

Seattle CBO Affordable Housing Capacity Grant Program FAQ

GENERAL

How is this opportunity funded?	This funding opportunity is an element of the Seattle Office of Housing's Jumpstart/Payroll Expense Tax (PET) Community Self-Determination Fund Program. For more information on the Jumpstart/PET CSDF Program goals, please review the OH Housing Funding Policies for 2024 - 2026 (pg 64-67) https://www.seattle.gov/documents/Departments/Housing/Shared/2024-2026_HousingFundingPolicies.pdf
When is the application due? When will we hear back?	To be considered, submit an application before 9pm PT on Friday, May 2nd . Applicants will be notified of the outcome by May 29th.
What is the difference between this funding opportunity and the Section 4 Capacity Building grants?	The Section 4 Capacity Building for Community Development and Affordable Housing Program is a federal HUD program that has been administered nation-wide by three nonprofits (Enterprise Community Partners, Local Initiatives Support Corporation, and Habitat for Humanity) for over 30 years. The Seattle CBO Affordable Housing Capacity Grant Program is a new City of Seattle-funded opportunity. Both programs are oriented towards building capacity of community-driven organizations but have different eligibility requirements (with some overlap), different funding priorities, and different average/maximum grant amounts. Section 4 is more of a general capacity-building program, while this city program is nested under the Jumpstart/PET Community Self-Determination Fund Program and carries its goals and funding priorities.

APPLICATION

How do I access the application?	The application is hosted on a platform called SlideRoom. The link can be found on our webpage for this funding opportunity: https://www.enterprisecommunity.org/news/enterprise-initiates-seattle-cbo-affordable-housing-grant-program
Where should I direct questions about the program?	Questions about the program may be directed to seattlecapacitygrant@enterprisecommunity.org -- this mailbox is monitored by members of the Enterprise team, so you can rest assured that your question will get to the right person! You can also book one-on-one office hours using the link provided on the funding opportunity webpage and in the RFP: https://outlook.office.com/book/EnterprisePNW@EnterpriseCommunity.onmicrosoft.com/s/CIhH0CFpUUyuQpZ4A-o8ZA2
Where should I direct questions about the SlideRoom Portal?	Questions regarding technical issues with SlideRoom may be sent to support@slideroom.com
What questions do you ask in the written application?	You can preview the application both in the RFP and on slideroom before logging into the interface, so feel free to peruse before submitting. Besides some general information about the organization and primary point of contact, the main written components are to describe the capacity building needs faced by your organization that you hope to address with this program and to describe in a few sentences any proposed activities that you hope to fund with the accompanying grant.
What will you ask during the application interview?	You can expect a 45 minute, semi-structured, conversational interview about your organization's mission, strategic goals, and approach to community engagement and impact evaluation. We will ask clarifying questions about past and future plans to develop, steward, and/or preserve affordable housing. We will also ask questions about how your leadership and board work to authentically represent the community that you serve.
What should we include in the funding proposal budget?	Remember that this component is not required, so if you are unsure of what to include, do your best and let us know you'd like to work on developing the budget. That said, if you are applying for a specific project, please provide details about what eligible expenses you anticipate as part of the project. This may include hourly staff rates, external consultant hours, training programs that are beyond the scope of what's provided in the program. You may have predevelopment expenses or expenses associated with implementing a new technology or organizational strategy. If you have any issues with the template, feel free to book office hours.

ELIGIBILITY	
One of the eligibility requirements is being located in Seattle. What if my organization works in Seattle but has its main office/ mailing address elsewhere?	This opportunity is funded by the Seattle Office of Housing Jumpstart/PET CSDF Program. As such, eligible organizations must serve residents of the City of Seattle. If your organization works in Seattle but has another homebase/ mailing address, you are likely still eligible. If you have specific questions about whether your activities in Seattle meet this requirement, reach out to us and we will work with you to determine eligibility. Any development activities proposed for this grant program must take place in Seattle.
How can I demonstrate my organization's commitment to affordable housing?	One of the eligibility requirements is a documented commitment to affordable housing. This may be reflected in your organization's mission or, if your organization's commitment is more recent and future-thinking, you can provide written confirmation of your organization's intent to expand into affordable housing work through a Board Resolution or similar document.
Will affordable homeownership organizations/projects be considered?	Organizations and projects focusing on affordable homeownership will be considered, provided that the homeownership model has covenants in place ensuring long-term/permanent affordability that meet the eligibility requirements for the Seattle Office of Housing affordable homeownership funding and programs.
EVALUATION CRITERIA	
Who is this opportunity for and what organizations are prioritized?	<p>In line with the goals of the Jumpstart/PET CSDF Program (of which this program is a component), funding will be prioritized for CBOs new to housing development, especially those traditionally been excluded from the landscape; programs that aim to redress past harms in communities that have been disproportionately negatively impacted by discriminatory institutional practices; and for community-driven projects to be realized by communities living with the past and present impacts of displacement and housing discrimination. As outlined in the RFP, the additional funding priorities of this grant program also include:</p> <ol style="list-style-type: none"> 1. Organizations that primarily serve and meaningfully represent the interests of vulnerable and lowincome communities who have been negatively impacted by historic and ongoing discriminatory housing practices. 2. Non-profit organizations that are culturally relevant and historically rooted, that seek to advance equitable development goals and/or address displacement, particularly when the proposed programming or project site is in an area associated with a high risk for displacement. 3. Organizations with annual organizational housing revenue below \$8 million.
What projects will be most competitive?	Participation in this program is reserved for organizations that meet the eligibility requirements, and funding will be prioritized for those that meet the additional criteria (see above). Ultimately, the goal of the program is to promote affordable housing development, preservation, and stewardship in Seattle by helping organizations become more competitive and ready to secure other streams of affordable housing funding to expand and improve the options available to people in need. To that end, we are looking for grantees who are interested in better leveraging the existing affordable housing systems and frameworks already in place.
Will established organizations be considered, despite the focus on organizations that are newer to the affordable housing landscape?	As outlined in the corresponding OH Funding Policies for 2024-2026, one of the primary goals is to support organizations that have been traditionally excluded from the affordable housing landscape. Established organizations will be considered, especially those that are historically rooted and culturally relevant. We also recognize that many longstanding CBOs are newer to affordable housing development and stewardship and encourage them to apply. As opposed to being a general capacity-building program, this opportunity is geared towards helping organizations bolster their capacity and competitiveness for other affordable housing funding streams. With that said, organizations need not be brand new to housing -- we encourage organizations with existing portfolios to apply with any program that reflects the goals and priorities of this program. For example, if an organization is seeking to provide more culturally-relevant services or programming by bringing asset management functions in house or by partnering with a historically-rooted service providers, these goals would align with the program priorities.
Can established organizations apply with new programs that meet the eligibility criteria?	We encourage you to schedule one-on-one office hours to discuss your program further so that we can give a more nuanced and tailored answer. https://outlook.office.com/book/EnterprisePNW@EnterpriseCommunity.onmicrosoft.com/s/ClhH0CFpUUYuOpZ4A-o8ZA2
What does it mean to demonstrate a <i>long-term</i> commitment to affordable housing	A long-term commitment in this context is not meant to be a restrictive criteria and is not synonymous with the number of years an organization has been formally operating. We are aware that many organizations and leaders have faced barriers entering the landscape or may have been advocates for affordable homes in their communities in ways that went unrecognized by formal establishments. In seeking a long-term commitment, we are not just talking about the past -- we are looking for organizations that are looking toward the future and investing in a sustainable forward-thinking commitment to affordable housing issues for years and generations to come.
How are you defining and evaluating a <i>commitment to vulnerable and low-income communities</i>	Recognizing the discriminatory housing practices that have shaped the physical and social realities in Seattle, we are prioritizing organizations that are focused on communities that have been negatively impacted by these historic and ongoing realities. This is something that will be quantitatively and qualitatively evaluated through information you provide about the community you serve as well as how your leadership and board seek to represent the interests of the communities you serve through engagement strategy, distributed leadership, and other strategies.

GRANT	
What's the timeframe/period of performance for grants - when do I have to incur expenses for them to be eligible?	After awardees are selected from the applicant pool, we will work one-on-one with organizations throughout the month of June to determine the grant scope including the period of performance (the time period in which eligible expenses must have been incurred to qualify for reimbursement). For most grants, we expect the period of performance will begin on the date the grant agreement is signed (June) and end with the calendar year (12/31/2025). That said, we will work with each organization to align the timeframe for eligible expenses with the organization's need. There may be the possibility of considering expenses incurred as early as 1/21/2025.
Could funds be used to help acquire a property?	Acquisition costs are not necessarily eligible, however any due diligence work associated with an acquisition may be considered eligible pre-development expenses.
Are general operating costs allowable?	Yes, however backup documentation is required for all expenses in order to be reimbursed.
TRAININGS	
When will the trainings take place?	Trainings will take place from 1:30 - 3:00PM PT on most Wednesday from July - November. There are 13 sessions in all and the tentative dates are: July 9, 16, 30; August 6, 20, 27; September 10, 17; October 8, 15, 29; November 5, 19.
What is the content of the trainings?	The goal of the trainings is to help organizations understand what goes into affordable housing development and will cover different funding sources, requirements for reporting, fair housing, asset management, and other introductory topics. It is not a certificate course, and therefore not oriented to get organizations to the level of pro developer. If organizations with development experience do not require this introductory-level training, but are in need of more intensive and targeted training opportunities, these goals may be supported using the grant funds.
Is training attendance a mandatory condition for receiving grant funds?	Attendance may be a condition of receiving grant funding -- this will depend on the extent of an organization's background in affordable housing development. For organizations new to the field, it is a good opportunity to create connections and get a broad survey of different topics relevant to affordable housing development. For more seasoned organizations, we encourage you to see the training as an opportunity to train staff members who might be new to affordable housing, or are looking to supplement their knowledge with additional case studies and discussions around a particular subtopic.
Can someone else on an awardee organization's staff go to the training, even though they are not necessarily the point of contact or lead of the program that was provided in the application?	Yes, we encourage organizations to think of these trainings as an additional resource/professional development opportunity for any member of their staff. If there is a staff member or partner newer to the affordable housing landscape, who may benefit from this overview, they are welcome to attend even if they are not the point person on the application or are unaffiliated with the specific project funded by the grant.
Can I pick and choose which sessions to attend?	We encourage anyone who participates in the training to do their best to attend all sessions; the trainings are meant to be part of a whole, not taken a la carte.
Are trainings in person or virtual?	Trainings will likely be a mix of in-person and virtual, depending on the content covered. Virtual trainings will be recorded for participants to be able to review later. Slide decks will be distributed to participants as well.