

Everyone is muted upon entry. We will begin at 2 pm EDT. Thank you!

**2020 Section 4 Capacity Building
Request for Proposals Overview:
National**

**Date: August 24, 2020
Time: 2:00–3:00 p.m. EDT**



Section 4 Request for Proposals - National

Agenda

- About Enterprise Community Partners, Inc.
- Section 4 Program History
- Section 4 Request for Proposals National Overview
- Reminders & Resources
- Questions

NOTE: 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 Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP.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.

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About Enterprise Community Partners, Inc.



Our vision is a country where home and community are steppingstones to more. To attain that vision, we are committed to our mission: to make home and community places of pride, power and belonging, and platforms for resilience and upward mobility for all.

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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).

Section 4 is the only HUD program specifically designed to build the capacity of CDCs and CHDOs.

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Executive Summary

- All information related to the National RFP is available on our [website](#).
- Total amount to be awarded is \$5,705,535.00
- Award ranges between \$35,000.00 - \$150,000.00 with average awards expected to be \$45,000.00.
- This funding opportunity is only available to eligible CDCs and CHDOs that meet the criteria in [Appendix A](#) of the RFP.
- Proposals must have a direct capacity building benefit to the CDC or CHDO applying for funds.
- Proposals will be accepted from eligible CDCs and CHDOs across the United States including Puerto Rico and the US Virgin Islands.
- If recommended for an award, all funding is disbursed on a cost reimbursement basis. Funds cannot be advanced.

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Executive Summary

- Enterprise has two open Section 4 RFPs open (National and Rural & Native American Programs); however, Applicants may submit only one (1) proposal to either of the two open RFPs.

**Rural & Native American RFP webinar scheduled for August 27, 2020, at 2 pm EDT*

- National RFP proposals must be submitted in SlideRoom by 11:59 pm EDT on September 18, 2020. Register for a free account through our [website](#).

Section 4 Grant Funding Opportunities NOW OPEN

National Section 4 Capacity Building RFP - Enterprise seeks applications from CHDOs and CDCs for capacity building activities. Proposals will be accepted from eligible organizations operating within the United States, Puerto Rico, and the U.S. Virgin Islands.

If your organization serves rural and/or Native American communities and populations, please apply under the Rural and Native American RFP (coming soon).

- Review the [eligibility requirements](#)
- Review the [definition of rural](#)

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Eligibility Requirements

- Section 4 Capacity Building grant funds are only available to CDCs and certified CHDOs.
- [Appendix A](#) of the RFP lists the eight (8) distinct characteristics that organizations must meet to be considered a CDC. It also includes information on CHDO status.
- Program activities must address the needs of households with low income as required under the Section 4 program (80% AMI or lower).
- Questions on eligibility may be sent to rfp@enterprisecommunity.org

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Program Areas

Enterprise is accepting proposals that address CDC and CHDO capacity building across three (3) Program Areas:

- Program Area 1: Preservation & Production
- Program Area 2: People & Place-Based Solutions
- Program Area 3: Protection for Vulnerable Populations

An Applicant may select one or more Program Areas as part of their response.

Further details can be found on Page 4 of the RFP.

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Eligible Activities & Allowable Costs

Common examples of eligible activities and allowable costs:

- Staff Salaries
- Staff or Board Training
- Computer Software/Hardware
- Consultants
- Cannot be retained for policy, fundraising, or advocacy/lobbying work.
 - Must be selected through full and open competition and must have the ability to perform proposed activity(ies).
 - Labor rates must be fair, reasonable and consistent with rates charged on other contracts. Refer to page 24 of the [Enterprise Grants Guide](#) for more information.



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Ineligible Activities & Unallowable Costs

Examples of ineligible activities and unallowable costs:

- Expenses for new lines of business or start-up costs, including related staff/consultant expenses. Examples include mergers, formation of new for-profit or non-profit companies.
- Direct fundraising to support organizational costs and programs (i.e. meet with donors, write grants, organize/host fundraising events).
- Giveaways/prizes, incentives, and stipends.
- Entertainment costs, including alcohol.
- Advocacy



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Ineligible Activities & Unallowable Costs



Examples of ineligible activities and unallowable costs:

- Lobbying
 - **Direct:** communication with a legislator, an employee of a legislator or legislative body, or any covered executive branch or other government employee who may participate in the formulation of legislation. The communication refers to a specific piece of legislation and expresses a view on that legislation.
 - **Grassroots:** an attempt to influence specific legislation by encouraging the public to contact legislators about that legislation. A communication constitutes grassroots lobbying if it refers to specific legislation, reflects a view on that specific legislation and encourages the recipient of the communication to take lobbying action. This type of communication is known as a call to action.

Lobbying is **NOT**: study or research, examinations and discussions of broad social, economic or similar problems, promoting or sharing the success of your program, or requests for technical advice or assistance.

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Threshold Requirements & Scoring Criteria

All proposals must meet the following **Threshold Requirements** to be considered for review:

- Program activities must address the needs of households with low income as required under the Section 4 programs (80% AMI or lower).
- Applicants must meet eligibility requirements as described in [Appendix A](#).

The maximum number of points to be awarded is 102, which includes **Criteria 1 through 4** plus two (2) **Priority Points** regarding racial equity.

- Criteria 1: Impact to Communities (35 points)
- Criteria 2: Impact to the Applicant Organization (35 points)
- Criteria 3: Soundness of Approach & Readiness to Proceed (20 points)
- Criteria 4: Reasonableness of Proposed Budget (10 points)
- Priority Points: Racial Equity (2 points)

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Required Templates & Submission Process

All proposals **must** be submitted in SlideRoom.

- Register early for your SlideRoom account – using your organization’s name - to avoid technical glitches! Trouble? Contact SlideRoom at support@slideroom.com
- Preview all required proposal questions to adequately prepare for proposal submission and gather required templates and attachments.
- Download **REQUIRED** templates from within SlideRoom or access them here:
 - Scope of Work** (Exhibit A) – [available here](#). Upload in Word.
 - Budget** (Exhibit B) – [available here](#). Upload in Excel.
 - Risk Assessment Questionnaire** (Exhibit C) – [available here](#). Upload as Excel.
- Applicants must complete and upload the templates provided by Enterprise.

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Required Templates & Submission Process

Gather the following documents:

- 501c3 Letter of Determination**
- IRS W-9**
- System for Award Management (SAM) Validation**
- Certificate of Good Standing**
- Audit**
 - If an Audit is not available, we will also accept: 1) financial reviews conducted by a Certified Professional Accountant who is independent of the applicant organization or 2) most recent IRS 990
- Single Audit, if required**

Applicants must upload these documents as Attachments as part of the submission process.

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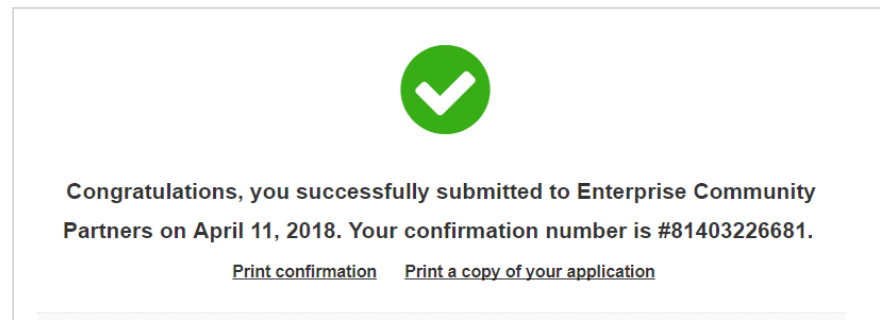
Submission Process

- Proposals must be submitted via SlideRoom by 11:59 p.m. EDT on September 18, 2020.
- SlideRoom will be closed promptly at 11:59 p.m. EDT
- Carefully review proposals before submitting.
- Late or hard copy applications will not be accepted, nor will any proposals submitted outside of SlideRoom.

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Submission Process

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



- A confirmation email with information pertaining to the submission will also be sent to the primary contact person. Keep this email for your records.
- Applications can also be printed from SlideRoom as a PDF document.

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Reminders

- Carefully read the RFP to review eligibility requirements, Program Areas, scoring criteria, and the federal requirements that govern the Section 4 program.
- Allow adequate time to familiarize yourself with the SlideRoom submittal process and to receive any needed technical support.
- Questions may be submitted to rfp@enterprisecommunity.org from August 17, 2020 through 5:00pm EDT on September 18, 2020.
- The deadline for submission is 11:59 pm EDT on September 18, 2020.
- Proposals must be submitted in SlideRoom; no exceptions will be made. It is highly recommended that applicants do not wait until the last day to submit. Information submitted by mail, email, fax, hand-delivery or after the deadline will not be considered.



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Recommendation of Award

- Organizations that are recommended for award will receive notification via email. Notifications are provided as a statement of interest in developing a grant agreement. They are not legally binding agreements.
- Receiving the award is contingent upon finalization of a scope of work, outcomes, and budget; completion of the risk assessment review process; and compliance with federal requirements. Awardees that fail to provide information within the requested time frame may have their Recommendation of Award rescinded.
- Enterprise will only reimburse Grantees for mutually agreed upon expenses as described in the final scopes of work and budgets.
- Any costs incurred related to unauthorized work shall be borne by the Awardee.
- Grant funds will only be disbursed after both parties have signed the grant agreement, and only after mutually agreed upon expenses have been incurred (cost reimbursement only). Costs must be incurred within the grant period of performance.

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Resources

- Recording of this session and copy of PowerPoint will be available on our [website](#) within the next few days.
- Enterprise [Grants Guide](#)
- Questions – rfp@enterprisecommunity.org
- SlideRoom technical assistance – support@slideroom.com

Thanks for your interest!

QUESTIONS?

rfp@enterprisecommunity.org