



**FY22-23 Section 4 Capacity Building
Request for Proposals:
Urban Communities**

**Date: October 23, 2024
Time: 3:00–4:00 p.m. Eastern**





Additional Section 4 Funding – Rural & Tribal Communities

- ❑ FY22-23 Section 4 Capacity Building Program RFP – **Rural + Tribal Communities** scheduled for release on **December 4, 2024!**
- ❑ Open to eligible CDCs, CHDOs, and Tribal entities as defined by the HUD Section 4 program, working in **rural areas** across the U.S., Puerto Rico, and the U.S. Virgin Islands; and engaged in affordable housing and community development activities for the benefit of families with low to moderate income (80% AMI or <).
- ❑ Proposed grant activities must be conducted in **rural areas** as defined by HUD for the Section 4 program. Confirm location eligibility [here](#). Areas shaded pink are not eligible geographies.

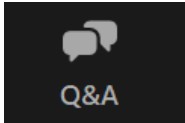
Coming soon!

- ❑ [Register](#) for the webinar on for **December 11, 2024**, from **3 – 4 pm Eastern**.

Informational Webinars	
Urban Communities October 23, 2024 3:00 – 4:00 p.m. EDT	REGISTER 
Rural & Tribal Communities December 11, 2024 3:00-4:00 p.m. EDT	REGISTER 

- ❑ RFP and required templates will be posted on our [website](#).
- ❑ Email RFP@enterprisecommunity.org with any questions.

Webinar Logistics

- Attendees will be muted upon entry to the webinar.
- Submit all questions via  Q&A
- Questions will be read and answered at the end of the presentation.
- PowerPoint and the recording from today's webinar will be posted on our website.
- Questions may also be submitted to RFP@enterprisecommunity.org

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 Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP.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

OUR IMPACT

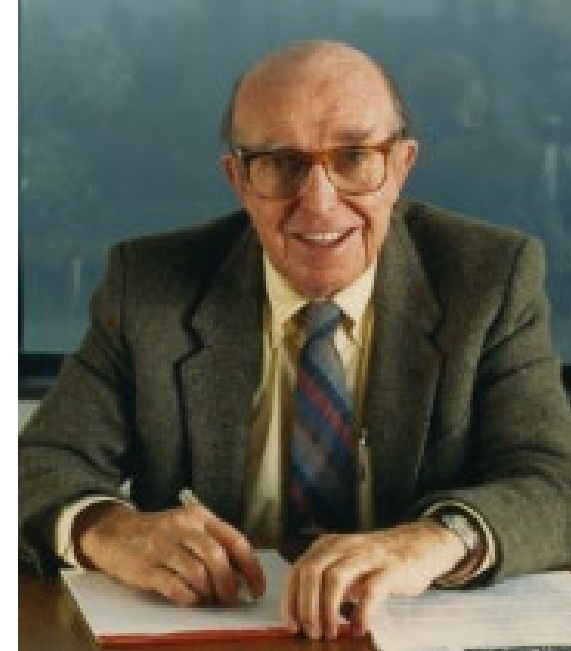
Over our 42-year-history, Enterprise has invested \$54 billion and created or preserved 873,000 homes in all 50 states.

GRANT FUNDING

Enterprise has awarded over \$578 million in grant funding to local partner organizations.

RURAL COMMUNITIES

Since 1997, we have invested more than \$950 million and developed more than 16,000 homes in rural communities nationwide.



Jim Rouse, Founder

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 Development Financial Institutions

...to carry out community development and affordable housing activities for the benefit of families with low to moderate income (80% AMI or below).

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



Section 4 Program

What is Capacity Building?



- Support, investment, or training used to bring an eligible CDC, CHDO, or Tribal entity to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently implement its mission.
- A process to improve and retain skills, knowledge, tools, and other resources needed to serve low- and moderate- income households in local communities with increased or improved affordable housing and community development.
- Not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization that serves its community.

RFP OVERVIEW

Executive Summary

- All information related to the RFP is available on our [website](#).
- Application materials in Spanish may be requested by contacting RFP@enterprisecommunity.org
- Total amount to be awarded is \$12,000,000.00.
- Funding seeks to build the capacity of eligible organizations to carry out community development and affordable housing activities that address the needs of households with low income (80% AMI or lower) in urban areas.
- Average awards expected to be \$50,000.00.
- Past or current grantees should be in good standing with their awards.
- Proposals must have a direct capacity building benefit to the Applicant/Organization applying for funding.
- All proposals must be submitted in SlideRoom by 11:59 p.m. Eastern Daylight Time (EDT) on **December 6, 2024**.
- Award recommendations announced in February 2025.
- Grants will start on the date the agreement is executed by both parties. Costs incurred outside of the grant period of performance will not be reimbursed.
- Applicants may only submit one (1) proposal under this opportunity.

Eligibility Requirements

Grant funds are only available to the following as described in Appendix A of the RFP:

- 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.
- Native CDCs, Tribally Designated Housing Entities (TDHEs), Federally Recognized Tribes, Native Community Development Financial Institutes (CDFIs), and Tribal Housing Authorities (THAs) that meet the eligibility and threshold criteria for this RFP, and propose to work in an urban area, may also apply.

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 OR
- For the support and implementation or expansion of programmatic work

Enterprise will support CDCs and CHDOs in building the organization's capacity to address community needs across six (6) Program Areas that work towards advancing racial equity, increasing housing supply and fostering resilience and upward mobility.

- Climate and Community Resilience
- Homelessness
- New Housing Production
- Partner Sustainability
- Preservation of Existing Housing
- Upward Mobility

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.
- Projects pursuing equitable approaches to decarbonization, zero-over-time planning, and/or planning to achieve alignment with the national definition for zero emissions building.
- 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

Climate and Community Resilience Grantee Examples

A CHDO in Louisiana used grant funds to:

- Support staff development and training for 4 of its full-time staff members to enhance their capacity in fortified roofing and asset management.
- In addition, funds were also used to support a consultant to assist with the development of a disaster response and continuity plan to aid in the resilience of their organization through the next health and/or weather emergency.

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

Homelessness

- Activities that develop permanent supportive housing programs that alleviate chronic homelessness.
- Activities that support resident services staff capacity and the design, implementation, and/or evaluation of supportive services programs that promote the health, stability, and well-being of residents in affordable housing.
- Activities that build staff and organizational capacity for eviction and resident displacement prevention work so that tenants have access to rent relief and economic opportunity and maintain housing stability and avoid displacement.

Homelessness Grantee Examples

A CDC in Ohio used grant funds to:

- Support the organization's eviction prevention program to reverse the alarmingly high rate of eviction in their community, particularly pronounced among African-American and BIPOC households, in the wake of the lifting of pandemic-related eviction moratoriums by local Courts.
- Grant funds used for staff salaries and consultant expenses to host workshops focused on eviction prevention and providing a space for renters to understand their rights and for direct expenses related to community feedback and engagement.

A CDC in Atlanta used grant funds to:

- Support staff providing comprehensive resident services to residents at their Permanent Supportive Housing project.

Program Areas

New Housing Production

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

New Housing Production Grantee Example

A faith-based non-profit in Mississippi, used grant funds to:

- Support predevelopment expenses to advance the production of affordable housing for families and seniors on their 25-acre property that has 11-acres of vacant land and overbuilt parking.
- Section 4 funds were used to hire real estate consultants to provide feasibility analysis, financial modeling, concept and site design, and community engagement related to the development of the site. The organization was able to host a community design charette for the surrounding community that included church members, local leadership officials, neighbors and business owners.

A non-profit organization serving Native Americans in Washington, used grant funds to:

- Build staff capacity to develop and manage affordable housing targeting homeless American Indians/Alaska Natives.

Program Areas

Partner Sustainability

- Activities that increase capacity of the organization or affordable housing portfolio's operational and financial sustainability.
- Activities that assess the organization's racial equity strategies such as Board or Staff trainings around racial equity or equity audits and assessments.
- Organizational development for organizations, particularly BIPOC-led, serving their communities. Organizational development may include but are not limited to strategic planning, staffing needs, leadership development, board development, succession planning, and internal operational strategies.
- Enhancing staff knowledge, expertise, and practices in property and asset management.

Partner Sustainability Grantee Examples

A CDC in New York used grant funds to:

- Provide staff support and training for their property management departments.
- 4 staff were able to complete the LIHTC certification and become certified and staff were able to attend additional trainings in compliance and occupancy.

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, including new sources like Green House Gas Reduction Funds, to support affordable housing development and preservation including rental and ownership.
- Strategies that build an organization's staff capacity to acquire, develop, and operate existing subsidized or unsubsidized housing, including training and development, partnership, place-based or joint venture models.
- Activities that advance community ownership, i.e. Community Land Trusts.

Preservation of Existing Housing Grantee Examples

A CDC in Vermont used grant funds to:

- Fund feasibility and due diligence work for the preservation of a 41-year-old affordable senior housing property in their portfolio - including development staff time, architectural and engineering work.
- Additionally, grant funds were used for staff trainings to build capacity in their Development and Maintenance Departments.

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 preservation consultant and a capital needs assessment on the property to be preserved.

Program Areas

Upward Mobility

- Staff capacity and program development and implementation for organizations working to reduce racial equity gaps in accessing the full housing bundle (housing quality, housing stability, housing affordability, housing that builds assets and wealth, in a neighborhood context that meets a households' needs).
- Activities that support cross-sector partnerships (i.e., with the education sector, the health sector, and/or the criminal legal sector) in the development and implementation of housing-related solutions to improve upward mobility.
- Activities to support renters' upward mobility including coaching, rent reporting for credit-building, cash and matched savings, legal assistance, profit-sharing, etc.

Upward Mobility Grantee Examples

A CDC in Southern California used grant funds to:

- Support their Financial Well-Being (FWB) programs for residents in their affordable apartment communities, helping to expand these opportunities to their newest communities to support more individuals to gain financial health and economic mobility.
- Funding also helped expand additional programming and allow the organization to introduce a new Savings Club and a Youth Financial Literacy Program for young people between 13 and 24.

A CDC in Hawaii used grant funds to:

- Support staff time and consultants to create new economic opportunities for their residents and community. The Section 4 funding helped the organization inventory the assets and function of each community project.
- Funds were also used to support technology upgrades and training costs.

Allowable Costs & Eligible Activities



Common examples of allowable costs:

- Staff Salaries (new hires & existing staff)
- Fringe Benefits
- Training for staff and board members including workshops or conferences with a learning, value-add component.
- Computer Software & Hardware
- Program Costs as related to proposed activities [materials, supplies, venue rental for meetings/workshops]
- Travel that is reasonable and necessary to accomplish proposal goals and adheres to federal per diem rates.
- Indirect costs –
 - Federally approved negotiated indirect cost rate agreement (NICRA) OR
 - 10% de minimis for those without NICRAs.

Allowable Costs & Eligible Activities



Common examples of allowable costs:

- Consultants & Contractors performing predevelopment or capacity building activities.
 - 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.
 - Rates must not exceed the limits established for the Section 4 Program:
 - Unloaded** labor rates may not exceed daily equivalent of the rate paid for the [OPM General Schedule Grade 15, Step 10](#), (based on the locality) or
 - Loaded** rate greater than \$150 an hour without prior written approval from Enterprise and HUD.

Unallowable Costs & Ineligible Activities



Examples of ineligible activities and unallowable costs:

- Lobbying or advocacy work, performed by consultants or staff, intended to influence policy.
- Trainings/conferences with networking or political focuses.
- Training & travel expenses for individuals outside of the Applicant/Organization.
- Expenses for new lines of business or start-up costs.
- Direct and indirect construction costs.
- Marketing expenses for the Organization.
- Direct fundraising to support organizational costs and programs (ex. meet with donors, write grants, organize/host fundraising events).
- Giveaways/prizes, incentives, and stipends.
- Entertainment costs, including food and alcohol. This includes purchasing food for meetings and workshops.
- Non-conventional travel expenses such as AirBnB lodging.

Scoring Criteria

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

Criteria 1: Impact to Communities Served (20 pts)

- Proposal addresses the socioeconomic needs of cities, communities, families and individuals in the area served (10 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). (10 pts)

Criteria 2: Impact to the Applicant Organization (30 pts)

- Proposal identifies organizational capacity building need (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. Proposal identifies a strategy for maintaining improved capacity after grant performance ends (10 pts)

Criteria 3: Soundness of Approach and Readiness to Proceed (50 pts)

- **Program Areas:** Proposal aligns with one of the program areas (10 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. (5 pts)
- **Timeline:** The proposed timeline for completion of proposed activities aligns with the grant performance period. (5 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 10 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

- ❑ Download and read the RFP to understand submission details and requirements from the Enterprise website.
- ❑ All proposals must be submitted in SlideRoom, our online system.
 - [Register](#) early for a SlideRoom account – under Organization’s name – to avoid technical glitches.
 - Contact **SlideRoom’s Help Desk** with any issues creating accounts or resetting passwords for existing accounts – support@slideroom.com.
- ❑ Once logged in to SlideRoom, preview all proposal questions.
- ❑ Download and complete the required templates provided by Enterprise:
 - **Organizational Document Checklist** (Exhibit A)
 - **Budget** (Exhibit B)

How to Apply

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

1. [Budget Template](#)
2. [Organizational Document Checklist](#)

Enterprise will host a web-based question and answer session for both RFP opportunities. Register for the webinar that applies to your organization. If you are unable to attend, recordings will be posted to this page after the completion of each session.

Informational Webinars	
Urban Communities October 23, 2024 3:00 – 4:00 p.m. EDT	REGISTER [†]
Rural & Tribal Communities December 11, 2024 3:00-4:00 p.m. EDT	REGISTER [†]

[Download RFP](#)

Proposal Submission

Organizational Document Checklist (Exhibit A)

- The Organizational Document Checklist is a series of questions designed to help Enterprise understand your organization's internal systems, policies and procedures.
- Answer all ODC questions and upload a completed copy in Excel, as part of your SlideRoom submission.
- If recommended for an award, Applicants will be required to provide copies of their policies and procedures, timesheets/time & effort reports, sample consultant contracts, etc. This is a necessary part of the process, based on federal requirements contained in 2 CFR 200, which requires Enterprise to further review and evaluate the risk associated with potential awardees prior to making awards.

Proposal Submission

Budget Template (Exhibit B)

- ❑ Download a copy of the Budget Template from Enterprise’s website and upload a completed copy in SlideRoom.
- ❑ The Budget Template includes two tabs – (1) [Instructions](#) and (2) [Budget Template](#).
- ❑ On the Budget Template tab, input:
 - **Organization Name**
 - **Proposed Period of Performance**
 - **Budget Total** – the amount requested in grant support. *Do not include overall project/program costs.*
 - **Allowable Costs** necessary to perform proposed activities.
 - **Amount Requested** for each cost listed.
 - **Justification** clearly describing each cost’s connection to proposed activities.
 - If available, **Match** details for private funding secured for the same activities, project, or program, if applicable.

Proposal Submission

Budget Template (Exhibit B)

Budget Template (Exhibit A)				
FY22-23 Request for Proposals				
Organization Name:				ABC Foundation
Start Date (estimate):				3/1/2025
End Date:				6/30/2026
Budget Total:	\$			39,500.00
<i>*Budget Total must equal the amount requested for grant support. Example: if \$50,000.00 is requested, the Budget Total must equal \$50,000.00</i>				
Salaries (labor only)				Narrative/Justification
Position	Hourly Rate	Hours	Total	
Director of Real Estate Development	75	150	\$ 11,250.00	This position oversees affordable housing development projects, property management activities, and is directly responsible for creating the property management policies that will comply with federal, state and local codes as well as federal funding requirements. The Director will also work in conjunction with the consultant listed below to assist with the ABC permanent supporting housing project.
			\$ -	
Subtotal Salaries			\$ 11,250.00	
Fringe Benefits				
Fringe Costs			\$ 3,500.00	401k match, medical/dental insurance, taxes, etc.
Consultants (By type)				Narrative/Justification
<i>Consultants/Contractors must adhere to the rate limits established for the Section 4 program. See Exhibit E in the RFP for more information.</i>				
	Hourly Rate	Hours	Total	
Architect	150	165	\$ 24,750.00	To be hired to provide predevelopment services related to the ABC permanent supportive housing project.

SAMPLE ONLY

Proposal Submission

Match Funding Request

The Section 4 program requires Enterprise to raise match from private sources for every dollar of Section 4 funding spent.

To help meet this requirement, Enterprise [requests](#) that Applicants and Grantees demonstrate their ability to provide matching dollars at a 3:1 ratio, if available.

Example: A \$40,000.00 grant request = \$120,000.00 in private funding for the same project/program.

Review Appendix C in the RFP for more info.

Match is private funding received by your organization in support of the project/program/activity as described in your proposal.

If available, enter Total Proposed Amount & a Description of each source at the bottom of the Budget Template.

Match			Total Proposed	Description of Match Source(s) - Provide the Name of the Sources & Amounts for each in the space below. Example: ABC Foundation (\$150k).
Proposed Match Amount			\$ 118,500.00	Individual contributions (\$100k); \$18,500 (Kresge Foundation)

Proposal Submission

In addition to answering all questions in SlideRoom and uploading the Organizational Document Checklist (Exhibit A) and Budget Template (Exhibit B), Applicants must also upload the following documents, unless otherwise noted below:

- 501c3 Letter of Determination**
 - Applicants must have 501c3 non-profit status at the time the proposal is submitted. Pending status is not accepted as a substitute.
 - Tribal entities will be asked to upload confirmation of their organization's designation. This confirmation may be uploaded in the Tribal entities preferred format.
- 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**

Proposal Submission

- ❑ Proposals, and all required templates and attachments, must be submitted via SlideRoom by [11:59 p.m. EDT on December 6, 2024](#).
- ❑ Late proposals or those submitted outside of SlideRoom will not be accepted.
- ❑ After submitting the proposal, you will receive 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 proposal, starting February '25.
- ❑ Award notifications are provided as statements of interest in developing grant agreements. They are not legally binding agreements. Do not begin to incur costs!
- ❑ 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

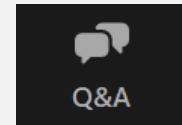
Reminders

- ❑ Carefully read the [RFP](#) to review eligibility requirements, funding areas of interest, scoring criteria, and the federal requirements that govern the Section 4 program.
- ❑ Download the Organizational Document Checklist (Exhibit A) and Budget Template (Exhibit B) for our [website](#).
- ❑ Register for a SlideRoom Account early! Proposals may **only** be submitted in SlideRoom.
- ❑ Contact the SlideRoom Help Desk for any technical issues. Give up to 48 hrs. for a response. Help Desk is available M-F, 8 am – 6 pm Eastern.
- ❑ Questions may be submitted to rfp@enterprisecommunity.org until **5:00pm EDT, December 6, 2024.**
- ❑ The deadline for submission is **11:59 pm EDT on December 6, 2024.**
- ❑ This is a cost reimbursement grant. Do not start to incur costs until the grant agreement is fully executed!

Thank You



Submit all questions via



Email RFP@enterprisecommunity.org with any questions.