2017 REQUEST FOR PROPOSALS
Overview for applicants:

Section 4 Capacity Building RFP

Tuesday, July 18, 2017
11:30 am – 12:30 p.m.
Agenda

- Welcome and Introduction
- Purpose of Webinar
- About the Program
- Request for Proposals Overview
- Requirements of the Program
- Timeline
- Reminders
- Grant Award Information
- Questions
Purpose of Webinar

- Provide an overview of the grant program, the RFP applications, and its requirements.
- Answer questions posed by applicants.

The content included in this webinar is only intended to summarize the contents of the Request for Proposal document (RFP). Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP. All Applicants are strongly encouraged to carefully read the RFP guidelines and adhere to them.
This funding is made available through the U.S. Department of Housing and Urban Development (HUD) 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)
- or organizations serving Native American Populations with a defined mission that includes affordable housing including Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs).

...to carry out community development and affordable housing activities for the benefit of families with low income (defined as 80% AMI or below).

Applicants must meet all Section 4 program requirements in addition to requirements specific to this RFP.
Request for Letters of Interest & Proposals

Enterprise conducted a two-step application process consisting of a Letters of Interest (LOI) phase and a Full Proposal phase.

In order to submit a Full Proposal, applicants must have received an Invitation to Apply from Enterprise. Invitation letter included link to access all required RFP documentation.

Those organizations that did not receive an invitation to apply may not submit an application.
Required RFP Documentation

Applicants **MUST** complete and submit the 3 templates provided by Enterprise and submit all documentation via the **RFP Online Submission Form**:

1. Proposal Budget (Attachment A)
2. Proposal Narrative (Attachment B)
3. Questionnaire for Sub-recipients of Federal Funding
4. RFP Online Submission Form

Resources

- Questionnaire tutorials ([New Applicants](#) & [Previous Applicants](#))
- RFP Submission Guide
Threshold Criteria

- Proposed activities must address the needs of families with low income as required under the Section 4 programs (80% AMI or lower). Low income families defined as a single person (who may be elderly, displaced, disabled, near elderly, or any other single person OR a group of persons residing together) or households (defined as any persons occupying a housing unit).

- Applicants must meet the eligibility criteria as listed in Appendix A of the RFP.
Requests for Proposals

Scoring Criteria

Applicants will be scored against 5 criteria:

- **Criteria 1**: Proposed Program Aligns with Enterprise Funding Priorities (25 points)
- **Criteria 2**: Impact (20 points)
- **Criteria 3**: Capacity of the Applicant and Relevant Organizational Experience (25 points)
- **Criteria 4**: Feasibility of Work plan (20 points)
- **Criteria 5**: Budget (10 points)
Request for Proposals

Advancing Racial Equity through Section 4

• Enterprise continues to explore advancing racial equity with our partner organizations and grantees as we concurrently address the topic of diversity, equity, and inclusion as an organization.

• Applicants are encouraged to expand upon their LOI responses regarding racial equity and provide more detail on their desired outcomes as a result of racial equity efforts. If applicable, Applicants should address their proposed implementation process for activities or programs that may reduce inequities for the populations they serve.

• Clear, candid assessments of how your organization is engaging the issue are far preferable to providing excessive descriptions of possibilities not grounded in organizational commitment.
Racial Equity Means

• Closing the gaps so that race does not predict one’s success, while also improving outcomes for all

To do so, we have to:
• Target strategies to focus improvements for those most impacted
• Move beyond services and focus on changing policies, institutions, and structures

• Reviewers will evaluate scoring for racial equity based on the degree of understanding applicants demonstrate, clear alignment of strategies for addressing racial inequities to your organization’s approaches, and the extent to which proposals address internal systems, delivery of services/programming, or both of these.

• Please review Enterprise materials, the RFP, and archives of full length webinars on the subject to sharpen further your responses.
Submission Deadline

- RFP materials – Narrative, Budget, Questionnaire & supporting documents - must be submitted via the RFP Online Submission Form by 8:00 pm EDT on August 7, 2017.

- The LOI Online Submission Form will be closed promptly at 8:00 pm.

- If you encounter problems uploading documents, email rfp@enterprisecommunity.org prior to 8 pm EDT on August 7 for assistance. Inquiries received after this date and time will not be addressed and submissions will not be reviewed.

- Late submissions and hard copies of application materials will not be accepted. Applications submitted outside of the RFP Online Submission Form will not be accepted.
Requirements of the Program

Registrations

Duns & Bradstreet Universal Numbering System (DUNS)
- Free Service
- Must register and maintain DUNS number.
- [http://fedgov.dnb.com/webform](http://fedgov.dnb.com/webform)

System for Award Management (SAM)
- Free registration
- Must register and maintain active account during period of performance of award.
- [http://www.sam.gov](http://www.sam.gov)

See Appendix B for details on DUNS and SAM
Common Examples of Eligible CDC/CHDO Capacity Building Activities include:

- CDC/CHDO Staff Salaries
- Bookkeeping Services
- Organizational Development or Program Consultants
- CDC/CHDO Staff or Board Training
- Computer Software/Hardware
- Architectural or Engineering Services
- Environmental Reviews
- Other Professional Services required to plan a project
Requirements of the Program

Unallowable Activities & Costs

Examples of **unallowable** costs include:

- Expenses for new lines of business or start-up costs, including staff and consultant fees.
- Fundraising activities.
- Giveaways/prizes, incentives, and stipends.
- Entertainment costs, including alcohol.
- Contingency reserves.
- Other costs pursuant to program or regulatory requirements.
Working with Consultants

Applicants may use Section 4 funds to retain services of outside experts to provide capacity building services such as:

- Developing and providing training.
- Collecting and documenting best practices in affordable housing and community development.
- Performing organizational/financial assessments.

Consultant activities may not focus on fundraising or advocacy-related efforts.
Working with Consultants cont’d

Selection Process
- Consultants shall be selected through full and open competition.
- Must possess the ability to perform the proposed activity(ies).

Labor Rates
- Consultants must charge rates that are fair, reasonable and consistent with rates charged on their other contracts/agreements.
- If indirect costs are included in the rate, the consultant must have:
  - Indirect Cost Rate Agreement (approved by federal government agency), or
  - A de minimis indirect cost rate of 10% of modified total direct costs.

See Appendix D for more information on hiring consultants
Requirements of the Program

Match

For every Section 4 dollar received, Enterprise must identify private match in an amount of 3:1.

Enterprise is requesting Grantees assist with meeting this match requirement.

Match under this program is:

- Private
- Verifiable from recipient’s records
- Not included as contributions for any other federally-assisted project or program
- Allowable under applicable cost principles

Must be certified and submit backup documentation verifying receipt of match sources

*See Appendix C for more information on Match*
Match cont’d

Examples of Acceptable Match

▪ Donations from Individuals (copies of checks);

▪ Foundation and corporate grants (copy of check and award letter);

▪ Line of credit, to the extent funds have been drawn (copy of loan agreement AND bank statement or wire receipts); and

▪ Other operational revenues as they relate to the grantee’s or borrowers scope of work, such as tenant rents (rent rolls that differentiate tenant portion and subsidy).

Additional documentation may be required as is necessary to demonstrate to the satisfaction of Enterprise and HUD that match sources are private and relate to work plan activities.

See Appendix C for more information on Match
Common Questions

Q: How is match calculated?
A: If your organization requests 50,000, a match of 150,000 from private sources would be requested (50,000 x 3 = 150,000).

Q: What if my organization can’t provide match at 3:1 or at all?
A: If awarded a grant, Enterprise will work with the grantee to identify possible sources of funding that can be used as match.

Q: Can you tell me if ______ can be used as match?
A: Situational questions regarding match may be sent to rfp@enterprisecommunity.org
## Timeline

### IMPORTANT DATES

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<th>Submission Deadline for Full Proposals:</th>
<th>August 7, 2017 8:00 pm EDT</th>
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<tr>
<td>Expected Date for Selection Notifications:</td>
<td>September 15, 2017</td>
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Reminders

✓ Enterprise will only consider Full Proposals from organizations that received an Invitation to Apply letter.

✓ Complete and submit all required templates provided by Enterprise – Proposal Budget (Attachment A), Proposal Narrative (Attachment B), and the Questionnaire with, if applicable, supporting documentation – via the RFP Online Submission Form. Follow instructions and formatting requirements for the required RFP documents.

✓ Do not upload any documentation not required or requested.
Applications must be submitted via the RFP Online Submission Form by 8:00 pm EDT on August 7, 2017. Applications received after this date and/or time will not be considered for funding. The form will be deactivated promptly at 8:00 p.m. EDT.

If you encounter problems uploading documents, email rfp@enterprisecommunity.org prior to 8 pm EDT on August 7 for assistance. Inquiries received after this date and time will not be addressed and submissions will not be reviewed.

Questions related to the Section 4 Capacity Building RFP process may be submitted to rfp@enterprisecommunity.org.
Award Notifications

Grant Award Information

• If awarded a grant, Enterprise staff will work with grantees to finalize scopes of work and budgets and ensure that all federal requirements have been met.

• Grants will begin 9/1/2017 with a general duration of 12 to 24 months.

• This is a cost reimbursement grant. Costs must be incurred within the period of performance of the grant first before a disbursement request may be submitted to Enterprise.

• Grantees are required, at a minimum, to submit an Activities Report with each disbursement request. More information about the grants process can be found in Enterprise’s Grants Guide.
RFP Questions:

rfp@enterprisecommunity.org