

**Everyone is muted upon entry. We will begin at 3 pm EDT. Thank you!**

**2020 Section 4 Capacity Building  
Request for Proposals - Emergency Action for Resident  
& Partner Stability (EARPS)**

**Date: October 5, 2020  
Time: 3:00 – 4:00 p.m. EDT**



# Section 4 Request for Proposals - EARPS

Zoom Meeting Participant ID: 103133



Talking: Carrie Niemy

**Meeting Topic:** NAHDLI Webinar Prep  
**Host:** Carrie Niemy  
**Password:** 558114  
**Invite Link:** <https://enterprisecommunity.zoom.us/j/95971770858?pwd...>  
[Copy Link](#)  
**Participant ID:** 103133



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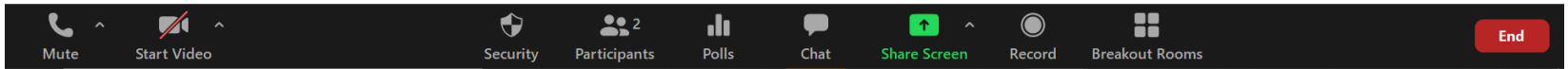


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Send us questions here!



## Section 4 Request for Proposals - EARPS

### Agenda

- About Enterprise Community Partners, Inc.
- Section 4 Program - Emergency Action for Resident & Partner Stability
- Section 4 Request for Proposals 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 Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP.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.

## Section 4 Request for Proposals – EARPS

### 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.

## EARPS – Programmatic Objectives

Deploy grant support and technical assistance to **CDCs & CHDOs** that are critical to the local ecosystems of affordable housing.



**prevent** organizations from closing their doors or downsize their portfolios



**stabilize** operations to mitigate the impact of the pandemic on staff and residents



**strengthen** organization's capacity so that they emerge from the downturn with greater mission impact.

## EARPS – Process Objectives

Deploy grant support and technical assistance to **CDCs & CHDOs** that are critical to the local ecosystems of affordable housing.

**Deploy capital quickly**, affordable housing owners, operators, and service providers, to support business continuity and financial stability during the COVID-19 pandemic.

**Identify technical assistance needs** among nonprofit affordable housing owners, operators, and service providers and **efficiently align Enterprise's technical assistance capabilities** to support those needs.

Ensure program is designed, executed, and evaluated using **racial equity principles** in both processes and outcomes.



# Section 4 Request for Proposals – EARPS

## 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.



Enterprise is accepting proposals that address Community Development Corporation (CDC) and Community Housing Development Organizations (CHDO) business continuity and financial stability needs resulting directly from the Covid-19 pandemic. 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.
- 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.
- 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.

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

## Section 4 Request for Proposals - EARPS

### Executive Summary

- All information related to the EARPS RFP is available on our [website](#).
- Total amount to be awarded is \$1,743,764 to 17 organizations
- Average awards expected to be approximately \$100,000
- 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 located in geographies listed in the "Geographies of Interest" section of the RFP
- If recommended for an award, all funding is disbursed on a cost reimbursement basis. Funds cannot be advanced.



## Section 4 Request for Proposals - EARPS

### Eligibility Requirements

- Section 4 Capacity Building grant funds are only available to CDCs and 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](mailto:rfp@enterprisecommunity.org)

## Section 4 Request for Proposals - EARPS

### 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.



## Section 4 Request for Proposals - EARPS

### 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.



## Section 4 Request for Proposals - EARPS

### 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.



## Section 4 Request for Proposals - EARPS

### 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 the Applicant Organization (45 pts)
- Criteria 2: Impact to Communities Served (20 pts)
- Criteria 3: Soundness of Approach and Readiness to Proceed (20 pts)
- Criteria 4: Reasonableness of Proposed Budget (15 pts)

## Section 4 Request for Proposals - EARPS

### 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](mailto:support@slideroom.com)
- Preview all required proposal questions to adequately prepare for proposal submission and gather required templates and attachments.
- Download and complete the **Risk Assessment Questionnaire** (Exhibit C), [available here](#) and on our website. Exhibit C is **required** and should be uploaded as Excel.

## Section 4 Request for Proposals - EARPS

### Templates & Submission Process

Gather the following documents:

- 501c3 Letter of Determination**
- IRS W-9**
- System for Award Management (SAM) Validation, if available.**
- 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.

## Section 4 Request for Proposals - EARPS

### Submission Process

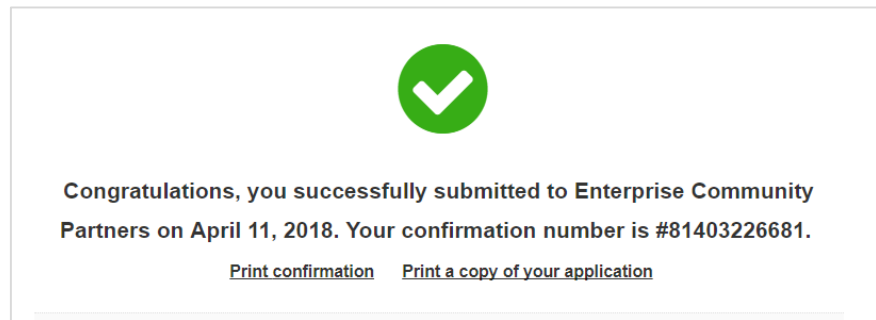
- Proposals must be submitted via SlideRoom by 11:59 p.m. EDT on October 23, 2020.
- SlideRoom will be closed promptly at 11:59 p.m. EDT
- Carefully review proposals before submitting.
- Late or hard copy applications will not be accepted, nor will any proposals submitted outside of SlideRoom.



## Section 4 Request for Proposals - EARPS

### 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.

## Section 4 Request for Proposals - EARPS

### Reminders

- Carefully read the RFP to review eligibility requirements, 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](mailto:rfp@enterprisecommunity.org) from September 28, 2020 through 5:00pm EDT on October 23, 2020.
- The deadline for submission is 11:59 pm EDT on October 23, 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.



## Section 4 Request for Proposals - EARPS

### 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.

## Section 4 Request for Proposals - EARPS

### 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](mailto:rfp@enterprisecommunity.org)
- SlideRoom technical assistance – [support@slideroom.com](mailto:support@slideroom.com)

Thanks for your interest!

**QUESTIONS?**

[rfp@enterprisecommunity.org](mailto:rfp@enterprisecommunity.org)