



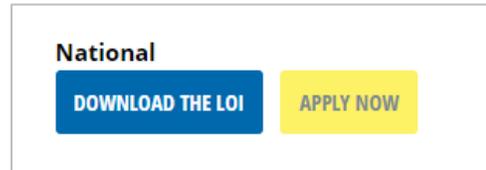
**Section 4 Capacity Building Grants  
Frequently Asked Questions – 2018 Request for Letters of Interest**

**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>*



*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?**

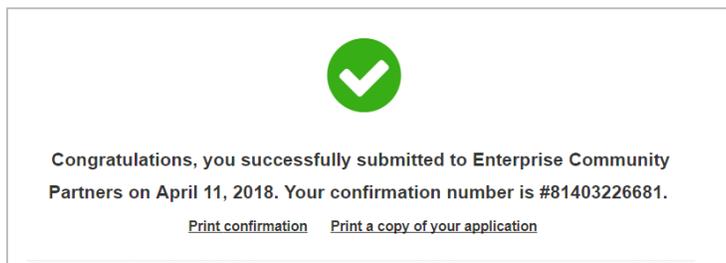
*A: Applicants can click on the "Apply Now" link on our website to be taken to Enterprise's SlideRoom application system. Before logging in or signing up, Applicants can view a list of questions that will be asked. Applicants can also see the full list of questions once they have created an account in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





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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](mailto:support@slideroom.com) from Monday – Saturday, 9 am – 9 pm Central.*

## GENERAL

**Does Enterprise provide grant funding to individuals?**

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

**When is the application due?**

*A: Applications must be submitted on May 29, 2018 by 11:59 pm EDT.*

**Do applicants need to submit a proposal budget?**

*A: No, Applicants are not required to complete a budget template at the LOI stage, but must describe how funds would be used and enter an amount requested within the SlideRoom application system.*

**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.*



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**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.*

## WHO TO CONTACT

**If I have a question about the RFP, who should I contact?**

*A: Send an email to [rfp@enterprisecommunity.org](mailto: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

**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*



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*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](mailto: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.*

**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.*

**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, who 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.*

**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.).*



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**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.*

### GEOGRAPHIES OF INTEREST

**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, they will be recorded and available as a resource. Registration details are included in each Market's attachments in the LOI and on our website.*



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**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 application system.*

**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 Market Area 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 only submit 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/program.*

**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 33 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 22 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.*



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**Are points awarded to LOI's 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 number and 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.*

**RACIAL EQUITY**

**Do the questions related to racial equity apply to our organization or to our grant project?**

*A: This can be applied to both your organization as well as your grant project if you decide to request funding to advance a racial equity initiative or training.*

**98% of the population we serve are very low and low-income African American residents. What would racial equity look like for us?**

*A: Serving a marginalized population does not automatically make it a racial equity effort. Organizations should focus on the outcomes that they are trying to create for the population they serve. For example, if an organization serves low-income African Americans, they should articulate how their efforts will reduce the inequities that population faces, or the capacity they will develop to increase the likelihood that they can implement the work. Applicants should review the [Racial Equity Toolkit](#) to determine if they are pursuing the best course of action. In addition, describing their desired outcomes and how they will achieve them will also be important from the perspective of the LOI.*

**Are there any other resources available related to racial equity?**

*A: To understand more about the framework for racial equity and tips on applying a racial equity tool to programs and projects, visit our [website](#) to view our Racial Equity [webinar](#), [worksheet](#), and [toolkit](#). The webinar also covers implications for framing as it relates to the Section 4 LOI process.*