

ENTERPRISE COMMUNITY PARTNERS, INC.

REQUEST FOR PROPOSALS

Seattle CBO Affordable Housing Grant Program

April 2025

PURPOSE

Enterprise Community Partners, Inc. (Enterprise), as an intermediary for the City of Seattle Office of Housing (OH), has initiated a Request for Proposal (RFP) process to administer the Seattle CBO Affordable Housing Grant Program. This program is focused on providing funding, training, and technical assistance to Seattle-based, mission-driven organizations committed to serving communities through the production, preservation, and stewardship of affordable housing.

OVERVIEW

In partnership with OH, Enterprise is announcing the availability of \$1.75 million in funding—up to \$250,000 in grant funding per organization—to offset eligible predevelopment and capacity building expenses. In addition to receiving a reimbursement-based grant, awardees will engage in a 6-month program of customized technical assistance and training. This opportunity is reserved for Community-Based Organizations and Community Development Corporations located in Seattle, with a documented organizational mission and/or Board intent to provide, preserve, and/or steward housing affordable to low-income households.

APPLICATION COMPONENTS

Applicants are required to submit a proposal including an overview of their organization’s mission and scope, information regarding the geographies and communities served, and a narrative describing proposed activities, associated timelines and costs.

	Timeline (times are listed in Pacific Time)
Application Goes Live:	Thursday, April 10 th 10:00AM
Informational Webinar:	Wednesday, April 16 th 1:30PM
Proposals Due:	Friday, May 2nd at 9:00PM
Award Notification:	Thursday, May 29 th
Period of Performance:	June 2 nd through December 31 st , 2025*

*See Scope of Work and Deliverables section for a detailed schedule of required events.

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About Enterprise

Enterprise is a national nonprofit that exists to make a good home possible for the millions of families without one. We support community development organizations on the ground, aggregate and invest capital for impact, advance housing policy at every level of government, and build and manage communities ourselves. Since 1982, we have invested \$80.9 billion and created or preserved over 1 million homes across all 50 states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands – all to make home and community places of pride, power and belonging.

Program Overview

The 2025 Seattle CBO Affordable Housing Grant Program is an additional element of the Payroll Expense Tax (PET) Community Self-Determination Fund Program, as described in the City of Seattle Office of Housing 2024-2026 Housing Funding Policies. The program intends to increase organizational and financial capacity through funding, training, and technical assistance of Community Based Organizations that are sustaining and strengthening their commitment to affordable housing development, preservation, and stewardship.

Enterprise Community Partners was selected through an RFP process launched by the City of Seattle in May 2023 to serve as intermediary for this program, to administer the distribution of \$1.75 million in associated funding and to provide technical assistance and capacity support for participating organizations. This Grant Program will provide education, training, technical assistance, capacity building, access to working capital, connections to other developers and potential partners, and other services to CBOs with the ultimate goal of promoting better housing outcomes for Seattle residents.

Budget

The program funding will be distributed through grants of up to \$250,000 per organization. Each grant award will be scoped with consideration for the applicant's organizational needs and funding requests, as well as the availability of funds and program priorities.

Eligible costs in this grant program include:

- Project specific predevelopment expenses such as 3rd party site feasibility due diligence reports
- Trainings (examples include real estate development finance, Fair Housing, board development, operations budgeting, property and asset management)
- Working capital
- Capacity building and technical assistance
- Approved consultants and partnership fees
- Other activities related to launching the acquisition and/or development of affordable housing

Eligibility

To be considered for this opportunity, organizations must submit a complete application and meet the following eligibility criteria:

- Organizations must be a Community-Based Organization (CBO) or Community Development Corporation (CDC) located and active in the City of Seattle.
- Proposed grant activities must take place in Seattle.
- Organizations must be a registered entity in good standing within their state of incorporation.
- Organizations must have a documented organizational mission and/or Board intent to own and operate and/or develop and/or steward permanently affordable housing.
 - For the purposes of this grant program, board intent may be established by a resolution, if not explicitly recorded in the mission statement.

Organizations may already have experience developing and managing an affordable housing portfolio or may have an organizational intent to expand their work to include these activities.

Applicant organizations may own property or prospective sites for future housing development, but this is not a requirement for eligibility.

Proposals may be centered around a specific development project, or an organizational capacity need independent of a specific site or project.

Funds will be prioritized for organizations that meet one or more of the following criteria:

- Organizations that primarily serve and meaningfully represent the interests of vulnerable and low-income communities who have been negatively impacted by historic and ongoing discriminatory housing practices.
- 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.
- Organizations with annual organizational housing revenue below \$8 million.

See Selection Criteria for further information on how the above criteria will be evaluated.

Scope of Work and Deliverables

Participation in the Seattle CBO Affordable Housing Grant Program involves three main components.

1. Reimbursement-Based Grant

Guided by the program priorities and each organization's needs (as demonstrated in the project proposal), Enterprise will execute individual grant agreements for up to \$250,000 per organization. Grants will be disbursed on a reimbursement basis for eligible expenses outlined in each agreement.

2. Individualized Technical Assistance and Capacity Building

Following grant awards, Enterprise will provide initial technical assistance to grantees to develop contract workplans. The initial workplan will be updated throughout the grant period as organizations build capacity and identify further opportunities to meet proposed project goals and capacity-building needs. TA will be provided on an ongoing basis by Enterprise staff and external consultants as appropriate.

3. **Live & Virtual Training Sessions**

As part of the program, Enterprise will offer a training curriculum for organizations new to the landscape, to better engage in development, preservation, and stewardship of affordable housing. Attendance may be a mandatory condition of receiving grant funds, depending on the organization's project proposal and capacity needs. For organizations with a more robust background in affordable housing ownership and operation, selective attendance may be an optional resource to staff-members or affiliates new to the organization and industry.

Training Curriculum Schedule

Sessions will alternate between being online and in person, with exact dates and locations to be shared upon applicant selection. The training sessions will take place most Wednesdays from the beginning of July until mid-November from 1:30 – 3:00pm and will cover the following topics:

- An introduction to affordable housing development
- Organizational readiness and visioning
- Site and building design
- Community engagement
- Planning and zoning
- Basic deal structuring and partnerships
- Project financing
- Property management and compliance

Proposal Materials

Responses should include the following materials:

- 1) Application Questionnaire/Initial Organizational Assessment
 - A survey providing context for the organization's history with affordable housing, the communities primarily represented and served, and capacity-building needs.
 - Be prepared to provide contact information for a point person on staff
 - If your organization's mission does not explicitly reference an intent to own and operate and/or develop and/or steward permanently affordable housing, be prepared to upload a board resolution establishing intent.
 - A proposal narrative including associated timelines and expenses (optional budget component).
 - Upon receipt of applications, Enterprise will reach out to schedule a supplementary interview.

Selection Criteria

Applicants will be evaluated on the following characteristics:

- 1) Evidence of a long-term commitment to affordable housing – 10%
 - When submitting your application, you will be prompted to provide a documented Board intent to own and operate multifamily rental and or/develop and/or steward permanently affordable homeownership.
- 2) Intake interview – 30%
 - Enterprise seeks to understand how the lived experiences and cultural competencies of people in positions of organizational influence and leadership (executive staff, senior staff, advisory/executive/community board members, etc.) reflect the communities served. An initial interview with the organization will be set up to determine overall project needs and to better understand the organization's vision, mission, and community.
- 3) Completeness of response – 10%
 - Please ensure that you complete all application components to the best of your ability.
- 4) Communities served by applicant – 40%
 - This grant opportunity is prioritized for organizations that primarily serve vulnerable communities who have been negatively impacted by historic and ongoing discriminatory housing practices. This commitment should be demonstrated in the mission statement and/or through an account of advocacy, activities and services targeted towards low-income households in specific geographic and/or identity-based communities.

In addition, Enterprise may contact references to confirm quality of work and a history of responsiveness and good communication skills.

Enterprise will select the proposals which it determines will deliver the highest quality deliverable at the best value. Proposals will be evaluated using the weighted criteria identified above. The award will be made to the highest scoring applicants.

Enterprise, in its sole discretion, may request proposal interviews or presentations by meeting with any and all applicants to clarify or negotiate modifications to proposals. However, Enterprise reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the applicant can propose.

Submission Instructions

Proposals are due by 9:00PM Pacific Time on Friday, May 2nd, 2025. Proposals must be submitted in SlideRoom by clicking here: <https://enterprise.slideroom.com/#/permalink/program/83587>

We will be hosting an informational webinar on Wednesday, April 16th at 1:30pm PT to address any questions that come up during the application process. Please register using the following link: https://enterprisecommunity.zoom.us/meeting/register/ouJ75Y_kR3e7adLc9b6TaQ

One-on-one office hours are also available, please sign up here:

<https://outlook.office.com/owa/calendar/EnterprisePNW@EnterpriseCommunity.onmicrosoft.com/bookings>

</s/CihH0CFpUUyuQpZ4A-o8ZA2>

Inquiries concerning this RFP should be directed to seattlecapacitygrant@enterprisecommunity.org no later than 5:00pm PT on Wednesday, April 30th, 2025.

All costs incurred in the preparation of a response to this RFP are the responsibility of the applicant and will not be reimbursed by Enterprise Community Partners, Inc.

By submitting a proposal, applicant commits to the terms and conditions outlined in this RFP. Requests for exception to any terms or conditions must be submitted with the proposal. Enterprise reserves the right to deny requests for exception to any terms and conditions. Requested exceptions will be factored into Enterprise's consideration of award.

Right to Reject

Enterprise reserves the right, in its sole discretion, to reject any and all responses received in response to this RFP. A contract for the accepted response will be based upon the factors described in this RFP.

Confidentiality

If the applicant deems any materials submitted to be proprietary or confidential, the applicant must indicate as such in the relevant section(s) of the response.

Notification of Selection and Timeline

Applicants will be notified by May 29th, 2025.

Conflict of Interest

The applicant must disclose, in an attachment to the proposal, any possible conflicts of interest that may result from the award of the contract or the services provided under the contract. Except as otherwise disclosed in the proposal, the applicant affirms that to the best of its knowledge there exists no actual or potential conflict between the applicant, the applicant's employees or their families' business or financial interests ("interests") and the services provided under the contract. In the event of any change in either interests or the services provided under the contract, the applicant will inform Enterprise regarding possible conflicts of interest, which may arise as a result of such change and agrees that all conflicts shall be resolved to Enterprise's satisfaction or the applicant may be disqualified from consideration under this RFP. "Conflict of interest" shall include, but not be limited to the following:

1. Giving or offering a gratuity, kickback, money, gift, or anything of value to an Enterprise official, officer, or employee with the intent of receiving a contract from Enterprise or favorable treatment under a contract;
2. Having or acquiring at any point during the RFP process or during the term of the contract, any contractual, financial, business, or other interest, direct or indirect, that would conflict in any manner

or degree with applicant's performance of its duties and responsibilities to Enterprise under the contract or otherwise create the appearance of impropriety with respect to the award or performance of the contract; or

3. Currently possessing or accepting during the RFP process or the term of the contract anything of value based on an understanding that the actions of the applicant or its affiliates or interests on behalf of Enterprise will be influenced.

Attachments

Attachment 1: Enterprise Standard Terms & Conditions

Attachment 2: Application Questionnaire/Initial Organizational Assessment

Attachment 3: Optional Budget Template

STANDARD TERMS AND CONDITIONS
FOR GRANT AGREEMENT

Purpose of Agreement

The purpose of this Agreement is to specify the terms and conditions under which Grantee will receive Grant Proceeds to enable Grantee to carry out the activities described in the Work Plan, which activities are in furtherance of Enterprise's exempt purposes, and set forth in Exhibit A (the "Work Plan").

W-9 Form / Federal Tax Identification Number

Grantee certifies that the W-9 previously submitted to Enterprise is the current W-9 for Grantee. Payment will be made payable to the name and corresponding Federal Tax Identification number found on the W-9 Form. Grantee hereby agrees to notify Enterprise immediately upon any change of any information submitted on Grantee's W-9 Form.

Authorized Uses and Expenditures of Grant Proceeds

The

Grant Proceeds are only to be used for the activities specified in the Work Plan and in accordance with the budget set forth in Exhibit B (the "Budget"). If Grantee deviates from the Work Plan or any other provision in this Agreement, such deviation shall be at Grantee's risk and any costs related to such deviation are ineligible for reimbursement. Similarly, costs incurred by Grantee prior to the Effective Date are unauthorized and ineligible for reimbursement. Grantee shall not expend more than the amount allocated in the Budget without Enterprise's prior written consent. However, Grantee is permitted to make minor transfers to line items within the Budget aggregating up to and including 10% of the Grant Proceeds (the "10% Threshold") without the prior written consent of Enterprise. Notwithstanding the foregoing and for clarity, circumstances requiring prior written consent of Enterprise are further set forth in the section below entitled "Modifications and Amendments".

Grantee agrees that Grant Proceeds will be used in compliance with all applicable anti-terrorist financing and asset control laws, regulations, rules and executive orders, including but not limited to, the USA Patriot Act of 2001 and Executive Order No. 13224.

Grantee shall not use any portion of the Grant Proceeds to carry on lobbying or otherwise to attempt to influence specific legislation, either by direct or grassroots lobbying, nor to carry on directly or indirectly a voter registration drive, nor to make grants to individuals on a non-objective basis, nor to use the funds for any non-charitable purpose.

Confidential Information

"Confidential Information" is information which either party to this Agreement (each, a "Party"), in its sole determination, regards as confidential or proprietary including, but not limited to: borrower, grantee, or subcontractor/contractor information; fundraising materials, information regarding that Party's financial and strategic planning; Personally Identifiable Information (as defined herein); information regarding either Party's staffing; and other data, files, and/or other material, whether such information is both tangible and intangible, in writing and orally imparted. The Party receiving proprietary information will be referred to as the "Receiving Party" and the Party disclosing the information will be referred to as the "Disclosing Party." Both Parties can be a "Receiving Party" or a "Disclosing Party."

Each Party hereby agrees that it shall not disclose or divulge any Confidential Information or any part thereof to any other person or entity or use any Confidential Information for its pecuniary benefit or for any other purpose without the prior written consent of the Disclosing Party. Upon the request of the Disclosing Party, Receiving Party shall promptly deliver to Disclosing Party all documents or other materials in its possession, and all copies thereof, constituting or containing Confidential Information.

For purposes of this Agreement, "Confidential Information" shall not include the following: (1) information which is or becomes publicly available without fault on the part of a Party; (2) information which is already in the Receiving Party's possession prior to the effective date of the Agreement and is not otherwise Confidential Information; (3) is independently developed by the Receiving Party outside the scope of this Agreement and without references to Confidential Information; (4) is rightfully obtained by the Receiving Party from third parties (other than Enterprise or

Grantee) who are not known to the Recipient Party to be subject to a confidentiality obligation and does not otherwise constitute Personally Identifiable Information, or (5) is demanded by a valid court order or subpoena or disclosure of which is required under applicable law or regulation, provided, however, that the Party served ("Party Served") with any interrogatory, request for information or documents, subpoena, deposition, civil investigative demand or other process will provide the other Party with prompt notice of the requested disclosure, if counsel for the Party Served determines that such notice is permitted by law, so that the other Party may seek an appropriate protective order or waive compliance with the provisions of this Agreement.

The provisions of this "Confidential Information" section shall survive beyond the Last Effective Date (as defined below).

Personal Information Protection

Grantee represents that Grantee has implemented and maintains reasonable security procedures and practices that are: (i) appropriate to the nature of the Personally Identifiable Information (as defined herein) disclosed under this Agreement; and (ii) reasonably designed to help protect the Personally Identifiable Information from unauthorized access, use, modification, disclosure, or destruction. "Personally Identifiable Information" shall be defined as any information pertaining to an individual that can be used to distinguish or trace a person's identity such as name, email address, home address and phone number. Personally Identifiable Information includes the following, it being understood that the list is not exhaustive and may be defined otherwise under the applicable jurisdiction:

- Social Security Number (SSN) —inclusive of the entire number or a truncated SSN such as the last 4 digits
- Driver's License Number or State ID Number
- Passport Number
- Alien Registration Number
- Financial account numbers
- Email addresses
- Phone numbers
- Image
- IP address
- Mother's maiden name
- Any such information as would reasonably be expected to have the same protection as the foregoing examples in Grantee's industry.

Grantee agrees to keep all Personally Identifiable Information physically within the borders of the United States. Grantee shall notify Enterprise within 48 hours if any Personally Identifiable Information has been the subject of a data breach.

Inspection; Right to Audit/Record Retention

Grantee agrees that Enterprise may monitor, and conduct an evaluation of, project operations during the Period of Performance. This may include meetings with Grantee's staff to discuss projects and to review financial and other records connected with the activities financed by the Grant Proceeds. Grantee shall keep (a) accurate records documenting its performance of the Work Plan, and (b) a legible set of books of account in accordance with generally accepted accounting principles for a minimum of six (6) years after the expiration of the Period of Performance. Grantee agrees that the aforementioned records and books of account shall be open for inspection by Enterprise or its auditors. If, upon an audit, Enterprise determines in its sole discretion that Grantee has not properly used the Grant Proceeds, Enterprise may demand repayment of any and all Grant Proceeds that were not properly used.

Default and Remedies

If Grantee fails to comply with any terms in this Agreement, Enterprise will notify Grantee of its breach and Grantee will have twenty (20) days from the date of the notice to cure the breach. A breach may include, without limitation, Grantee's failure to comply with the Work Plan, Grantee's unauthorized expenditure of the Grant Proceeds, or the default under any other grant or loan from Enterprise, its affiliates, subsidiaries, or supporting organizations to Grantee or its affiliates, subsidiaries, or supporting organizations. Concurrent with the aforementioned notice, Enterprise may suspend and withhold disbursements of the Grant Proceeds until the Grantee satisfactorily cures the breach. In addition, Enterprise may require, and Grantee shall accept, technical assistance which Enterprise deems necessary to complete the Work Plan.

Enterprise may immediately terminate this Agreement upon conclusion of the twenty (20) day period if Grantee fails to

cure the breach to the satisfaction of Enterprise.

In the event of termination by Enterprise, Enterprise may demand repayment of all or some of the Grant Proceeds based on the circumstances giving rise to the termination. In addition to the rights and remedies contained in this Agreement, Enterprise may at any time proceed to protect and enforce all rights available to Enterprise by suit in equity, action at law or by any other appropriate proceedings, all of which rights and remedies shall survive the termination of this Agreement.

Nonwaiver

The failure of Enterprise in any instance to insist upon a strict performance of the terms of this Agreement or to exercise any option hereunder shall not be construed as a waiver or relinquishment for the future of such term or option from exercising any such right, power or remedy upon default at any later time or times.

Indemnification

Grantee, intending to be legally bound, hereby expressly agrees and covenants to defend, hold harmless and indemnify Enterprise, its directors, officers, agents and employees from and against any and all costs, liability, demands, claims, damage and expenses of any nature or any kind (including, but not limited to, indebtedness, penalties, fines, Enterprise's costs and reasonable legal fees) incurred in connection with this Grant and results in injury to persons or damage or destruction to property to the extent that such claims, actions, damages, expenses, losses, liabilities, fees, costs or penalties are caused by or arise of any act or omission of Grantee or of any of its employees or agents. The provisions of this section "Indemnification" shall survive beyond the Last Effective Date (as defined below).

Conflicts of Interest

Except for approved eligible administrative and personnel costs to be paid to Grantee as shown in the Budget, none of Grantee's designees, agents, members, officers, employees, consultants or members of its governing body or any local governmental authority exercising jurisdiction over the Grant Proceeds, and no other public official of Grantee or such authority or authorities who exercise or has exercised any functions or responsibilities with respect to the Grant Proceeds during such person's tenure, or who is in a position to participate in a decision-making process or gain inside information with regard to the Grant Proceeds, has or shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with this Agreement, or in any activity, or benefit therefrom, which is part of the Work Plan at any time during or after such person's tenure. By signing this Agreement, Grantee's signatory certifies that, to the best of his/her knowledge and belief, there are no relevant facts or circumstances that could give rise to an organizational or personal actual or potential conflict for Grantee or any of its staff, and that Grantee has disclosed to Enterprise all such relevant information if such a conflict of interest appears to exist to a reasonable person with knowledge of the relevant facts or if such a person would question the impartiality of Grantee. Grantee agrees that if an actual or potential conflict of interest is discovered after the effective date of this Agreement, Grantee will make a full disclosure in writing to Enterprise. The disclosure shall include a description of actions that Grantee has taken or proposes to take to avoid, mitigate, or neutralize the actual or potential conflict.

Relationship of the Parties

Grantee is not an employee, partner, agent of or joint venturer with Enterprise for any purpose.

Acknowledgment of Funding

Grantee agrees to recognize Enterprise as a funding partner in the proposed project and shall favorably acknowledge Enterprise as a funder in all media publications relating to the project. Any acknowledgement must list Enterprise as "Enterprise Community Partners, Inc.". Any use of Enterprise's logo must have prior written consent of Enterprise.

Compliance with Laws

Grantee shall comply with the requirements of all laws, rules, regulations and orders of any governmental authority applicable to Grantee or the services being provided under this Agreement, including without limitation, the data privacy laws of any state in which Grantee shall have access to Personally Identifiable Information. Grantee shall not take any action in violation of any applicable legal requirement that could result in liability being imposed on Enterprise.

Survival

Notwithstanding the Period of Performance, this Agreement shall remain in effect until the last to occur of: (a) the date that the Grant Proceeds have been fully disbursed in accordance with this Agreement; (b) the date that all work has been completed under the Work Plan and all reports and records due by Grantee to Enterprise have been submitted to and approved by Enterprise; or (c) the date that there has been a closeout between Enterprise and Grantee of all issues

arising out of the Grant Proceeds and this Agreement ; (the last effective date to be referred to as the “Last Effective Date”). Notwithstanding the foregoing, certain sections of this Agreement as noted in the Agreement shall survive beyond the Last Effective Date.

Modifications and Amendments

Both parties may amend this Agreement so long as any amendment that affects the rights and obligations of either Party is in writing and executed by both Parties. The following circumstances require prior written consent of Enterprise: (1) a change in the line items of the Budget that exceed the 10% Threshold, (2) an extension of the Period of Performance, (3) any additions, deletions or alterations of existing approved Work Plan activities (even if the cost of such activity change is under the 10% Threshold), or (4) significant changes to Grantee capacity to manage and implement the Work Plan and Grant Proceeds. If Grantee does not obtain prior Enterprise consent, any costs related to unauthorized personnel or activities shall be at Grantee’s risk and borne by Grantee.

Administrative corrections that do not affect the rights and obligations of Grantee (such as corrections to addresses, emails or other such data) may be made by Enterprise without formal amendment but with notice to Grantee.

Delegation; Assignment

Grantee shall not delegate any duties or assign any rights under this Assignment without the prior written approval of Enterprise. A delegation of duties will not relieve Grantee of any duty to perform or any liability for breach of this Agreement unless this Agreement is wholly assigned to another party with Enterprise approval of the assignment and the assignment documents.

Governing Law

This Agreement shall be construed and enforced in accordance with, and the rights of the Parties shall be governed by, the laws of the State of Maryland, exclusive of its conflicts of law rules. Grantee agrees that any litigation shall be brought and prosecuted in any District or Circuit Court of Maryland, as appropriate, or Federal District Court, with venue in the United States Court for the District of Maryland, Baltimore Division and the Grantee consents to the in personam jurisdiction of such courts.

Grantee irrevocably waives any objection to, and any right of immunity from, the jurisdiction of such courts or the execution of judgments resulting therefrom, on the grounds of venue or the convenience of the forum.

Counterparts

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Electronic Signature

The use of an electronic signature (“E-Signature”) by any Party in executing this Agreement shall constitute the legal equivalent of a manual or handwritten signature as if the Party signed this Agreement in writing. No certification authority or other third-party verification shall be required to validate the Party’s E-Signature, and the lack of such certification or third-party verification will not in any way affect the enforceability of the E-Signature/s or this Agreement.

Enterprise Community Partners

Seattle CBO Affordable Housing Grant Program Application

The 2025 Seattle CBO Affordable Housing Grant Program aims to support Community Based Organizations and Community Development Corporations committed to affordable housing development, preservation, and stewardship by providing:

Capacity Building Grants of up to \$250,000 per organization, disbursed on a reimbursement basis for eligible expenses outlined in each agreement.

Individualized Technical Assistance on an ongoing basis by Enterprise staff and external consultants as appropriate.

Training Sessions for organizations or professionals newer to the affordable housing landscape, to better engage in development, preservation, and stewardship of affordable housing.

Enterprise may ask for additional information and context for your responses prior to making award selections.

Note that SlideRoom automatically saves your work as you go. You can log in and out as many times as you need to complete your proposal. However, once you submit you cannot return to make edits. If you face any technical issues with SlideRoom, please contact support@slideroom.com or access the online help desk at support.slideroom.com. Responses from SlideRoom typically take 48 hours.

Organization Overview

Organization Name *

Does your organization meet the following criteria as described in the RFP? *

Organizations must meet the eligibility criteria in order to be considered for this program. If you have questions about the criteria, please reach out prior to submitting an application.

- Organizations must be a Community-Based Organization or Community Development Corporation located and active in the City of Seattle.
- Proposed grant activities must take place in Seattle.
- Organizations must be in good standing within their state of incorporation.
- Organizations must have a documented organizational mission and/or Board intent to own and operate and/or develop and/or steward permanently affordable housing.

Please provide the organization's Taxpayer Identification Number*

Organization Street Address*

City*

State*

Organization Website

Organization Contact

Primary Contact First & Last Name*

Primary Contact Title*

Primary Contact Email Address*

Primary Contact Phone Number*

Organization Mission & Scope

Organization Mission Statement *

If your organization's mission does not explicitly reference an intent to own and operate and/or develop and/or steward permanently affordable housing, please upload board resolution establishing intent.

How many full-time equivalents (FTEs) did your organization employ as of January 1, 2025? *

How long has your organization been operating? *

What is the total organization annual operating budget? *

Please describe the community that your organization primarily represents, including your organization's geographic area of focus, any identity-based group(s) served who have been negatively impacted by discriminatory housing practices. *

How many total individuals does your organization serve annually (estimate): *

Does your organization currently own or operate affordable housing? *

If so, please describe including details such as: how many units the organization owns and/or manages, whether any units are in predevelopment/construction, how many residents live in units owned/managed by your organization. Feel free to include affordable rental and/or homeownership projects, if applicable.

Please indicate the % of clients/residents served by your organization through services, programs, and housing who are low-income (between 0-80% Area Median Income (AMI)). *

Proposal Narrative

Please note that organizations selected for the program cohort will have the opportunity to further refine their proposed activities; this is meant to be a high-level overview rather than a fully vetted scope and budget.

Describe capacity building needs of your organization that you hope to address with this grant, technical assistance, and training program. *

If you are seeking funding for a specific capacity-building or development project, please describe it in a few sentences. Include any details about the projected timeline for the proposed activities. If your project involves a site, please provide the address and ownership information. *

OPTIONAL: If you have identified specific budget items associated with your proposed project, please upload the Budget Template. *If you are unsure of associated expenses, feel free to leave this blank and we will support your organization in assessing costs as part of the technical assistance process.*

The optional Budget Template is available for download on the grant opportunity's landing page:
<https://www.enterprisecommunity.org/news/enterprise-initiates-seattle-cbo-affordable-housing-grant-program>

Seattle CBO Affordable Housing Grant Program					
Budget Template for Applicant Organizations					
2025 Request for Proposals					
<p>This is not a required application component. Organizations selected for the program cohort will have the opportunity to further refine proposed activities and required resources through the program. If you do elect to submit a budget, keep in mind that it can be a broad overview with initial estimates.</p> <p>Questions? Feel free to contact us at < mailbox address >.</p>					
Organization Name:					
Budget Total:					
<p>Step 1: Please input the <u>organization name</u> and <u>total amount requested</u> in the fields above.</p> <p>Step 2: Add <u>expenses</u> into column C, corresponding <u>units</u> into column D, and an <u>explanation</u> in column F.</p> <p>Step 3: Ensure that the "Budget Total" at the top of the sheet is equivalent to the value in the auto-calculated Budget Total field at the bottom.</p>					
Consultants & Partnerships					Narrative/Justification (Required)
Position	Hourly Rate	Hours	Total	Costs for contracted professional services as related to the proposed scope of work.	
Development Consultant			\$	-	
Project Architect			\$	-	
Legal Fees			\$	-	
			\$	-	
Insert row above for other consultant/partner expenses					
Subtotal Consultants/Partnerships			\$	-	
Third Party Evaluations					Narrative/Justification (Required)
Assessment/Study Type	Payment Amount	Number of Payments	Total	Predevelopment/feasibility studies of market, environmental and site conditions.	
Appraisal/Market Study			\$	-	
Capital Needs Assessment			\$	-	
Environmental Study			\$	-	
Geotech Study			\$	-	
Lead, ACM, Mold Testing			\$	-	
Meth Testing			\$	-	
Survey			\$	-	
Insert row above for other third party evaluations					
Subtotal Third Party Evaluations			\$	-	
External Training or Technical Assistance					Narrative/Justification (Required)
	Session Cost	Number of Sessions	Total	Additional Training and Technical Assistance outside the scope of what is offered by the program. Ex: real estate development finance, Fair Housing, board development, operations budgeting, property and asset management.	
			\$	-	
Insert row above for additional trainings or TAs					
Subtotal External Training or TA			\$	-	
Administrative Staffing Costs					Narrative/Justification (Required)
	Hourly Rate	Hours	Total	Fixed compensation for full-time, part-time, and/or contracted employees, non-volunteer staff labor costs. This is for direct labor only. Describe the role each position listed has in the completion of the proposed scope of work.	
			\$	-	
Insert row above for additional staff positions					
Subtotal Administrative Staffing Costs			\$	-	
Other Activities					Narrative/Justification (Required)
	Unit Cost	Total Units	Total	Other program or project expenses related to the acquisition, development, and/or preservation of affordable housing (materials, supplies, service fees, etc.) Please describe.	
			\$	-	
Insert row above for additional activities					
Subtotal Other Activities/Direct Costs			\$	-	
Origination Fee					Narrative/Justification (Required)
Origination Fee (1.5% Cap)		1.00	\$	-	
BUDGET TOTAL			\$	-	