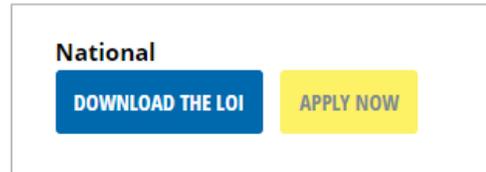# Enterprise®

Section 4 Capacity Building Grants
Frequently Asked Questions – 2019 Request for Letters of Interest

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SUBMISSION QUESTIONS

Where can I find the Request for Letters of Interest (LOI) and how do I apply?
A: Links for the LOI and access to SlideRoom, the online application system being used for this funding round, are available on our website
https://www.enterprisecommunity.org/financing-and-development/grants

National
DOWNLOAD THE LOI   APPLY NOW

Applicants must create an account in SlideRoom to apply.

How do I create a SlideRoom account?
A: Instructions on how to create an account in SlideRoom can be found in Appendix C of the LOI.

What questions will Applicants be asked to answer as part of the application process?
A: Applicants can click on the "Apply Now" link on our website to be taken to Enterprise's SlideRoom application system. Before logging in or signing up, Applicants can view a list of questions that will be asked. Applicants can also see the full list of questions once they have created an account in SlideRoom.

Can I start the application in SlideRoom and come back to it if I don't finish right away?
A: Yes, SlideRoom automatically saves work as it is entered and Applicants can log in and out as many times as needed to complete the application. If you lose your internet connection or have computer problems, your work will be saved and you won't need to start again.

How will I know if I have submitted my application correctly?
A: Once an application has been submitted, Applicants will receive a confirmation notice from SlideRoom with a unique confirmation ID number, the date of submission and the program (LOI) the application was submitted under. A confirmation email will also be sent to confirm the submission.

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

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I submitted my application but forgot to add something important. Can I reapply or edit the application?
A: Unfortunately, once an application has been submitted it cannot be changed. Carefully review your application before submitting.

What if I started my application but missed the deadline to submit?
A: Unfortunately, if your application was not submitted before the 11:59 pm EDT deadline, it cannot be accepted.

What else should I know about SlideRoom?
A: SlideRoom helps Applicants stay on track with deadlines.

- 72 hours before the LOI deadline, email reminders will be sent from SlideRoom to Applicants that have not yet submitted their applications.

- Within a week of the deadline, a counter timer will appear in SlideRoom to help Applicants in different time-zones know exactly how much time is left to submit.

If I encounter problems with SlideRoom, who can I contact?
A: Technical questions related to SlideRoom can be sent to support@slideroom.com from Monday – Saturday, 9 am – 9 pm Central.

Who should be listed as the primary and secondary contacts under the grant?
A: Contacts listed in the LOI application should be authorized representatives of the applying organization (examples include staff and board of directors). Consultants may not submit applications on behalf of applicants nor should they be listed as points of contact.

GENERAL

Does Enterprise provide grant funding to individuals?
A: Unfortunately, Enterprise does not provide grant funding to individuals.

Where can I find the LOI materials?
A: All materials related to the LOI can be found on our website:
https://www.enterprisecommunity.org/financing-and-development/grants

When is the application due?
A: Applications must be submitted on July 15, 2019 by 11:59 pm EDT.

What is the maximum request amount per LOI or project? Where can I find the request amounts and limits?
A: Enterprise anticipates making awards that range from $25,000 to $100,000. Average award is expected

to be $40,000, unless otherwise noted on a Market Area's attachment in the LOI. Applicants are expected to submit requests based on a realistic estimate of the costs involved in implementing and operating the proposed project, program or activity. $100,000 awards are rare.

Can we request support for capacity building for residents of projects, or is it only for building the capacity of organizations?
A: The Section 4 program's purpose is to enhance the technical and administrative capabilities of CDCs and CHDOs as they carry out community development and affordable housing activities for the benefit of households with low income (80% AMI or lower).

Can a project augment an existing Enterprise funded project? Should we include past successes from prior Enterprise funding in our LOI even if it does not relate to the new project?
A: Yes, a project could augment an existing Enterprise funded project however it may not go towards supporting the same costs that are part of your existing project. In the SlideRoom application, Applicants can list past successes and prior housing experience; however, it should be relevant to the newly proposed project or activity.

If we propose a project for $100,000, is there a chance that Enterprise will negotiate a lower award for that project rather than not funding it at all?
A: Yes, award amounts may be lower than the amount requested. Grants will be scored against the established scoring criteria and final awards will be determined by a review panel comprised of Enterprise staff. If applicants receive less than the amount proposed, or do not receive an award, they may contact Enterprise for feedback about their proposal.

Our organization received a grant from Enterprise last year and we are still in the process of finding funding to fully fund the program. Would a grant request to fund a second year of capacity building for this program be a competitive application?
A: Enterprise cannot advise on this as your organization is in the best position to answer this question based on the impact that the project may have.

Is the CDC required to identify the specific homeowner benefiting from any grant in advance of submitting?
A: No, however, you may want to provide detail about the beneficiaries (i.e. if homeowners are disabled veterans, seniors, etc.).

Can HEART grantees apply to this funding opportunity?
A: Unfortunately, HEART grantees cannot apply to this funding opportunity in the Gulf Coast market.

What is the term of the grant? Are these renewable?
A: Grants are issued with a general period of performance of 12 – 18 months. These awards are not renewable.

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Can our organization apply through a fiduciary? Our organization does not have 501c3 status but our fiduciary does.
A: Unfortunately, no, your organization may not apply through a fiduciary or fiscal sponsor as your organization does not meet the eligibility criteria. Both the fiduciary/fiscal sponsor and the sponsored organization must meet the eligibility criteria.

If an organization applies within a program area, but the proposal is applicable to another program area, will Enterprise re-assign the program area?
A: Yes, Enterprise may ask applicants to apply under a different program area if they feel that the proposed activities or programs are more aligned with another program area.

If our org submits a proposal for staff training on the topic of diversity and inclusion, would we need to already have consultant fee quotes from specific training providers?
A: No, you do not need to secure quotes prior to submitting your application.

Can grant requests support grant writing expenses?
A: Unfortunately, grant funds may not be used to support or engage in fundraising activities, such as grant writing.

WHO TO CONTACT

If I have a question about the LOI, who should I contact?
A: Send an email to rfp@enterprisecommunity.org and an Enterprise representative will provide assistance.

If I have a question regarding a Market Area's priorities, who should I contact?
A: Market Area contact information is listed on each attachment in the LOI.

ELIGIBILITY

Are demonstrably social impact, for-profit organizations able to apply?
A: For-profit organizations are not eligible to apply.

If we have an open grant with Enterprise will this affect our eligibility for this round?
A: No, having an open grant will not affect an applicant's eligibility. However, it is Enterprise's expectation that the Applicant is in good standing with any current or previously received grants, contracts or loans from Enterprise. For the purposes of this LOI, good standing means that current Enterprise Grantees are incurring costs and requesting reimbursement in a timely manner, communicating with Enterprise as soon as any shifts in scope or budget are identified, and responding to all requests by stated deadlines. For grants that have ended, all close out reports must be submitted, completed and on file. For contracts and

loans, this means that consultants and borrowers must be in compliance with the regulations governing the use of federal funds.

Can you tell me if my organization meets the eligibility criteria?
A: Applicants should review the eligibility criteria as described in Appendix A of the Section 4 LOI to determine if they are eligible to apply and possibly receive funding. However, if an applicant is still unsure if their organization meets the eligibility criteria, emails may be sent to the following email rfp@enterprisecommunity.org

Once an email has been received, Enterprise will review the applicant's eligibility. If additional information is needed to determine eligibility, Enterprise may request documents such as articles of incorporation, bylaws, and confirmation of 501c3 status. Please do not submit any documentation unless requested by Enterprise.

Are membership groups eligible to apply for Section 4 grant funding?
A: Membership groups are not eligible to apply for this funding.

What is Enterprise's definition for membership groups?
A: Enterprise defines membership organizations as, "an organization where each member is an entity, not an individual, that has membership rights in accordance with the provisions of its articles of incorporation or bylaws." Typically, membership organizations have a roster, incentives, and process for membership.

Membership organizations whose primary missions are to engage and strengthen member organizations without also having a primary purpose to carry out community or economic development activities themselves are not eligible to apply.

Membership organizations that have reviewed the eligibility criteria under this LOI and chose to apply will be evaluated on a case by case basis.

Can membership organizations apply if their capacity building program would benefit CDCs and CHDOs?
A: Unfortunately, no, as grant funds must directly build the capacity of the applicant organization.

How are the performance period start dates determined for these Section 4 grants? Will all grants begin on the same date?
A: If awarded a grant, the period of performance will begin on the 1st of the month following the execution of the grant by both parties (Enterprise and Grantee). Enterprise anticipates that grant start dates will range from November 2019 through January 2020. No costs may be incurred prior to the period start date.

We are a newly formed CDC, are we eligible to apply?
A: Any organization, including newly formed organizations, that meets the eligibility criteria described in Appendix A is eligible to apply.

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Our 501c3 status is pending. Can we still apply?
A: Unfortunately, applicants must have 501c3 status by the time applications are due. Criteria 5 of the CDC Criteria listed in Appendix A specifically notes that organizations must have, "a tax exemption ruling from the Internal Revenue Service under section 501(c)(3) or 501(c)(4) of the Internal Revenue Code of 1986 (26 CFR 1.501(c)(3)-1);"

Our organization receives funding from LISC and Habitat for Humanity, International. Are we eligible to apply?
A. You are eligible to apply under this funding opportunity if you meet the eligibility requirements as listed in Appendix A of the LOI. If you received funds from LISC or Habitat for Humanity, International, that are also HUD Section 4 intermediaries like Enterprise, then you may still apply, however, you may not request Enterprise grant funds to support the same costs supported by LISC.

I represent a consolidation of four CDCs across a region. Each group carries out local activities, and through the consolidation we are beginning to regionalize certain programs that can be scaled. Could each CDC apply for these funds separately?
A: Yes, each individual CDC may apply for funds separately; however, if the CDCs are coordinating on one project and seek funding for that project, only one CDC may apply on behalf of the consolidated group of CDCs.

What requirements should I be aware of if my organization advances to the full proposal stage and/or receives an award?
A: On page 56 of the LOI, there is information about the administrative requirements Applicants should be aware of. In addition, there is a link to Enterprise's Grants Guide which also provides detailed information.

THRESHOLD REQUIREMENTS

Are there threshold requirements?
A: Yes, under the Section 4 LOI there are two Threshold Requirements that must be met to advance LOIs to the review stage:

1. Applicants must meet the eligibility requirements as described in Appendix A of the LOI.
2. Program activities must address the needs of households with low income as required under the Section 4 program (80 % AMI or lower).

Is my organization still eligible to submit a proposal if we meet only one of the Threshold Requirements?
A: No, if applicants do not meet all Threshold Requirements the proposal **will not** be reviewed.

One of the Threshold Requirements states that program activities must address the needs of households with low income as required under the Section 4 program. What does the definition of households include? Could a household include not only parents and children, but just one individual

as well?
A: Yes. For the purposes of this grant, program activities must address the needs of low-income households which may be a single person who may be elderly, displaced, disabled, near elderly, or any other single person; a group of persons residing together or any persons occupying a housing unit. Under the Section 4 program, low income is defined as 80 % Area Median Income or lower.

How are you defining AMI (Average Median Income)?
The Department of Housing and Urban Development sets income limits based on estimates for different areas of the country. For more details, visit their [website](#).

GEOGRAPHIES OF INTEREST

Are Puerto Rico and the U.S. Virgin Islands eligible geographies?
A: Yes, Puerto Rico and the U.S. Virgin Islands are eligible geographies. Applicants in either location must select National as their Geography of Interest in the SlideRoom application.

Our organization serves geographies in both Northern California and Southern California. Which Market should I apply under?
A: Unfortunately, Enterprise cannot advise you on which Market Area is the best fit. Both Northern and Southern California staff will be holding their own webinars to discuss their market-specific priorities. If you can attend both, that may help you determine which Market is the best fit for your proposed project or program. If you can't attend both webinars, they will be recorded and available as a resource on our website. Registration details are included in each Market's attachment in the LOI and on our website.

Can you tell me if northern Vermont and New Hampshire are eligible? Not sure if this is considered the Greater Boston area.
A: Applicants proposing to implement a project, program or activities in northern Vermont or New Hampshire are eligible to apply; however, they would not fall under the Boston Market Area's geography as that is defined as Suffolk, Norfolk, Middlesex and Essex counties only.

Applicants that fall outside of a defined Market Area will select National as their Market Area in the SlideRoom online application form.

If my project does not fall within a specific Market area, which area do I choose?
A: If your project does not fall within one of the Markets and their specific geographic areas, you would choose National under Geography of Interest in SlideRoom.

Can organizations that work in the state of California, apply for both a N. California and S. California LOI?
A: Unfortunately, no. Applicants may submit only one application in response to the LOI. Your organization is in the best position to determine which Market Area most closely aligns with your proposed project.

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If there are national organizations that have projects in multiple geographic areas, can they only apply once?
A: Only one LOI is allowed per CDC/CHDO organization. Subsidiaries operating under a national organization may submit an LOI if the individual subsidiary meets the eligibility requirements as described in Appendix A of the LOI.

SCORING

What is the maximum point total that an Applicant can receive?
A: Applicants can receive up to 25 points.

Is there a threshold level that Applicants must reach in order to be considered for the Full Proposal stage?
A: Applicants must receive a minimum of 20 points to be considered for the Full Proposal stage. However, decisions to move an Applicant forward will also be based on eligibility, responsiveness to criteria, alignment with identified priorities, and comments from reviewers. In addition, the total number of Applicants selected to submit a full proposal is contingent upon the number and quality of LOIs received.

While the LOI instructions state that one Program Area should be chosen per LOI, can applicants get additional points for describing how that project aligns with other program areas?
A: We understand that there may be overlap between program areas in your proposed project. However, organizations must pick only one program area to apply for and additional points will not be given based on alignment with other program areas.

Are points awarded to LOI applications depending on the number of units produced?
A: No, points are not awarded based on the number of units produced. Points will be based on the scoring criteria listed in the LOI.

Are proposals scored against the total group of submissions or just against the other proposals in the specific chosen program area. Will you try to have an equal number of awards in each program area?
A: Applications are based on the Scoring Criteria listed in the LOI. The quantity and dollar amount of awards in each program area is not pre-determined and will depend on the number and quality of LOIs received under each Program Area.

MATCH

Is match required?
A: The Section 4 program requires Enterprise to raise match from private sources for every dollar of Section 4 funds spent. Enterprise in turn requests that grantees demonstrate their ability to provide matching dollars to help satisfy this requirement. Refer to the Match Guidance within the Federal Grant Requirements document.

DISBURSEMENT REQUESTS

How long does it take Enterprise to reimburse grantees for costs incurred?

A: Disbursement requests should be made allowing approximately thirty (30) business days for Grantee to receive the Grant Proceeds. This estimation is based on the assumption that all required documentation has been submitted and is correct.