

Each Geography of Interest has listed the Program Areas they are most interested in supporting.

Refer to their attachments to learn more about specific funding interests, market contacts, webinar details, etc.

Geography of Interest	Geographic Definition	Program Area Priorities	Attachments
National	All areas outside of the 11 defined Enterprise Market Areas listed below.	Program Area 2: Organizational Capacity Building Program Area 3: Equitable Climate Resilience Program Area 4: Economic Mobility Program Area 5: Health and Housing	Attachment 1
Chicago	Chicago Metropolitan Area (including Cook, DuPage, Kane, Kendall, Lake, McHenry, and Will counties) with priority given to areas within a half mile radius of train stations or key transportation hubs in the City of Chicago.	Program Area 1: Housing Stability Program Area 3: Equitable Climate Resilience Program Area 5: Health and Housing	Attachment 2
Denver	Adams, Arapahoe, Boulder, Broomfield, Denver, Douglas, El Paso, Jefferson, Larimer, and Weld Counties	Program Area 1: Housing Stability Program Area 2: Organizational Capacity Building Program Area 5: Health and Housing	Attachment 3

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2019 National Section 4 LOI Overview

Geographies of Interest

As part of the application process, Applicants must select a Geography of Interest based on the location of proposed activities. Selections:

❑ National	❑ Gulf Coast	❑ Ohio
❑ Chicago	❑ Mid-Atlantic	❑ Pacific Northwest
❑ Denver	❑ New York City	❑ Southeast
❑ Detroit	❑ Northern California	❑ Southern California

A comprehensive list with geographic definitions for each Market Area begins on page 7 of the LOI.

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Geographies of Interest

When to select National as Geography of Interest?
Select National **only** if proposed activities fall outside of the geographic definitions for Chicago, Denver, Detroit, Gulf Coast, Mid-Atlantic, New York City, Northern California, Ohio, Pacific Northwest, Southeast or Southern California.

For example, the Ohio Geography of Interest is limited to Cleveland.

- Select National if your organization is proposing to perform activities outside of Cleveland.

- Select Ohio if proposed activities will be performed in Cleveland.

Application Questions – Organization Information

- Applicant/Organization Name

- Other Name(s)/Acronyms

- Federal Tax ID/EIN

- Is your organization an IRS-registered, tax-exempt, 501(c)(3) organization? [Yes/No]
  - If yes, upload a copy of your organization's IRS Letter of Determination to verify 501c3 status.

- Mailing Address, City, State/Territory, Zip Code

- Federal Congressional District and Congressional Representative Name

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Application Questions – Organization Information

- Primary & Secondary Contact Information, Email, Phone #s

- Describe the general socioeconomic needs of the cities, communities, families, and individuals in your organization's service area(s).

  - *[Limit of 1350 characters, equivalent to about 225 words]*

- What does your organization view as its greatest capacity building need(s) to successfully address the socioeconomic needs described above? Responses do not need to apply to the grant funding request.

  - *[Limit of 1350 characters, equivalent to about 225 words]*

Application Questions - Narrative & Budget

- Briefly describe your proposed program and activities to be supported by the grant. Be sure to also include how it:

  - aligns with Enterprise program priorities
  - addresses your organizational capacity needs
  - addresses the needs of low-income families (defined as 80% AMI or lower).

    [Limit of 2,000 characters. Equivalent to about 334 words.]

- What is the impact of the proposed program? Please describe measurable and quantifiable impact to (a) the organization and (b) to low-income families.

    [Limit of 1,000 characters. Equivalent to about 167 words.]

Application Questions - Narrative & Budget

- What is the relevant organizational experience of your organization? Please describe prior housing or community development experience (such as unit counts and/or commercial square footage), as relevant to the proposed program activities.

    [Limit of 2,000 characters. Equivalent to about 334 words.]

- Amount requested from ECP for this program/project. [Enter numeric values only.]

- Has other funding been secured to support the project/program? [Yes/No]

- How will the grant funds be used? Provide a brief budget narrative describing the costs to be covered by this grant. [600-character limit, equivalent to about 100 words]

Application Questions - Narrative & Budget

- Enter the City(ies) where proposed activities will take place.

- Enter the State or Territory where proposed activities will take place.

- Enter the Zip Code(s) where proposed activities will take place.

Threshold Requirements

Applicants must meet the following requirements:

1.   Proposed activities must address the needs of low-income households as required under the Section 4 program (80 % AMI or lower).

    Low income households is defined as a single person who may be elderly, displaced, disabled, near elderly, or any other single person, a group of persons residing together, or any persons occupying a housing unit.

1.   Applicants must meet eligibility requirements as described in **Appendix A** of the LOI. Refer to the Eligibility Requirements tutorial on Enterprise's website for more information.

Applications that do not meet both of the Threshold Requirements will not be reviewed.

Scoring Criteria

Applicants may receive up to 25 points and must receive a minimum of 20 points to be considered for the Full Proposal stage.   Applications will be scored on the following:

Criteria 1: Proposed Program Aligns with Enterprise Program Area (10 pts)

- Proposed program describes specific activities that the grant will support and has soundness of approach. (3 pts)
- Proposed program aligns with one of the program priorities as described in the LOI. (4 pts)
- Proposed activity clearly identifies the capacity building needs of the applicant and how the grant will address those stated needs. (3 pts)

Scoring Criteria

Criteria 2: Impact (10 points possible)

- Application presents significant impact to the capacity of the organization. (5 pts)

- Application presents significant impact to the needs of families with low income (80% AMI or lower) and the community(ies) served. (5 pts)

Criteria 3: Capacity of the Applicant and Relevant Organizational Experience (5pts)

- Organization demonstrates prior housing or community development experience (e.g. housing units and/or commercial square footage developed, quality asset management), as relevant to the proposed activities. *(5 pts)*

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2019 National Section 4 LOI Overview

Application Materials & Submission Process

- The LOI and access to SlideRoom are available on Enterprise's [website](#).

National

DOWNLOAD THE LOI   APPLY NOW

- To register for a SlideRoom account, see Appendix C in the LOI.

- Once a SlideRoom account has been created, Applicants can review the questions they must answer.

- SlideRoom automatically saves work as it is entered, and Applicants can log in and out as many times as needed to complete the application.
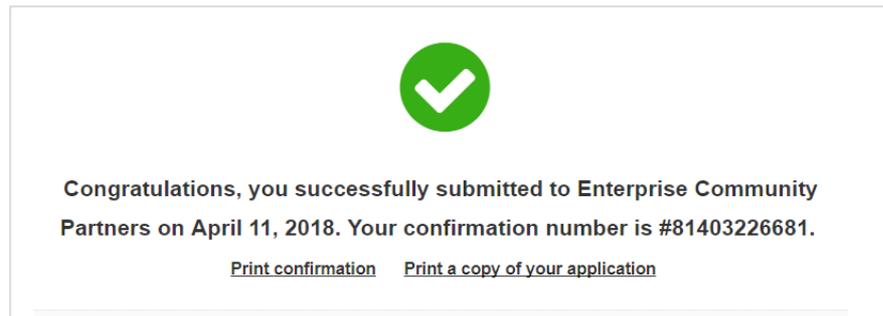
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Application Materials & Submission Process

- 72 hours before the deadline, email reminders will be sent to Applicants that have not yet submitted their applications.

- Within a week of the deadline, a countdown timer will appear in SlideRoom to help Applicants in different time-zones know exactly how much time is left to submit.

- Carefully review your application before submitting. Once an application is submitted, changes cannot be made. No exceptions will be made.

- If you have omitted any required questions, a red link will appear at the top of the screen to take you back to those questions in the application.

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Application Materials & Submission Process

- After submitting the application, a confirmation screen will appear with a confirmation ID number; the date of submission; and the program submitted to.

Congratulations, you successfully submitted to Enterprise Community Partners on April 11, 2018. Your confirmation number is #81403226681.

Print confirmation   Print a copy of your application

- A confirmation email with information pertaining to the submission will also be sent. Keep this email for your records.

- Applications can also be printed from SlideRoom.

2019 National Section 4 LOI Overview

Submission Deadline

- Applications must be submitted via SlideRoom by <u>11:59 p.m. EDT on July 15, 2019.</u>

- Requests to change an application after it has been submitted will not be permitted. Carefully review applications before submitting them.

- Late or hard copy applications will not be accepted, nor will any applications submitted outside of SlideRoom.

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Timeline

IMPORTANT DATES

LOI Submission Deadline	▶ July 15, 2019, 11:59 pm EDT firm
Full Proposal Invitation	▶ August 8, 2019 via email
Submission Deadline for Full Proposal	▶ September 9, 2019

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Resources

Online Resources for Applicants

- LOI Frequently Asked Questions

- Eligibility Requirements

- Enterprise Grants Guide

- 2015 Green Communities Criteria

- Section 4 Tutorials in Enterprise Resource Center

- Racial Equity webinar, worksheet and toolkit

REMINDERS

✓ Applicants may only submit <u>one</u> proposal under open Section 4 LOIs.

✓ Applicants must select <u>one</u> of the Program Areas.

✓ Enterprise will <u>only</u> consider LOIs from Applicants that:
- Have met both Threshold Requirements;
- Submitted their application via SlideRoom, the online application portal.
- Submitted their application by July 15, 11:59 p.m. EDT. *The LOI Submission Form will close at 11:59 PM EDT SHARP.*

✓ Requests to change applications will not be permitted. Late submissions, hard copies, or applications submitted outside of SlideRoom ***will not*** be accepted.

QUESTIONS

- ✓ Questions specific to a particular Geography of Interest/Market Area should be sent to the Enterprise contact listed in their attachment.

- ✓ General questions about the LOI may be submitted to rfp@enterprisecommunity.org.

- ✓ Technical questions related to SlideRoom can be sent to support@slideroom.com from Monday – Saturday, 9 am – 9 pm Central.

- ✓ A Letter of Interest FAQ list will be updated and posted on Enterprise's website.

QUESTIONS?

rfp@enterprisecommunity.org