



*Section 4 Capacity Building Grants
2020 Request for Proposals – Emergency Action for Resident &
Partner Stability*

CFDA Number: 14.252

Request for Proposals Release	September 28, 2020
Informational Webinar on Request for Proposals	October 5, 2020, 3:00 – 4:00 p.m. Eastern Daylight Time (EDT)
Submission Deadline for Proposals	October 23, 2020 at 11:59 p.m. Eastern Daylight Time (EDT)

Overview: Enterprise Community Partners (Enterprise) is seeking Requests for Proposals for the Section 4 Capacity Building Program (Section 4). The purpose of the Section 4 program is to enhance the technical and administrative capacity of community development corporations (CDCs) and community housing development organizations (CHDOs) to carry out community development and affordable housing activities for families of low income (80% AMI or below). The Section 4 Emergency Action for Resident & Partner Stability (EARPS) program is specifically designed to support the operational and financial needs of CDCs and CHDOs during the Covid-19 pandemic.

In this document you will find a general overview of the Section 4 EARPS program, Enterprise funding priorities, and the specific information required to complete a proposal.

How to Apply: Applicants must apply through SlideRoom, the proposal submission portal for this funding opportunity. No exceptions will be made. Register for a SlideRoom account here:

<https://enterprise.slideroom.com/#/permalink/program/57225>

Deadline: October 23, 2020, at 11:59 p.m. Eastern Daylight Time (EDT). Proposals received outside of SlideRoom or after the deadline will not be accepted.

Questions: General questions may be submitted to rfp@enterprisecommunity.org with “EARPS Section 4 RFP” in the subject line.

Questions received after 12:00 p.m. EDT on October 23, 2020, will not be answered. Enterprise highly recommends that proposals be submitted in advance of the deadline.

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Executive Summary

Total Amount to be Awarded	\$1,743,764
Average Award Amount	Enterprise anticipates making \$100,000 awards.
Types of Funding Agreements	Grant Agreements
Grant Payment Type	Cost Reimbursement
Period of Performance	Grants will have a general duration of 12 months. Grants will start on the date the agreement is executed by both parties.
Eligible Applicants & Beneficiaries	CDCs and CHDOs as defined by the HUD Section 4 program definition. See Appendix A for details on eligibility requirements. Funding must directly build or sustain the capacity of the CDC or CHDO Applicant.
Summary	This funding opportunity seeks to build or sustain the capacity of CDCs and CHDOs challenged by the economic and health impacts of the Covid-19 pandemic, to carry out community development and affordable housing activities that address the needs of households with low income (80 % AMI or lower).

Program Overview

a. Description/Background

Enterprise is an intermediary under the Section 4 Capacity Building for Affordable Housing and Community Development program (Section 4), funded by the United States Department of Housing and Urban Development (HUD) and 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.

The Covid-19 pandemic has disparately impacted low-income communities, and particularly low-income communities of color. The purpose of the Section 4 EARPS program is to support the business continuity and financial stability of CDCs and CHDOs through this public health and economic crisis, so that these organizations can continue to carry out community development and affordable housing activities to support their communities.

Through this funding opportunity, Enterprise will provide funding to CDCs and CHDOs to help mitigate the impacts of Covid-19 and sustain a strong affordable housing and service-delivery system.

b. Eligible Applicants

Section 4 Capacity Building grant funds are only available to CDCs and certified CHDOs. See [Appendix A](#) for more information regarding eligibility.

Purpose of Funding

Enterprise is accepting proposals that address CDC and CHDO business continuity and financial stability needs resulting directly from the Covid-19 pandemic. Per Section 4 program guidelines, proposals must demonstrate how these organizational needs ultimately support the needs of households with low income (80% AMI or lower).

Business Continuity & Financial Stability

- Proposals can address the impact of measurable revenue gaps resulting from the pandemic, such as from lower rent collection rates, changes to real estate development project schedules and accompanying fees, or changes to previously planned fundraising events or philanthropic giving.
- Proposals can address the impact of measurable increases to expenses resulting from the pandemic, such as for new or upgraded IT hardware, software, or other essential technical equipment, or for new or expanded social services to meet the residents of residents and/or low-income community members.
- Proposals can address the impact of disrupted operations resulting from the Covid-19 pandemic, such as changes to organizational processes and protocols, increases/decreases in demand for specific services, digital adaptations to services or programs, or more thorough or intentional strategic or financial planning.

Geographies of Interest

Proposals will be accepted from eligible CDCs and CHDOs whose grant activities will take place in the following geographies:

- Arizona (rural geographies only)*
- Metro Atlanta, GA (Cobb, Clayton, DeKalb, Fulton and Gwinnett counties)
- Chicago, IL
- Colorado
- Detroit, MI
- Louisiana, excluding City of New Orleans
- Mississippi
- Hawaii (rural geographies only)*
- Metro Miami, FL (Miami Dade and Broward counties)
- New Mexico (rural geographies only)*
- New York State
- Pacific Northwest (Oregon and Washington)
- Puerto Rico/U.S. Virgin Islands
- South Dakota (rural geographies only)*
- Washington DC & Baltimore Metro-Area (Washington, D.C.; Alexandria City, VA; Arlington County, VA; Fairfax County, VA; Loudon County, VA; Prince William County, VA; Baltimore City, MD; Montgomery County, MD; Prince George's County, MD)

***Note on rural geographies:**

- Areas served must meet the definition of rural as applicable to the Section 4 program. Under the Section 4 program, a rural area is a statistical geographic entity delineated by the Census Bureau that does not meet the definition of an urbanized area contained in the Office of

Management and Budget’s 2010 Standards for Delineating Metropolitan and Micropolitan Statistical Areas, 75 FR 37252 (June 28, 2010). That is, a rural area is an area that is NOT a statistical geographic entity delineated by the Census Bureau, which would consist of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.

- To determine if the area where grant activities will take place qualifies as rural, enter the zip code or city [here](#) to confirm eligibility. Areas shaded pink are not eligible geographies.

Submission Process

Steps to successfully submit a proposal are as follows:

<p>Step 1: Assess Eligibility</p>	<ul style="list-style-type: none"> • Review the eligibility criteria listed in Appendix A of the RFP. • Questions about an Applicant’s eligibility may be sent to rfp@enterprisecommunity.org with “EARPS Section 4 RFP” in the subject line.
<p>Step 2: Create a SlideRoom Account</p>	<ul style="list-style-type: none"> • Register for a SlideRoom account under your Organization’s name: https://enterprise.slideroom.com/#/Login <ul style="list-style-type: none"> ○ Ex. ABC Foundation, not Mary Smith. • Preview all proposal questions once logged in to adequately prepare for proposal submission and gather required documents and attachments. • Technical issues with SlideRoom can be sent to support@slideroom.com or by accessing the online help desk: https://support.slideroom.com/
<p>Step 3: Review the RFP and Required Templates</p>	<ul style="list-style-type: none"> • The Risk Assessment Questionnaire is available to download on our website. • Read the entire RFP and required templates to understand submission details and requirements. • Applicants are required to complete and upload the following templates provided by Enterprise as part of their SlideRoom proposal submission: <ul style="list-style-type: none"> ○ Risk Assessment Questionnaire (Exhibit C)– Upload in Excel.
<p>Step 4: Review Required Attachments</p>	<ul style="list-style-type: none"> • The following Attachments must be submitted in SlideRoom as part of the proposal submission: <ul style="list-style-type: none"> ○ 501c3 Letter of Determination - Applicants must have 501c3 status at the time the proposal is submitted. <ul style="list-style-type: none"> ▪ A pending application to secure 501c3 nonprofit status will not be accepted as a substitute. ○ IRS W-9 – Must be completed and signed. ○ Validation of Active SAM Registration and NO Active Exclusion Records – Ideally, applicants should provide a copy of their SAM registration with their application. The pdf export of the Applicant’s SAM record or a screenshot of the record are acceptable forms of validation.

	<ul style="list-style-type: none"> ○ Certificate of Good Standing - A Certificate of Good Standing, also called a "Certificate of Existence" or "Certificate of Authorization," is a state-issued document that shows that your organization has met its statutory requirements and is authorized to do business in that state. ○ Risk Assessment Questionnaire – Must be completed by an authorized representative of the organization. ○ Audited Financials - If Audited Financials are not available, Enterprise will also accept (1) financial reviews conducted by a Certified Professional Accountant (CPA) who is independent of the applicant organization or (2) IRS 990 ○ Single Audit (as applicable). Any non-federal entity that expends more than \$750,000 in federal award funds during its fiscal year is required to obtain a Single Audit (or Program-specific Audit, if applicable.)
<p>Step 5: Prepare & Submit proposal in SlideRoom</p>	<ul style="list-style-type: none"> ● Answer all questions in SlideRoom. ● Upload all required templates and attachments. ● Carefully review responses before submitting. Applicants will not be able to make edits once the proposal is submitted. ● Submit proposal prior to deadline to avoid potential issues. ● Proposals must be submitted in SlideRoom by 11:59 pm EDT on October 23, 2020. ● After submission, SlideRoom will provide Applicants with a clear confirmation message, a copy of the full application and a unique ID number will be sent to the email associated to the SlideRoom account.

Enterprise will not consider information from applicants after the application deadline. Enterprise may contact the applicant to clarify information submitted prior to the deadline. Enterprise will uniformly notify applicants of each curable deficiency. A curable deficiency is an error or oversight that, if corrected, it would not alter, in a positive or negative fashion, the review and rating of the application. Examples of curable (correctable) deficiencies include inconsistencies in the funding request and failure to submit required certifications. These examples are non-exhaustive.

When Enterprise identifies a curable deficiency, Enterprise will notify the applicant’s authorized representative by email. This email is the official notification of a curable deficiency. Each applicant must provide accurate email addresses for receipt of these notifications and must monitor their email accounts to determine whether a deficiency notification has been received. The applicant must carefully review the request to cure a deficiency and must provide the response in accordance with the instructions contained in the deficiency notification.

Applicants must email corrections of curable deficiencies to rfp@enterprisecommunity.org within the time limits specified in the notification. The time allowed to correct deficiencies will be no less than 48 hours and no more than 14 calendar days from the date of the email notification. The start of the cure period will be the date stamp on the email sent from Enterprise. If the deficiency cure deadline date falls on a Saturday, Sunday, Federal holiday, or on a day when Enterprise’s Headquarters are closed, then the applicant’s correction must be received on the next business day Enterprise’s Headquarters offices in Columbia, MD are open.

The subject line of the email sent to rfp@enterprisecommunity.org must state: “Technical Cure: EARPS Section 4 RFP” and include the SlideRoom application ID tracking number. If this information is not included, Enterprise cannot match the response with the application under review and the application may be rejected due to the deficiency.

Recommendations & Reminders

- Allow adequate time to familiarize yourself with the SlideRoom submittal process and to receive any needed technical support.
- 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.
- Download all required templates provided by Enterprise.
- SlideRoom automatically saves work as it is entered. That means that even if internet connection is lost or computer problems occur, work will be saved. Applicants can log in and out as many times as needed to complete their proposal. However, applicants will not be able to make edits to their proposal once it has been submitted.

Scoring Process & Criteria

Proposals will be reviewed by Enterprise staff. All proposals must meet the Threshold Criteria:

Threshold Requirements:

- 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](#).

Proposals must meet the threshold requirements and address each of the four (4) criteria listed below. Proposals that do not meet the threshold requirements will not be scored.

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 the Applicant Organization (45 pts)

- The proposal clearly states the specific business continuity and financial stability needs of the applicant organization given the context of Covid-19. (10 pts)
- The proposal clearly shows how the organization will use the Section 4 grant to address its business continuity and financial stability needs. (10 pts)
- Proposal describes how activities planned for the Section 4 grant align with the “Purpose of Funding” for this RFP. (5 pts)
- The proposal clearly shows the impact of status quo for the organization (i.e. “but for” this grant). (5 pts)
- The proposal clearly describes how the applicant will measure impact to the organization. (5 pts)
- Projected Outputs and Outcomes are clearly defined. (5 pts)
- Projected Outputs and Outcomes address the identified needs of the organization. (5 pts)

Criteria 2: Impact to Communities Served (20 pts)

- Proposal describes how the populations and specific socioeconomic needs of cities, communities, families, and individuals have been impacted by Covid-19 in the areas the applicant proposes to serve. (10 pts)
- Proposal clearly describes how households with low-income (80% AMI or lower) are served by stabilizing and strengthening the applicant organization. (10 pts)

Criteria 3: Soundness of Approach and Readiness to Proceed (20 pts)

- The proposal illustrates a feasible approach to carrying out the proposed activities and achieving the proposed impact. (15 pts)
- The proposal demonstrates a readiness to proceed within the grant period. (5 pts)

Criteria 4: Reasonableness of Proposed Budget (15 pts)

- The allocation of budget categories is reasonable compared to the proposed activities. (10 pts)
- The proposed activities entail only eligible costs. (5 pts)

Priority Points – Racial Equity (2 pts)

Advancing Racial Equity through Housing

Enterprise envisions communities where every person has equitable access to safe, affordable housing, places of opportunity, and where race and origin are not barriers to improved life outcomes. We believe we can play a critical role in leading transformative systems and market change to produce equitable outcomes for low-income communities and communities of color while promoting inclusive community development.

Now more than ever, we must guide our focus to racial equity as Covid-19 has further highlighted disparities in life outcomes for communities of color. Our response to the pandemic must encourage a system that equitably responds to the disparities experienced by marginalized communities.

The historical prevalence of racial inequality calls us to strategically invest in communities led by and serving people of color so that they can support their most pressing needs while ensuring that they are at the center of recovery efforts. Applicants will be asked to provide disaggregated information showing what percentage of their clients/residents identify as Black/African American, White/Caucasian, Asian/Pacific Islander, Native American/Native Alaskan, Hispanic/Latinx, Multiracial, or Other. Priority points will be given to:

- Organizations led by an Executive Director or Chief Executive Officer who identifies as a Black, Indigenous, or Person of Color
- Organizations serving majority Black, Indigenous, or People of Color (BIPOC) clients/residents
- Organizations with a Board of Directors that reflects (at a minimum) the racial make-up of the organization's resident/client population

Additional Information and Questions

Enterprise will host a web-based question and answer session on the date shown below. During this session, Enterprise staff will review the requirements for the funding opportunity. The session will be recorded and posted on Enterprise’s [website](#) for those unable to participate.

Date and Time	Webinar Link
October 5, 2020, 3:00 - 4:00 p.m. EDT	https://enterprisecommunity.zoom.us/webinar/register/WN_ZnZG-esdQE6hWM4MkBVUPQ

Question and Answer Period – Questions may be submitted to rfp@enterprisecommunity.org with “EARPS Section 4 RFP” in the subject line from September 28, 2020, through 12:00 p.m. EDT on October 23, 2020.

Recommendation of Award

Recommendation of Award and decline letters are sent via email. Recommendation of Award letters are provided as a statement of interest in developing a grant agreement with the selected organization. They are not legally binding documents or official agreements.

Receiving the award is contingent upon finalizing a mutually agreed upon scope of work, outcomes, and budget; successful completion of the risk assessment review process; and compliance with federal requirements. Awardees that fail to provide information within the requested time frame will have their Recommendation of Award rescinded.

Grant Period of Performance & Reimbursement of Funds

Grant periods of performance will begin on the date that the grant agreement has been fully executed by both parties and run for a general duration of 12 months. 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.

Grant funds are disbursed on a cost reimbursement basis only. All funds supported by the grant must be incurred within the period of performance. Costs incurred outside of the set period of performance, or for unauthorized work, shall be borne by the Applicant.

Appendix A – Eligibility Requirements

HUD Section 4 Program – Eligible Organizational Types

Section 4 Capacity Building grant funds are limited to CDCs and CHDOs as defined by the Section 4 program.

A **CDC** is a 501(c)(3) nonprofit organization that undertakes eligible Section 4 Capacity Building Program activities and that meets these qualifications:

- Is organized under federal, state or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation;
- Is governed by a board of directors composed of community residents, business, and civic leaders -- this includes faith-based community development corporations;
- Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low income;
- Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization;
- Has 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);
- Has standards of financial accountability that conform to 24 CFR (Code of Federal Regulation) 84.21, Standards for Financial Management Systems;
- Is not an agency or instrumentality of a state or local government;
- For urban areas, “community” may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county or multi-county area (but not the entire state).

A CDC that does not qualify under the definition above may also be determined to qualify as an eligible entity if:

- It is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or
- It is a Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 Local Development Company, or a SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended: or
- The recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization’s charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under definition above.
- It is a State or locally chartered organization; however, the State or local government may not have the right to appoint more than one-third of the membership of the organization’s governing body and no more than one-third of the board member may be public officials or employees of the State or local government entity chartering the organization. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members.

Note: Membership organizations are not eligible to apply under this funding opportunity. 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 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.

A **Community Development Housing Organization (CHDO)** is defined in the HOME Investment Partnerships Program (HOME Program) regulation at 24 CFR 92.2. The HOME Program is authorized by the HOME Investment Partnerships Act at title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 et seq.

Additional information about CHDOs and obtaining CHDO status can be found at <https://www.hudexchange.info/home/topics/chdo/>

Enterprise Community Partners – Additional Eligibility Requirements

Enterprise also requires that Applicants have appropriate and demonstrated staff capacity to successfully perform the proposed activities. **Demonstrated Staff Capacity is defined as** Staff – either full-time, part-time and/or contract employees – must have experience relevant to the proposed project or program and are responsible for the day-to-day organizational duties for the project and beyond.

An Applicant may not rely solely on volunteers, donated staff, board members or consultants to meet the capacity requirement.

Appendix B - Eligible Activities & Allowable Costs

a. Eligible Activities

Grant funds must be used to enhance the technical and administrative capabilities of CDCs and CHDOs. Grant funds may be used for predevelopment assistance or other financial assistance to CDCs and CHDOs to carry out community development and affordable housing activities that benefit low-income families and persons (80% AMI or below)

b. Allowable Costs

Enterprise is one of three (3) intermediaries under the HUD Section 4 Capacity Building Program along with Local Initiatives Support Corporation (LISC) and Habitat for Humanity International. Applicants that have received funding and/or have pending proposals with LISC or Habitat for Humanity International will not receive funding for the same activities/costs under this funding opportunity. It is the responsibility of the Applicant to retract pending proposals or decline funding from other intermediaries if funding is requested for the same costs or activities before accepting a grant award from Enterprise. Failure to do so may jeopardize the Applicant's ability to receive current and future funding from Enterprise.

All expenditures must be allowable, allocable and reasonable in accordance with the applicable Federal cost principles.

Pursuant to the Federal Grant Agreement, grants shall be governed at 2 CFR 200 (for State, Local and federally recognized Indian Tribal Governments, Higher Education, Hospitals and other Non-Profit Organizations). Refer to the following applicable Federal cost principles for more information: ecfr.gov

c. Examples of Eligible Activities and Allowable Costs

Common examples (but not an exhaustive list) of capacity-building activities that can be funded include the following costs.

- **Staff Salaries** – for existing staff members or new staff members, which can include fringe benefits.
- **Consultants** – for capacity-building activities that fall within Program Area 1. Organizational/financial assessments are some examples of eligible consultant activities. However, consultants shall be chosen through full and open competition and must possess the ability to perform successfully under the terms and conditions of the proposed activity with price and other factors considered. Consultant pricing shall be fair, reasonable and comparable to pricing of other entities providing similar services. For more information on funding consultants with Section 4 grant dollars refer to Appendix E in the Grants Guide.
- **Staff or Board Training** – topics can include housing development, financial management, economic development, asset management, board development or technology delivered through seminars/workshops or by a consultant.
- **Computer Software/Hardware** – or other essential technical equipment. These costs may require additional reporting requirements in accordance with Federal Regulations.
- **Other Professional Services** – as required for project/portfolio or financial planning.

Grant funds **may not** be used for the following costs:

- Ongoing business expenses or organization costs defined as rent, telephone bills, insurance, etc.
- Direct and indirect construction costs.¹
- Expenses for new lines of business or start-up costs, including staff and consultant fees related to these efforts.
- Fundraising activities.
- Dues for lobbying activities.
- Bad debts.
- Contributions and donations.
- Entertainment costs, including amusement, diversion, social activities and alcohol.
- Policy or advocacy costs intended to influence legislation.
- Giveaways/prizes, incentives, stipends.
- Fines, penalties and judgments.
- Interest and other financing costs.
- Investment costs.
- Capital expenditures or land acquisition.
- Costs of idle facilities.
- Housing & personal living expenses.
- Contingency reserves.
- Other costs pursuant to program or regulatory requirements.

d. Administrative Requirements

Applicants that receive a Recommendation of Award from Enterprise, should be aware of the requirements associated with the grant. Applicants are encouraged to review our [Grants Guide](#) for more information.

Applicants and Awardees should be aware of the following:

- [Executed Grant Agreement](#) – Enterprise cannot finalize grant commitments until the conditions of the award are satisfied and a grant agreement is executed (signed) by Enterprise and the Grantee organization.
- [Cost Reimbursement](#) - All grants are awarded on a cost reimbursement basis; grant disbursements occur after expenses have been incurred. All Grantees are required to submit an activity report documenting their work to date with the disbursement request. Additionally, some Grantees will be required to submit documentation supporting the expenses being invoiced.
- [Data Universal Numbering System \(DUNS\)](#) - All organizations receiving federal funds are required to obtain a DUNS number, including subcontractors and consultants of Grantees. The DUNS # is a unique nine-character number assigned by Dun and Bradstreet, Inc. that identifies an organization. Enterprise will not issue a grant agreement if a DUNS number has not been provided. For questions on obtaining a DUNS number refer to Appendix B in the Grants Guide.
- [System for Award Management \(SAM\) Registration](#) – Awardees and all subcontractors and consultants engaged by Grantees through this award must be registered in SAM. SAM must remain active throughout the lifecycle of the grant, and Awardees must provide verification that they have an active account in SAM before Enterprise will issue a grant agreement. In addition, grantees must not have active exclusions or delinquent federal debt and may not be currently debarred, suspended, proposed for debarment or declared ineligible for awards by any federal agency. For questions on registering refer to Appendix B in the Grants Guide.

¹ Use of grant funds must comply with HUD's environmental regulations in 24 CFR Part 50. Project must have approval from the local HUD field office to use funds for direct or indirect construction costs or other costs as required by 24 CFR Part 50.

- **Risk Assessment Questionnaire** – Applicants are required to complete the Risk Assessment Questionnaire. If selected for an award they may be required to provide supporting documentation to ensure they have the systems and internal controls in place to successfully manage federal funds. This request is based on federal requirements contained in 2 CFR 200 which requires Enterprise to review and evaluate the risk associated with potential Grantees prior to making awards. If deemed necessary, Grantees may be required to participate in an organizational assessment as well as subsequent program audits. Enterprise will not issue a grant agreement until all documentation has been submitted and the assessment review has been completed.
- **Good Standing** – Awardees must be in good standing within their state of incorporation. As part of the application process, Applicants must upload a copy of their current Certificate of Good Standing.
- **Performance on Past/Current Grants from Enterprise** - Any current or previously received grants, loans or contracts from Enterprise must be in good standing. For the purposes of this guide, good standing means that current 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.
- **Federal Provisions** – Included in all grant agreements, this document explains the administrative standards and provisions that the grant is governed by. Grantees must sign the Federal Provisions along with their signed Grant Agreement.
- **Federal Funding Accountability and Transparency Act (FFATA)** – As applicable, Grantees must comply with FFATA and provide necessary information to enable Enterprise to comply with FFATA reporting requirements. Please visit <http://www.fsrs.gov> for more information.
- **Reporting** – Grantees are required to complete short quarterly surveys and provide a final Activities Report. With each disbursement request, grantees will be required to detail the progress made against proposed activities and measurable outcomes. At the close of the grant, a Case Study, Production Tracker, Backup documentation, Close Out documents, and any deliverables created as a result of the award will be required.
- **Dedicated Staff Contacts** – Grantees may be required to meet (in-person or via phone) with Enterprise staff to finalize the grant agreement before the agreement is executed. Additionally, to ensure good communication and consistent project progress, periodic meetings will take place with dedicated grant management and programmatic staff.
- **Work Products** – For our records, we request that any work products (i.e. reports, work plans, etc.) developed through grant funding be shared with Enterprise at the end of the grant term.
- **Sharing Knowledge with the Field** –Grantees may be asked to participate in a webinar, conference call, panel discussion, or other activity to share outcomes from their grant award with the field. It is our expectation that Grantees participate when possible.