



**FY21 Section 4 Capacity Building
Request for Proposals
Urban Communities**

**Date: January 18, 2023
Time: 2:00–3:00 p.m. EDT**



Additional Section 4 Funding – March 22, 2023

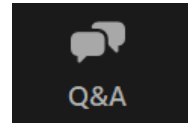
- FY21 Section 4 Capacity Building Program RFP – **Rural + Tribal Communities**
- Open to eligible CDCs, CHDOs, Tribes, Tribally Designated Housing Entities, or Tribal Housing Authorities, as defined by the HUD Section 4 program, within the United States, Puerto Rico, U.S. Virgin Islands, and all other U.S. Territories.
- Proposed activities must take place in a rural area.
- Register for the webinar scheduled for **March 29, 2023**, from 2 – 3 pm EDT! Link is on our website.
- RFP and required templates will be available on our website - <https://www.enterprisecommunity.org/news/hud-section-4-capacity-building-grants>

Informational Webinars

Urban Communities January 18, 2023 2:00 - 3:00 p.m. EDT	REGISTER
Rural & Tribal Communities March 29, 2023 2:00 - 3:00 p.m. EDT	REGISTER

Webinar Logistics

- Submit all questions via



- Questions will be addressed at the end of the presentation.

- PowerPoint and the recording from today's webinar will be posted on our website.
- A Q&A will also be posted on ECP's website.

Agenda

- **About Enterprise Community Partners, Inc.**
- **Section 4 Program Overview**
- **Request for Proposals Overview**
- **Proposal Submission**
- **Award Notification**
- **Reminders**
- **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 Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP.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.

About Enterprise

Enterprise Community Partners is a national nonprofit that exists to make a good home possible for the millions of families without one.

About Enterprise



About Enterprise

OUR IMPACT

Over our 40-year-history, Enterprise has invested \$54 billion and created or preserved 873,000 homes in all 50 states.

GRANT FUNDING

Enterprise has awarded over \$487 million in grant funding to local partner organizations.

RURAL COMMUNITIES

Since 1983, Enterprise has invested nearly \$2 billion in grants, loans and equity, and technical assistance to develop more than 39,000 affordable homes in rural communities nationwide.



SECTION 4 PROGRAM OVERVIEW

Section 4 Program

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)
- 501c3 Tribal Entities, Tribally Designated Housing Entities, Tribal Housing Authorities, + Native Community Financial Institutions

...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.  **Enterprise**

RFP OVERVIEW

Executive Summary

- All information related to the RFP is available on our [website](#).
- Total amount to be awarded is \$6,652,250.00.
- Funding seeks to build the capacity of eligible CDCs and CHDOs to carry out community development and affordable housing activities that address the needs of households with low income (80% AMI or lower) in urban communities.
- Average awards expected to be \$45,000.00.
- Past or current grantees should be in good standing with their awards.
- Proposals must have a direct capacity building benefit to the CDC or CHDO applying for funds.
- All proposals must be submitted in SlideRoom by 11:59 p.m. Eastern Daylight Time (EDT) on February 24, 2023.
- Grants will have a general duration of up to 18 months and are expected to start after May 1, 2023. Grants will start on the date the agreement is executed by both parties. Enterprise will not reimburse grantees for costs incurred outside of the grant period.

Eligibility Requirements

- Grant funds are only available to eligible CDCs and CHDOs as defined by the HUD Section 4 program. Appendix A of the RFP explains all eligibility requirements.
- A CDC is a 501(c)(3) nonprofit organization that undertakes eligible Section 4 Capacity Building Program activities and that meets the 8 qualifications listed in Appendix A of the RFP.
- A CHDO is a private non-profit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. Designation is through HUD's HOME Program, not Enterprise.
- 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.

Program Areas

Enterprise will support CDCs and CHDOs in building the organization's capacity to address community needs across five (5) program areas that work towards advancing racial equity, increasing housing supply and fostering resilience and upward mobility.

1. Preservation of Existing Housing
2. New Housing Production
3. Climate and Community Resilience
4. Economic Mobility
5. Eviction Prevention

Program Areas

Preservation of Existing Housing

- Strategies to increase access to capital to support affordable housing development and preservation including rental and ownership
- Preservation of subsidized and unsubsidized affordable housing and small and medium multifamily (SMMF) units
- Predevelopment and enhanced staff capacity to preserve housing affordability

Program Areas

New Housing Production

- Housing that serves vulnerable populations – seniors, homeless, disabled, people with a history of involvement in the criminal legal system, etc.
- Faith-Based Partnerships
- Predevelopment capital and enhanced staff capacity to accelerate the production of new affordable housing

Program Areas

Climate and Community Resilience

- Activities to support the implementation of healthy, green, and resilient building practices, particularly in at-risk communities
- Making physical upgrades to at-risk properties to ensure the property's ability to withstand future climate disasters
- Activities to promote the resilience of low-income residents to reduce and prevent health disparities experienced by low-income residents, including collaboration between the health care and affordable housing sector and/or other adjacent systems that impact housing stability and resident well-being

Program Areas

Economic Mobility

- Activities to support accessing rent relief, economic empowerment resources, and services such as job training or infrastructure such as broadband internet
- Staff capacity and program development and implementation for organizations working to reduce racial equity gaps in housing and wealth.
- Activities that support housing-based connections to services and economic opportunities for people with a history of involvement in the criminal legal system

Program Areas

Eviction Prevention

- Activities that build staff and organizational capacity for eviction and resident displacement prevention work

Allowable Costs & Eligible Activities

Common examples of allowable costs:

- Staff Salaries which may also including fringe benefits
- 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 and may not exceed daily equivalent of the rate paid for the OPM General Schedule Grade 15, Step 10, (based on the locality) or those with a “loaded” rate greater than \$150 an hour without prior written approval from HUD.

Unallowable Costs & Ineligible Activities

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 food and alcohol.
- Direct and indirect construction costs. ¹

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.

Unallowable Costs & Ineligible Activities

- 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.

Threshold Requirements

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

1. Program activities must address the needs of households with low income as required under the Section 4 programs (80% AMI or lower).
2. Applicants must meet eligibility requirements as described in Appendix A of the RFP.
3. Applicants must demonstrate staff capacity to manage the award with either full-time, part-time and/or contract employees to complete proposed activities.

Proposals that do not meet the threshold requirements will not be scored.

Scoring Criteria

Proposals must address each of the three (3) criteria listed.

Criteria 1: Impact to Communities Served (20 pts)

- Proposal describes how the proposed Section 4 grant activities will directly or indirectly stabilize and/or expand the affordable housing market or community development activities in the designated community (ies). (20 pts)

Criteria 2: Impact to the Applicant Organization (20 pts)

- Proposed activity clearly identifies measures for evaluating impact on the capacity building needs of the applicant and how the grant will address those stated needs. (10 pts)
- The proposal identifies a strategy for maintaining improved capacity after the grant performance period ends. (10 pts)

Criteria 3: Soundness of Approach and Readiness to Proceed (60 pts)

- **Grant Activities:** The proposed grant activities and description clearly identifies a feasible approach to managing and carrying out the proposed activities and completing deliverables. (20 pts)
- **Timeline:** The proposed timeline for completion of proposed activities aligns with the grant performance period. (10 pts)
- **Readiness to proceed:** The proposal identifies available partnerships, funding, and other resources to support the proposed activities, demonstrating a readiness to proceed within the grant period. (10 pts)
- **Outputs and Outcomes:** Projected Outputs and Outcomes of the proposed program/project activities are clearly defined and meet the identified needs of the organization and/or communities served. (10 pts)
- **Budget Narrative:** The budget justifies each requested expense, aligns with the proposed scope, and aligns with the proposed timeline for the proposed activities. (10 pts)

Priority Points

- 2 points will be given to applications that address community needs in an area of persistent poverty. Persistent poverty areas are defined as counties that have had poverty rates of 20% or greater for at least 30 years.
- The continued persistence of poverty is most evident within several predominantly rural regions and populations such as Central Appalachia, the Lower Mississippi Delta, the southern Black Belt, the Colonias region along the U.S.- Mexico border, Native American lands, and migrant and seasonal farmworkers.
- Page 9 of the RFP includes a link to help Applicants determine if the area where grant activities will take place is in an area of persistent poverty.

PROPOSAL SUBMISSION

Proposal Submission

- Read the entire RFP to understand submission details and requirements.
- Complete the required templates provided by Enterprise:
 - Organizational Document Checklist** (Exhibit A) – Upload as Excel.
 - Budget** (Exhibit B) – upload as Excel.
- Register early for your SlideRoom account – using your organization’s name - to avoid technical glitches.
Contact SlideRoom at support@slideroom.com
- Preview all proposal questions once logged in and gather required documents to adequately prepare for proposal submission.

How to Apply

Applicants are required to review the RFP, complete and upload the following templates with their application submission:

1. [Budget Template](#)
2. [Organizational Document Checklist](#)
3. [Download RFP for Urban Section 4 Grant Opportunity](#)



Proposal Submission

Applicants must submit the following documents, unless otherwise noted below:

- 501c3 Letter of Determination**
- IRS W-9**
- System for Award Management (SAM) Validation**, if available
- Certificate of Good Standing (current)**
- Most recent fiscal 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**

These documents must be uploaded as part of the submission process.

Proposal Submission

- Proposals, and all required templates and attachments, must be submitted via SlideRoom by [11:59 p.m. EDT on February 24, 2023.](#)
- SlideRoom access will be [closed promptly at 11:59 p.m. EDT](#)
- Late or hard copy applications will not be accepted; nor will any proposals submitted outside of SlideRoom.
- 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 will also be sent to the primary contact person. Keep this email for your records.



Congratulations, you successfully submitted to Enterprise Community Partners on April 11, 2018. Your confirmation number is #81403226681.

[Print confirmation](#) [Print a copy of your application](#)

AWARD NOTIFICATION

Award Notification

- Notifications will be sent via email to the contacts listed in the application.
- Award notifications are provided as a statement of interest in developing a grant agreement. They are not legally binding agreements.
- Award notifications will include information on items to submit and a timeline by which all information must be returned to Enterprise. Awardees that fail to provide information requested by Enterprise within the requested time frame may have their Recommendation of Award rescinded.
- Receiving the award is contingent upon finalization of a scope of work, outcomes, and budget; completion of the Organizational Document Checklist (Exhibit A); and compliance with federal requirements.

REMINDERS

Reminders

- Carefully read the RFP to review eligibility requirements, Program Areas, scoring criteria, and the federal requirements that govern the Section 4 program.
- Questions may be submitted to rfp@enterprisecommunity.org until 5:00pm EDT, February 24, 2023.
- Allow adequate time to familiarize yourself with SlideRoom and to receive any needed technical support.
- The deadline for submission is 11:59 pm EDT on February 24, 2023.
- Proposals may only be submitted in SlideRoom.

Reminders

- Award notifications are provided as a statement of interest in developing a grant agreement.
- Receiving the award is contingent upon receiving all necessary information by stated deadlines.
- Grant performance periods are anticipated to begin after May 1, 2023. Grant performance periods will start on the date the agreement is executed by both parties.
- Grant funds are disbursed on a cost reimbursement basis only. Approved costs must be incurred within the grant period of performance. Costs incurred without a fully executed grant agreement in place will not be reimbursed.

**Thank
You**

