Puerto Rico Nonprofit Leadership Development Initiative
Request for Proposals

CFDA Number: 14.252

<table>
<thead>
<tr>
<th>Informational Webinar</th>
<th>February 10, 2020 Atlantic Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of Request for Proposals</td>
<td>February 10, 2020</td>
</tr>
<tr>
<td>Submission Deadline for Proposals</td>
<td>March 16, 2020 11:59 pm AT firm</td>
</tr>
<tr>
<td>Expected Date for Acceptance Notification</td>
<td>April 15, 2020</td>
</tr>
</tbody>
</table>

Overview:
The Puerto Rico Nonprofit Leadership Development Initiative grant opportunity is available from The Puerto Rico Nonprofit Capacity Building Network, led by Enterprise Community Partners (Enterprise), NeighborWorks America (NeighborWorks) and the Puerto Rico Community Foundation (Community Foundation).

The anticipated award amount is $35,000 per organization. Through this Initiative, eligible organizations may request the funds to support capacity building activities such as, but not limited to, developing the skills of organizational leadership, strengthening the fiscal and operational health of the organization, enhancing technical capacity, and fostering collaboration through a broader Puerto Rico Nonprofit Capacity Building Network. The goal is to create long-term capacity for participating organizations.

Applicants are encouraged to read the entire RFP and register for an account in SlideRoom early in the process to understand requirements and submission details. Technical problems with SlideRoom may be directed to (https://support.slideroom.com/customer/portal/emails/new).

In this document you will find a general overview of the Initiative and the specific requirements needed to complete a proposal.

How to Apply:
Eligible organizations must apply through SlideRoom, the proposal portal for this funding opportunity. Applicants must register for an account in SlideRoom prior to submitting the proposal. Register here: https://enterprise.slideroom.com/#/Login Additional information about how to register in SlideRoom can be found in Appendix C.

Deadline:
11:59 p.m. Atlantic Time (AT) on March 16, 2020. Proposals received outside of SlideRoom or after the deadline will not be accepted.

Questions:
General questions may be submitted to Erika Ruiz (Director, Enterprise Advisors) at eruiz@enterprisecommunity.org and technical questions regarding the proposal submission in SlideRoom may be submitted to https://support.slideroom.com/customer/portal/emails/new.
Contents
Puerto Rico Nonprofit Leadership Development Initiative .................................................. 1
Program Overview ................................................................................................................. 3
Submission Process ............................................................................................................... 4
Proposal Questions & Required Submission Documents ......................................................... 4
Scoring Process & Scoring Criteria ....................................................................................... 5
  Program Timeline ............................................................................................................... 6
Appendices ............................................................................................................................... 8
  Appendix A – Eligibility Requirements .............................................................................. 9
  Appendix B - Eligible Activities & Allowable Costs ............................................................ 10
  Appendix C – SlideRoom User Guide ................................................................................. 12
Executive Summary

<table>
<thead>
<tr>
<th>Anticipated Award Amount</th>
<th>$35,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source of Grant Funding</td>
<td>Federal. This is a federally funded grant opportunity. As such, Applicants selected for awards must comply with all applicable terms and conditions of the award, federal laws, regulations and policies.</td>
</tr>
<tr>
<td>Types of Funding Agreements</td>
<td>Grant Agreements</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Cost Reimbursement</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>501c3 non-profit organizations working in Puerto Rico with a mission focused on affordable housing or community development. Eligible Applicants must be in existence for five (5) years or more and have a current good standing certification.</td>
</tr>
</tbody>
</table>

Program Overview

a. Description/Background
This grant opportunity is available through The Puerto Rico Nonprofit Capacity Building Network, led by Enterprise Community Partners (Enterprise), NeighborWorks America (NeighborWorks) and the Puerto Rico Community Foundation (Community Foundation).

This network was launched based on the recognition of the value of the work that nonprofit organizations bring to Puerto Rico. Through their mission focused work, these nonprofit groups help the most vulnerable families and individuals achieve transformational goals for housing development, sustainability, and community revitalization. The network will develop an infrastructure to address obstacles by improving coordination among nonprofits, government and business and by equipping organizations with additional knowledge in areas such as housing and community development, community engagement, collaboration, management and leadership.

Building on our commitment to thriving communities, the collaborative is excited to bring partners together in the creation of the Puerto Rico Nonprofit Leadership Development Initiative. The Capacity Building Initiative is designed specifically to build the capacity of the nonprofit community through a deep-dive engagement that offers financial resources for staff, coaching, training, and peer-to-peer learning.
The initiative will include developing the skills of organizational leadership, staff and boards, the fiscal and operational health of the organization, technical capacity, and fostering collaboration through a broader Puerto Rico Nonprofit Capacity Building Network. The goal is to create long-term capacity for participating organizations. Key components of the program will be:

- Grant awards up to $35,000 per organization to be used for staff and training expenses
- Direct technical assistance for the organization in specific areas of need
- One-on-one mentoring for selected staff
- Participation in Peer Learning Cohort with other grantees
- Capacity Building workshops in nonprofit operations and technical areas (open to all nonprofits and board members per available space)

b. Eligible Applicants
The Puerto Rico Nonprofit Leadership Development Initiative is targeted to 501c3 nonprofit organizations operating in Puerto Rico with missions focused on affordable housing or community development. Applicants must also be in existence for five (5) years or more and have a current certificate of good standing from the Commonwealth of Puerto Rico.

Submission Process
The RFP is available to view and download on Enterprise’s website. To be considered for funding, all Applicants must create an account in SlideRoom, our proposal portal. To register for an account and to apply, see Appendix C.

Once registered, Applicants must answer all questions within the SlideRoom application and upload the required documents to successfully apply.

Proposals received outside of SlideRoom or after the deadline will not be accepted.

Proposal Questions & Required Submission Documents
Once registered in SlideRoom, Applicants must complete the following questions and upload required documentation:

**Organizational Information**

- Organization Name: enter legal name, not ‘doing business as’ name.
- Mailing Address
- City
- State/US Territory
- Zip Code
- Tax Identification Number
- Does organization have a Data Universal Numbering System (DUNS) number [Yes/No]
  - If Yes, enter 9-digit DUNS #.
- Does organization have a current account in the System for Award Management [Yes/No]
  - If Yes, enter date the account expires.
- Organization Incorporation Date
- Name of Executive Director
- Name of Board Chair
- Name and title of staff member(s) participating in the program
• Organizational Mission [Limit: 84 words]

Narrative Questions
1. What are some of the notable achievements of your organization? Limit: 150 words
2. How do you define organizational success and where would you like to lead your organization in five years? Limit: 125 words
3. What are the major challenges facing your organization? Limit: 100 words
4. What are your major organizational needs? Limit: 100 words
5. How do you see this program and grant opportunity supporting your organization achieve more success? Limit: 125 words

Attachments
• Articles of Incorporation
• If available, last Annual Report
• 501c3 Internal Revenue Service determination letter
• IRS W-9 form
• Resume and Biography of the program participant
• Letter of Support for the program participant
• Letter from the Board of Directors authorizing application
• Certificate of Good Standing
• Organizational References (Client, Government, Funder)
  o Name
  o Relationship (Client, Government or Funder)
  o Project, Activity or Service
  o Phone Number
  o Email
• Most recent Audited Financials
• Organizational Risk Assessment Questionnaire

Scoring Process & Scoring Criteria
Proposals will be reviewed by individuals representing The Puerto Rico Nonprofit Capacity Building Network. The maximum number of points to be awarded is 105. Reviewers will utilize the following criteria to evaluate all proposals:

Threshold Criteria
• Must be a 501c3 certified organization
• Must submit an updated certificate of good standing (no more than six (6) months old)
• Must be in existence five (5) or more years
• Must focus on affordable housing and/or community development

Proposals that do not meet threshold criteria will not be scored

Criteria 1: Mission Alignment (10 Points) - Organization’s mission focuses on affordable housing and community development.
Criteria 2: Experience and Service Delivery (20 Points) - Organization has history of development of housing projects or has partnered with housing developers/owners to provide services

Criteria 3: Staff Capacity (15 points) - Staff has strong experience and relevant background

Criteria 4: Leadership (15 points) - Program participant has exercised leadership and identifies way they can lead a better path for their organization.

Criteria 5: Clearly outlined need and challenges (20 points) - Applicant identifies organizational challenges that threaten the impact of the organization and identifies the needs the organization has to improve service delivery and organizational stability

Criteria 6: Impact Potential (20 points) - Applicant identifies how participation in the program will allow the organization to have more impact. Organization has stable operations and few areas of deficiencies

Bonus: Geography (5 points) - Based outside of the San Juan Metropolitan Area

Program Timeline
Program Informational Webinar and In-Person Presentation: February 10, 2020
Program Application Available: February 10, 2020
Application Submission Deadline: March 16, 2020
Notification to schedule Interview (qualifying candidates): March 27, 2020
Interviews: April 1-10, 2020
Final Notification of Acceptance: April 15, 2020
Program Start: May 1, 2020
Grant Start Date: June 1, 2020
Program Delivery: May 2020 - December 2020
- May 2020
  o Program Orientation, one-on-one Technical Assistance (TA) design and mentor match discussions, meetings with Board Presidents - Location: San Juan
- June 2020
  o Brownbag cohort discussion – Location: Mayaguez or another western municipality
  o TA touch point
  o Mentor Match Confirmation and First Meeting
- July 2020
  o Remote check-in call
- August 2020
  o Open Capacity Building Workshop – Location: Ponce or another southern municipality
  o Mentor touch point
  o NeighborWorks America National Training Institute participation – Location: Washington DC
- September 2020
  o Brownbag cohort discussion – Location: Humacao or another eastern municipality
  o TA touch points
  o Board Training
- October 2020
  o Open Capacity Building Workshop – Location: Caguas
- Mentor touch point
  - November 2020
    - Brownbag cohort discussion – Location: *Utuado or another interior municipality*
    - TA touch point
  - December 2020
    - Open Capacity Building Workshop – Location: *San Juan*
    - Final Brownbag cohort discussion – Location: TBD
    - Final Mentor Touch point
    - Final Board Wrap Up
Appendices
Appendix A – Eligibility Requirements

The Nonprofit Leadership Development Initiative is targeted to nonprofit organizations in Puerto Rico whose mission is related to affordable housing or community development. Ultimately, this work will build the capacity of the nonprofit sector to better meet the needs of low- to moderate-income families in Puerto Rico.

Eligible organizations must be 501c3 registered groups in existence for five (5) years or more. Organizations must also submit a current Certificate of Good Standing from the Commonwealth of Puerto Rico.
Appendix B - Eligible Activities & Allowable Costs

a. Eligible Activities
Grant funds must be used to enhance the technical and administrative capabilities of nonprofit organizations in Puerto Rico.

b. Allowable Costs
All expenditures must be allowable, allocable and reasonable in accordance with the applicable Federal cost principles.

Pursuant to the Federal Grant Agreement, grants shall be governed at 2 CFR 200 (for State, Local and federally recognized Indian Tribal Governments, Higher Education, Hospitals and other Non-Profit Organizations). Refer to the following applicable Federal cost principles for more information: http://tinyurl.com/nxawgds

c. Examples of Eligible Activities and Allowable Costs
Common examples of capacity-building activities that can be funded include the following costs.

- Staff Salaries – for existing staff members or new staff members, which can include fringe benefits.
- Staff Training – in areas such as organizational leadership, fiscal and operational health, staff and board development, and technical capacity.

Grant funds may not be used for the following costs:

- Ongoing business expenses or organization costs defined as rent, telephone bills, insurance, etc.
- Direct and indirect construction costs.¹
- Expenses for new lines of business or start-up costs, including staff and consultant fees related to these efforts.
- Fundraising activities.
- Dues for lobbying activities.
- Bad debts.
- Contributions and donations.
- Entertainment costs, including amusement, diversion, social activities and alcohol.
- Policy or advocacy costs.
- Giveaways/prizes, incentives, stipends.
- Fines, penalties and judgments.
- Interest and other financing costs.
- Investment costs.
- Capital expenditures or land acquisition.
- Costs of idle facilities.
- Housing & personal living expenses.
- Contingency reserves.
- Other costs pursuant to program or regulatory requirements.

¹ Use of grant funds must comply with HUD’s environmental regulations in 24 CFR Part 50. Project must have approval from the local HUD field office to use funds for direct or indirect construction costs or other costs as required by 24 CFR Part 50.
d. **Administrative Requirements**

Applicants and Awardees should be aware of the following:

- **Executed Grant Agreement** – Enterprise cannot finalize grant commitments until the conditions of the award are satisfied and a grant agreement is executed (signed) by Enterprise and the Grantee organization.

- **Cost Reimbursement** - All grants are awarded on a cost reimbursement basis; grant disbursements occur after expenses have been incurred. Grantees may be required to submit documentation supporting the expenses being invoiced.

- **Data Universal Numbering System (DUNS)** - All organizations receiving federal funds are required to obtain a DUNS number, including subcontractors and consultants of Grantees. The DUNS # is a unique nine-character number assigned by Dun and Bradstreet, Inc. that identifies an organization. Enterprise will not issue a grant agreement if a DUNS number has not been provided. For questions on obtaining a DUNS number refer to Appendix B in the Enterprise Grants Guide.

- **System for Award Management (SAM) Registration** – Awardees and all subcontractors and consultants engaged by Grantees through this award must be registered in SAM. SAM must remain active throughout the lifecycle of the grant, and Awardees must provide verification that they have an active account in SAM before Enterprise will issue a grant agreement. In addition, grantees must not have active exclusions or delinquent federal debt and may not be currently debarred, suspended, proposed for debarment or declared ineligible for awards by any federal agency. For questions on registering refer to Appendix B in the Grants Guide.

- **Questionnaire for Sub-recipients of Federal Funding** – Applicants are required to complete a Questionnaire and provide the requested supporting documentation to ensure they have the systems and internal controls in place to successfully manage federal funds. This request is based on federal requirements contained in 2 CFR 200 which requires Enterprise to review and evaluate the risk associated with potential Grantees prior to making awards. If deemed necessary, Grantees are required to participate in an on-site organizational assessment as well as subsequent program audits. Enterprise will not issue a grant agreement until all documentation has been submitted and the assessment review has been completed.

- **Good Standing** – Awardees must be in good standing within their state of incorporation. In addition, any current or previously received grants, loans or contracts from Enterprise must be in good standing. For the purposes of this RFP, good standing means that current 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.

- **Federal Provisions** – Included in all grant agreements, this document explains the administrative standards and provisions that the grant is governed by. Grantees must sign and return a copy of the Federal Provisions along with their signed Grant Agreement.

- **Federal Funding Accountability and Transparency Act (FFATA)** – As applicable, Grantees must comply (as applicable) with FFATA and provide necessary information to enable Enterprise to comply with FFATA reporting requirements. Please visit [http://www.fsrs.gov](http://www.fsrs.gov) for more information.
Appendix C – SlideRoom User Guide

Summary: Enterprise is using SlideRoom, an online software system, as its proposal portal. Applicants must register in SlideRoom to apply. Proposals submitted outside of SlideRoom will not be accepted.

IMPORTANT: SlideRoom automatically saves your work as you go, and you can log in and out as many times as you need to complete your proposal. However, once you submit your proposal, you will not be able to make any changes. Please carefully review your proposal before submitting.

REGISTER FOR A SLIDEROOM ACCOUNT

1. Click here to begin the registration process (https://enterprise.slideoom.com/#/Login). You'll be taken to a sign-up form.

2. Enter your email address, then create and confirm a password. Agree to the terms of service and click Sign Up. Now you have registered for a SlideRoom account.

You can activate your account by checking your email. You will see an email from notify@slideroom.com with a link you can click to log in using your email address and password. If you don’t see the email, wait a few minutes, then check your spam or junk folders. If you still can’t find it, contact our SlideRoom support team (https://support.slideroom.com/customer/portal/emails/new)

BEGIN YOUR PROPOSAL

Now that you have created and confirmed your SlideRoom account, you can begin your proposal.

1. Once logged in, you will see a Directory listing the available grant programs that you can apply to at Enterprise.

2. To get started, click your chosen grant program.
   - Carefully review each RFP and select the appropriate funding opportunity.
3. The next screen you will see shows an overview of the program you are applying to. Here, you will have a chance to learn more about what is required, what questions you need to be prepared to answer, and anything else you'll need to complete the proposal.

4. When you have gathered everything you need, click the blue **Begin Proposal** button at the top of the page.

   **Note:** If this is your first time filling out an proposal through SlideRoom, you will be prompted to set up your profile. This includes basic contact information. Make sure this information is correct and up to date. If you need to change it later, you can always do so by clicking your name in the top-right corner of your dashboard and clicking **Account Information**.

5. When you're done filling out this form, click the blue **Continue to Proposal** button to be taken to the proposal itself. The first thing you will see is any proposal form(s) with questions that must be answered.

6. To navigate through the forms, use the buttons along the left side of the page. To navigate to different sections of the proposal, use the buttons along the top of the page. Or, you can click **Continue to the next step** at the bottom of the page, or the green **Next** button at the top to take you to the next part of the proposal.

---

**SUBMIT YOUR PROPOSAL**

1. When you have completed all the requirements you are ready to submit. Clicking on the Submit tab will take you to a screen where you can review your proposal by clicking a link at the top of the screen. If you have omitted any required questions, you will see another link in red at the top of the screen that will take you back to those questions in the proposal.

2. **Make sure to review your proposal carefully, since you will not be able to make any changes once you have submitted.**

3. When you are sure your proposal is as great as can be, press the blue **Submit Proposal** button.

4. That's it! Your proposal is now submitted. You will see a confirmation screen with your proposal ID number; the date and time of your submission; and the program you submitted to. Finally, you will receive a confirmation email as well with information pertaining to your submission. Keep this email for your records.

---

**ADDITIONAL RESOURCES**

- SlideRoom Applicant Help Center
- SlideRoom Support Email