

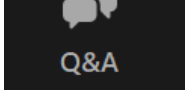


**FY21 Section 4 Capacity Building
Request for Proposals
Rural and Tribal Communities**

**Date: March 29, 2023
Time: 2:00–3:00 p.m. EDT**



Webinar Logistics

- Submit all questions via 
- Questions will be addressed at the end of the presentation.
- PowerPoint and the recording from today's presentation will be posted on our website - <https://www.enterprisecommunity.org/news/hud-section-4-capacity-building-grants>



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 Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP.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)
- Eligible 501c3 Tribal Entities, Tribally Designated Housing Entities, Tribal Housing Authorities + Native CDFIs

...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 \$1,369,200.00.
- Funding seeks to build the capacity of eligible CDCs, CHDOs, Tribes, THAs, TDHEs and Native CDFIs to carry out community development and affordable housing activities that address the needs of households with low income (80% AMI or lower) in rural and tribal 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 organization applying for funds.
- Organizations may only submit one proposal.
- All proposals must be submitted in SlideRoom by 11:59 p.m. Eastern Daylight Time (EDT) on April 28, 2023.
- Grant performance periods cannot exceed 18 months and are expected to start after July 1, 2023, 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.
- Tribes, THAs, TDHEs and Native CDFIs substantially meet the working definition of a CDC in that they are engaged in community development and affordable housing activities that improve the physical, economic, or social environment of their communities, with particular attention to the needs of tribal members with low incomes.
- Program activities must address the needs of households with low income as required under the Section 4 program (80% AMI or lower).
- Organizations working in rural areas must meet the definition of rural as applicable to the Section 4 program - [.ArcGIS - Enterprise Section 4 Rural Areas](#)
- Questions on eligibility may be sent to rfp@enterprisecommunity.org.



Program Areas

As part of the application process, we ask organizations to identify if they are prioritizing Section 4 funding for:

- Strengthening the organization's internal processes and capacity OR
- For the support and implementation or expansion of programmatic work

Enterprise will support 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

Strengthening the organization's internal processes and capacity

- Developing policies and procedures, board development, strategic planning, and succession planning.
- Activities that increase an organization's capacity to advance racial equity strategies, such as DEI training for staff and board.
- Activities that increase capacity of the organization or affordable housing portfolio's operational and financial sustainability.

Grantee Example: A CHDO in Louisiana used grant funds to outsource financial services and purchase accounting software and programs to improve the overall efficiency of their internal financial management which led to increased capacity of the organization.

Program Areas

Preservation of Existing Housing

- Strategies to increase access to capital to support affordable housing development and preservation including rental and ownership.
- Furthering early predevelopment on existing rural or tribal developments or work on preservation transactions of distressed or expiring affordable housing portfolios. Recapitalizing aging affordable housing stock under existing ownership. Allows to pay for third-party costs such as: appraisals, market studies, comprehensive needs assessments staff time and development consultants to package financing applications.
- The redevelopment or preservation of farmworker or migrant and seasonal workers housing.

Program Areas

Preservation of Existing Housing-Grantee Examples

- A CDC in Colorado used grant funds to support housing preservation and increasing affordable housing within South Central Colorado. Funds were used to pay for staff working on the project and for legal costs, a 515 preservation consultant and a capital needs assessment on the property to be preserved.
- A CDC in Oregon used grant funds to build their real estate development capacity by supporting staff who are working on preservation projects including the development of two manufactured homes and project financing to rehab three affordable housing properties in their community.
- A CHDO in California used grant funds to cover partial costs for the Engineer and Architect for a rehab project.
- Common examples of predevelopment expenses include appraisals, market studies, capital needs assessments, Architect and Engineering costs, Legal expenses, project financing consultants, housing needs assessments

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.
- Predevelopment capital, enhanced staff capacity and/or creative strategies to advance projects to utilize undeveloped or underdeveloped land for the production of new affordable housing.

Grantee example: A Tribal Housing Authority in New York used Section 4 funding to build their capacity by hiring a supportive housing consultant to: a) develop the tribe's permanent supportive housing program, b) develop a compliance training program, and c) strengthen supportive housing services through collaboration with service providers and property management disciplines. Specifically, funds were used to support staff, consultant and travel expenses related to these efforts.

Grantee example: A Tribe in California received a Section 4 grant to hire a consultant to conduct a Housing Needs Assessment Survey to better plan for the housing needs of its tribal membership. The data set produced supported planning efforts and grant applications for a wide range of tribal departments.

Program Areas

Climate and Community Resilience

- Activities to support the implementation of healthy, green, and resilient building practices, particularly in at-risk communities.
- Planning activities addressing climate risk reduction or preparedness at properties, such as the creation of a business continuity plan.
- 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.

Grantee Example: A CDC in West Virginia used grant funds to assess their existing properties for the feasibility and production of solar installation. Grant funds supported consultants to conduct solar assessments, energy efficiency assessments and energy upgrade plans. Funds also supported staff costs to implement the project and conduct community engagement activities.

Program Areas

Economic Mobility

- Activities to enhance or implement homeownership and wealth building programs for Native and BIPOC (Black Indigenous People of Color) communities.
- Staff capacity to implement homebuyer education, credit counseling, homebuyer readiness, pre and post purchase counseling, education and curriculum, etc.
- 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

Economic Mobility-Grantee Examples

- A TDHE in New Mexico used grant funds to build their staff capacity to enhance their homeownership program for their Native Community. They worked with a certified instructor to provide specialized training for understanding the overall mortgage process, federal rules and regulations related to the various mortgage programs. The TDHE also used grant funds to upgrade its information technology.
- A Native CDFI in South Dakota used grant funds to create a Veterans Homeownership Program. This pilot program aimed at increasing homeownership for Native veterans and their families. Grant funds were used to train staff, develop and market the program and provide homeownership counseling and coaching.
- A Hawaiian Homestead Association used grant funds to support staff time and consultants to create new economic opportunities for their residents and community. The Section 4 funding is helping the organization inventory the assets and function of each community project. Funds were also used to support technology upgrades and training costs.

Program Areas

Eviction Prevention

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

Grantee example: A rural CDC in Oregon used grant funds to hire an additional Resident Services Coordinator to increase the organization's overall capacity to provide eviction prevention services to residents living in their affordable housing units.

Tribal Nations and Rural Communities



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.

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



Proposal Submission

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

- ☐ **501c3 Letter of Determination**

- ❖ *Eligible tribal entities without 501c3 status may upload a copy of the federal registry.*

- ☐ **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 April 28, 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 Section 4 Program 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, April 28, 2023.
- Allow adequate time to familiarize yourself with SlideRoom and to receive any needed technical support. SlideRoom's support team takes 24-48 hours to respond.
- The deadline for submission is 11:59 pm EDT on April 28, 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 July 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

