



**Section 4 Capacity Building Grants
Frequently Asked Questions – 2020 Request for Proposals**

SUBMISSION QUESTIONS

Where can I find the Request for Proposals (RFP) and how do I apply?

A: Links for the RFP and access to SlideRoom, the online application system being used for this funding round, are available on our website <https://www.enterprisecommunity.org/financing-and-development/grants>

Applicants must create an account in SlideRoom to apply.

What questions will Applicants be asked to answer as part of the application process?

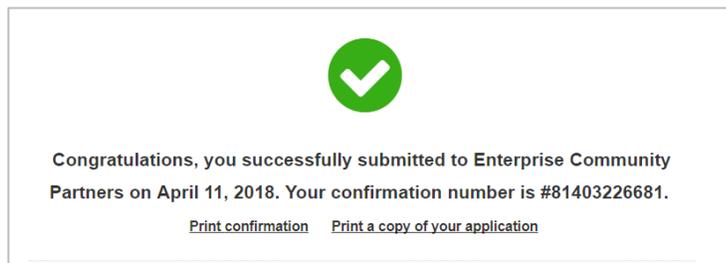
A: Applicants can click on the “Apply Now” link on our website to be taken to Enterprise’s SlideRoom application system. Before logging in or signing up, Applicants can view a list of questions that will be asked. Applicants can also see the full list of questions once they have created an account in SlideRoom.

Can I start the application in SlideRoom and come back to it if I don’t finish right away?

A: Yes, SlideRoom automatically saves work as it is entered and Applicants can log in and out as many times as needed to complete the application. If you lose your internet connection or have computer problems, your work will be saved and you won’t need to start again.

How will I know if I have submitted my application correctly?

A: Once an application has been submitted, Applicants will receive a confirmation notice from SlideRoom with a unique confirmation ID number and the date of submission. A confirmation email will also be sent to confirm the submission.



What if I started my application but missed the deadline to submit?

A: Unfortunately, if your application was not submitted before the deadline it cannot be accepted.

What else should I know about SlideRoom?

A: SlideRoom helps Applicants stay on track with deadlines.



**Section 4 Capacity Building Grants
Frequently Asked Questions – 2020 Request for Proposals**

- 72 hours before the RFP deadline, email reminders will be sent from SlideRoom to Applicants that have not yet submitted their applications.
- Within a week of the deadline, a counter timer will appear in SlideRoom to help Applicants in different time-zones know exactly how much time is left to submit.

If I encounter problems with SlideRoom, who can I contact?

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

Who should be listed as the primary and secondary contacts under the grant?

A: Contacts listed in the RFP application should be authorized representatives of the applying organization (examples include staff and board of directors). Consultants may not submit applications on behalf of applicants nor should they be listed as points of contact.

GENERAL

Does Enterprise provide grant funding to individuals?

A: Unfortunately, Enterprise does not provide grant funding to individuals.

Where can I find the RFP materials?

A: All materials related to the RFP can be found on our website:
<https://www.enterprisecommunity.org/financing-and-development/grants>

When is the application due?

A: Please find application deadline on our website: <https://www.enterprisecommunity.org/financing-and-development/grants>

What is the maximum request amount per RFP or project? Where can I find the request amounts and limits?

A: Enterprise anticipates making awards that range from \$35,000 to \$150,000. Average award is expected to be \$45,000. Applicants are expected to submit requests based on a realistic estimate of the costs involved in implementing and operating the proposed project, program or activity. \$150,000 awards are rare.

Can we request support for capacity building for residents of projects, or is it only for building the capacity of organizations?

A: The Section 4 program's purpose is to enhance the technical and administrative capabilities of CDCs and CHDOs as they carry out community development and affordable housing activities for the benefit of households with low income (80% AMI or lower).



**Section 4 Capacity Building Grants
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Can a project augment an existing Enterprise funded project? Should we include past successes from prior Enterprise funding in our proposal even if it does not relate to the new project?

A: Yes, a project could augment an existing Enterprise funded project however it may not go towards supporting the same costs that are part of your existing project. In the SlideRoom application, Applicants can list past successes and prior housing experience; however, it should be relevant to the newly proposed project or activity.

If we propose a project for \$150,000, is there a chance that Enterprise will negotiate a lower award for that project rather than not funding it at all?

A: Yes, award amounts may be lower than the amount requested. Grants will be scored against the established scoring criteria and final awards will be determined by a review panel comprised of Enterprise staff. If applicants receive less than the amount proposed, or do not receive an award, they may contact Enterprise for feedback about their proposal.

Our organization received a grant from Enterprise last year and we are still in the process of finding funding to fully fund the program. Would a grant request to fund a second year of capacity building for this program be a competitive application?

A: Enterprise cannot advise on this as your organization is in the best position to answer this question based on the impact that the project may have.

Is the CDC required to identify the specific homeowner benefiting from any grant in advance of submitting?

A: No, however, you may want to provide detail about the beneficiaries (i.e. if homeowners are disabled veterans, seniors, etc.).

What is the term of the grant? Are these renewable?

A: Grants are issued with a general duration of 12 months. These awards are not renewable. Enterprise staff will work closely with all organizations recommended for an award to determine an appropriate period of performance based on proposed activities, award size, and other factors, as applicable.

Can our organization apply through a fiduciary? Our organization does not have 501c3 status but our fiduciary does.

A: Unfortunately, no, your organization may not apply through a fiduciary or fiscal sponsor as your organization does not meet the eligibility criteria. Both the fiduciary/fiscal sponsor and the sponsored organization must meet the eligibility criteria.

If our org submits a proposal for staff training on the topic of diversity and inclusion, would we need to already have consultant fee quotes from specific training providers?

A: No, you do not need to secure quotes prior to submitting your application.

Can grant requests support grant writing expenses?

A: Unfortunately, grant funds may not be used to support or engage in fundraising activities, such as



**Section 4 Capacity Building Grants
Frequently Asked Questions – 2020 Request for Proposals**

grant writing.

WHO TO CONTACT

If I have a question about the RFP, who should I contact?

A: Send an email to rfp@enterprisecommunity.org and an Enterprise representative will provide assistance.

ELIGIBILITY

Are demonstrably social impact, for-profit organizations able to apply?

A: For-profit organizations are not eligible to apply.

If we have an open grant with Enterprise will this affect our eligibility for this round?

A: No, having an open grant will not affect an applicant's eligibility. However, it is Enterprise's expectation that the Applicant is in good standing with any current or previously received grants, contracts or loans from Enterprise. For the purposes of this RFP, good standing means that current Enterprise Grantees are incurring costs and requesting reimbursement in a timely manner, communicating with Enterprise as soon as any shifts in scope or budget are identified, and responding to all requests by stated deadlines. For grants that have ended, all close out reports must be submitted, completed and on file. For contracts and loans, this means that consultants and borrowers must be in compliance with the regulations governing the use of federal funds.

Can you tell me if my organization meets the eligibility criteria?

A: Applicants should review the eligibility criteria as described in Appendix A of the Section 4 RFP to determine if they are eligible to apply and possibly receive funding. However, if an applicant is still unsure if their organization meets the eligibility criteria, emails may be sent to the following email rfp@enterprisecommunity.org

Once an email has been received, Enterprise will review the applicant's eligibility. If additional information is needed to determine eligibility, Enterprise may request documents such as articles of incorporation, bylaws, and confirmation of 501c3 status. Please do not submit any documentation unless requested by Enterprise.

Are membership groups eligible to apply for Section 4 grant funding?

A: Membership groups are not eligible to apply for this funding.

What is Enterprise's definition for membership groups?

A: Enterprise defines membership organizations as, "an organization where each member is an entity, not an individual, that has membership rights in accordance with the provisions of its articles of



**Section 4 Capacity Building Grants
Frequently Asked Questions – 2020 Request for Proposals**

incorporation or bylaws.” Typically, membership organizations have a roster, incentives, and process for membership.

Membership organizations whose primary missions are to engage and strengthen member organizations without also having a primary purpose to carry out community or economic development activities themselves are not eligible to apply.

Membership organizations that have reviewed the eligibility criteria under this RFP and chose to apply will be evaluated on a case by case basis.

Can membership organizations apply if their capacity building program would benefit CDCs and CHDOs?

A: Unfortunately, no, as grant funds must directly build the capacity of the applicant organization.

How are the performance period start dates determined for these Section 4 grants? Will all grants begin on the same date?

A: 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 (Enterprise and Grantee). No costs may be incurred prior to the period start date.

We are a newly formed CDC, are we eligible to apply?

A: Any organization, including newly formed organizations, that meets the eligibility criteria described in Appendix A is eligible to apply.

Our 501c3 status is pending. Can we still apply?

A: Unfortunately, applicants must have 501c3 status by the time applications are due. Criteria 5 of the CDC Criteria listed in Appendix A specifically notes that organizations must have, “a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1);”

Our organization receives funding from LISC and Habitat for Humanity, International. Are we eligible to apply?

A. You are eligible to apply under this funding opportunity if you meet the eligibility requirements as listed in Appendix A of the RFP. If you received funds from LISC or Habitat for Humanity, International, that are also HUD Section 4 intermediaries like Enterprise, then you may still apply, however, you may not request Enterprise grant funds to support the same costs supported by LISC.

I represent a consolidation of four CDCs across a region. Each group carries out local activities, and through the consolidation we are beginning to regionalize certain programs that can be scaled. Could each CDC apply for these funds separately?

A: Yes, each individual CDC may apply for funds separately; however, if the CDCs are coordinating on



**Section 4 Capacity Building Grants
Frequently Asked Questions – 2020 Request for Proposals**

one project and seek funding for that project, only one CDC may apply on behalf of the consolidated group of CDCs.

What requirements should I be aware of if my organization is recommended for an award?

A: We included information about the administrative requirements Applicants should be aware of in the RFP. In addition, there is a link to Enterprise's [Grants Guide](#) which also provides detailed information.

MATCH

Is match required?

A: The Section 4 program requires Enterprise to raise match from private sources for every dollar of Section 4 funds spent. Enterprise in turn requests that grantees demonstrate their ability to provide matching dollars to help satisfy this requirement. Refer to the [Match Guidance](#) within the Federal Grant Requirements document.

DISBURSEMENT REQUESTS

How long does it take Enterprise to reimburse grantees for costs incurred?

A: Disbursement requests should be made allowing approximately thirty (30) business days for Grantee to receive the Grant Proceeds. This estimation is based on the assumption that all required documentation has been submitted and is correct.