Section 4 Capacity Building Grants
2019 Request for Letters of Interest
Rural and Native American Initiative

CFDA Number: 14.252

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<th>Letters of Interest (LOI) Issue Date:</th>
<th>June 17, 2019</th>
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<td>Informational Webinar on LOI:</td>
<td>June 25, 2019 1:30 – 2:30 pm EDT</td>
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<td>Informational Webinar for RNAI LOI</td>
<td>June 27, 2019, 2:00 – 3:00 pm EDT</td>
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<td>Submission Deadline for LOI Applications:</td>
<td>July 15, 2019, 11:59 pm EDT firm</td>
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<tr>
<td>Notice of Invitation to Submit to RFP:</td>
<td>August 8, 2019</td>
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<tr>
<td>Submission Deadline for RFP:</td>
<td>September 9, 2019, 11:59 pm EDT firm</td>
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<td>Expected Date for Selection Notification:</td>
<td>October 15, 2019</td>
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Overview: Enterprise Community Partners (Enterprise) is seeking Letters of Interest (LOI) for the Section 4 Capacity Building Program (Section 4). The purpose of the Section 4 program is to enhance the technical and administrative capacity of community development corporations (CDCs) and community housing development organizations (CHDOs) to carry out community development and affordable housing activities.

This funding opportunity is a two-step application process consisting of an LOI and a Request for Proposals (RFP). Applicants who pass the LOI round will receive a formal invitation to submit a full proposal. Applicants may not submit a full proposal unless they are invited by Enterprise. In this document you will find a general overview of the Section 4 program, Enterprise funding priorities, and the specific requirements needed to complete an application.

How to Apply: Eligible organizations must apply through SlideRoom, the application portal for this funding opportunity. Applicants must register for an account in SlideRoom prior to submitting the application. 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. Eastern Daylight Time (EDT) on July 15, 2019. Applications received outside of SlideRoom or after the deadline will not be accepted.

Questions: Programmatic questions may be directed to Sarah Torsell, Program Director, at storsell@enterprisecommunity.org. General questions may be submitted to rfp@enterprisecommunity.org and technical questions regarding SlideRoom may be submitted to https://support.slideroom.com/customer/portal/emails/new
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Executive Summary

<table>
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<tr>
<th>Total Amount to be Awarded</th>
<th>$796,225.00</th>
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<tr>
<td>Average Award Amount</td>
<td>Enterprise anticipates making awards that range from $25,000 to $50,000. Average award is expected to be $50,000.</td>
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<tr>
<td>Types of Funding Agreements</td>
<td>Grant Agreements</td>
</tr>
<tr>
<td>Payment Type</td>
<td>Cost Reimbursement</td>
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<tr>
<td>Period of Performance</td>
<td>Periods of performance will begin on the first of the month following the execution of the grant agreement. No costs may be incurred prior to the start of the grant.</td>
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<tr>
<td>Eligible Applicants &amp; Beneficiaries</td>
<td>CDCs and CHDOs as defined by the HUD Section 4 program definition performing work in rural areas. Other eligible organizations, determined by Enterprise, may include organizations serving Native American Populations with a defined mission that includes affordable housing such as Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs). See Appendix A for details on eligibility requirements. Proposed projects must directly build the capacity of the Applicant.</td>
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<tr>
<td>Application Submission</td>
<td>Applicants may submit only one (1) application to either the National LOI or the Rural and Native American LOI, but not both.</td>
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<tr>
<td>Summary</td>
<td>This funding opportunity seeks to build the capacity of CDCs and CHDOs to carry out community development and affordable housing activities that address the needs of households with low income (80% AMI or lower).</td>
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Program Overview

a. Description/Background
Enterprise is an intermediary under the Section 4 Capacity Building for Affordable Housing and Community Development program (Section 4), funded by the United States Department of Housing and Urban Development (HUD) and our mission is to create opportunity for low- and moderate-income people through affordable housing in diverse, thriving communities. Enterprise recognizes that for housing to be a springboard to a life full of opportunity, it must be connected to the essential building blocks for success, including transportation, employment, supportive services, recreation opportunities, and food and retail services that support a healthy lifestyle.

The purpose of the Section 4 program is to enhance the technical and administrative capacity of CDCs and CHDOs to carry out community development and affordable housing activities. CDCs and CHDOs play a critical role in the development and preservation of high-quality affordable housing and the implementation of community-development programs. Through this funding opportunity, Enterprise will provide funding to CDCs and CHDOs across a range of programs that support a strong housing-delivery system and the creation and preservation of housing in high-opportunity communities.

b. Eligible Applicants
Section 4 Capacity Building grant funds are limited to CDCs and certified CHDOs. Other eligible organizations, determined by Enterprise, may include organizations serving Native American Populations with a defined mission that includes affordable housing such as Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs). See Appendix A for more information regarding eligibility.

Please note that membership organizations are not eligible for funding support.

c. Advancing Racial Equity through Housing
Enterprise envisions communities where every person has equitable access to safe, affordable housing, and where race and origin are not a predictor of life outcomes. In recognition that communities of color are often overrepresented in homeless and criminal justice populations and are more likely to be displaced; that past housing policies have reinforced neighborhood segregation; and that people of color and immigrant communities often face more obstacles accessing quality health care, housing, education, and other opportunities; applicants may apply to use grant funds to advance racial equity efforts meant to address such issues in each of the funding program areas.

To understand more about the framework for racial equity, which includes educational resources, tools and examples of proactive steps that organizations can take in order to apply a racial equity lens to their programs and projects, visit our website to view our Racial Equity webinar, worksheet, and toolkit.

d. Opportunity360
Enterprise developed Opportunity360 in 2017 as a comprehensive platform to assist users in understanding and measuring opportunity in every community across the country. The platform provides a robust set of data and resources to help community organizations and other stakeholders in their efforts to expand access to opportunity for low-income people. These free data resources and tools can help organizations understand the needs in their communities, design projects and initiatives, benchmark and monitor community change over time and develop cross-sector partnerships to advance opportunity in their community.

Enterprise recognizes that incorporating an Opportunity360 data lens into housing and community development work can inform strategic decision making and resource allocation in ways that can ultimately transform communities and better the lives of those who live there. The following website link will direct you to the Opportunity360 home page. The website also includes a Frequently Asked Questions page to help users better understand the Opportunity360 methodology and tools. https://www.enterprisecommunity.org/opportunity360

Program Areas
Enterprise is soliciting applications that address CDC and CHDO capacity building in the seven (7) Program Areas described below. Applications may address more than one Program Area however, Applicants must select one (1) Program Area that most closely aligns with proposed activities. Applications that overlap multiple Program Areas will not receive a scoring advantage.

Program Area 1: Rental Housing Preservation
Enterprise has a commitment to building the long-term sustainability of organizations that develop and manage affordable housing. An integral component of creating great places to live is ensuring the long-term sustainability of existing affordable housing as a critical asset. The preservation of affordable housing increasingly challenges affordable housing operators nationwide.
With an increasing number of projects reaching the end of their initial tax credit cycle (Year 15), as well as aging projects developed years ago with or without Housing Credits (RRH 515, 514/516 projects, HUD 811 and 202 projects,), CDCs, CHDOs, and tribal housing organizations face many issues, including escalating operating costs, deferred maintenance, and formidable capital needs. Opportunities to acquire properties and/or portfolios for preservation from other organizations or private owners present ways to scale and expand organizational footprints.

Enterprise is committed to preserving affordable housing in rural communities by helping organizations locate properties that are susceptible to being converted to market rate developments and finding the appropriate capital resources to perform due diligence on a potential acquisition as well as resources to renovate the properties.

Common examples, but not an exhaustive list, of activities that Enterprise may fund under this Program Area include:

- Furthering early predevelopment and due diligence on existing rural developments or work on complicated preservation transactions acquisition of distressed affordable housing portfolios or properties that are subject to losing their affordability due to maturing mortgages. Recapitalizing aging affordable housing stock under existing ownership including RRH 515 projects and year 15 LIHTC projects.
- Allow organizations to dedicate staff to identify, locate and negotiate with existing owners. Defer the cost of appraisals, market studies, comprehensive needs assessments, assist with the cost of preparing financing applications such as Multi-Family Preservation Revitalization (MPR), HOME. Tax Credits, Affordable Housing Program (AHP) and other state and local financial resources.
- The redevelopment or preservation of farmworker or migrant and seasonal workers housing.
- Identifying financing and asset management strategies to improve long-term financial and physical operations and preserve housing projects long-term.

Program Area 2: Native Homeownership
Providing desirable, affordable housing is one of the most important challenges facing tribal leadership today. Homeownership is not new to tribal communities, but the rate of homeownership on tribal lands is behind the national average of 63 percent. The advantages of homeownership include the ability to build wealth as equity in the home and secure housing now and for the future at a predictable monthly expense. However, homeownership is not without risks. It transfers the responsibility for maintenance and upkeep from the tribe to the homeowner. Failure to make mortgage payments will result in the loss of the home and any investment made. In most cases, homeownership benefits not only the homeowner, but also the community.

Enterprise will support Tribes, THAs and TDHEs to develop or expand homeownership programs that promote responsible homeownership or for participation and development of state or regional tribal homeownership coalitions with the goals of increasing the level of homeownership among Native Americans on and off reservations through Section 184 HUD loans, Section 502 RD loans and HFA funding.

Common examples, but not an exhaustive list, of activities that Enterprise may fund under this Program Area include:
Staff time to implement homebuyer education, credit counseling, homebuyer readiness, pre and post purchase counseling, etc. education and curriculum.

Market homeownership opportunities and develop expertise in mortgage finance programs.

Mortgage delinquency and default resolution: This includes guidance on restructuring debt and methods to avoid default and mortgage foreclosure.

Certification for USDA RD 502 direct underwriting and packaging.

Implementation of the HEARTH Act for the tribe.

The Native Homeownership grants are only available to organizations serving Native American Populations with a defined mission that includes affordable housing including Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs).

**Program Area 3: Community and Economic Development**

Rural communities must provide basic services and assets to retain but more importantly, attract new residents. Core assets such as schools, houses of worship, hospitals and clinics are often the drivers for healthy rural communities. However, employment, affordable and healthy housing, community culture and events are key factors for resident retention and growth. This priority helps identify key assets and leadership in a community allowing the community to move forward and grow.

Enterprise seeks to support community and economic development and housing initiatives that leverage existing community assets as well as creating positive social, economic, environmental, and health outcomes. Identifying key community assets (asset mapping) and identifying key relationships and collaborations are essential.

We encourage applications that are simultaneously considering community development and rural housing needs along with:

- Efforts to create or expand existing businesses and social enterprises, including visual and performing arts, arts education, food or other creative local businesses. (creative placemaking)
- Planning and community engagement for economic and community development activities
- Creative, culturally expressive processes that lead to a built environment that honors community identity.
- Efforts to build the social fabric that makes communities more resilient to shocks and stresses.

Common examples, but not an exhaustive list, of activities that Enterprise may fund under this Program Area include:

- Community-driven asset mapping for neighborhood resilience plan
- Community collaborations that address resilient food systems
- Creative placemaking strategy for affordable housing and other community developments such as workforce housing
- Planning and implementation activities can be supported. Activities that connect with local, state, or national initiatives offering related training and technical assistance are encouraged. (State or Regional Economic Development Initiatives, National Main Street Program, Opportunity Zones, as examples)
Enterprise will also support organizations who are part of the **Orton Foundation’s Heart and Soul Community Planning Initiative**. The Orton Family Foundation helps citizens and leaders of small cities and towns identify and express their community’s heart and soul—those attributes citizens hold dear and that connect individuals to one another and to the community as a whole. The Heart and Soul program works to foster enduring, actionable planning by organizations, attract and engage others in a community, build an empowering culture for communities to take action and advance inquiry and discovery in the land use and community planning fields. Participants in the Heart and Soul Community Planning Initiative must demonstrate an ability and willingness to build a demographically representative team to do community driven work and have a willingness to be innovative and explore creative engagement methods that gather community input while also strengthening relationships and hearing from traditionally disenfranchised voices.

Common examples, but not an exhaustive list, of activities that Enterprise may fund under this Program Area include:

- Technical assistance by a trained consultant to help a town identify what matters most to the whole community, develop an action and implementation plan
- Short term full time paid team member to support a resident led team in capturing what matters most to the whole community, strengthen relationships across divides, and assist in creating a community-based action and implementation plan
- Funding to support the execution of the community-based action and implementation plan, including but not limited to staff time, predevelopment funds, and consultant fees.

**Program Area 4: Economic Mobility**

A growing body of research suggests that where people live profoundly affects their well-being and long-term life outcomes; living in a poor neighborhood makes it harder for a poor family to move out of poverty. However, geography is not the sole predictor of economic mobility outcomes; race also factors significantly. The Economic Mobility Initiative seeks to advance economic mobility for low-income families—especially families of color and those geographically disconnected from opportunity.

Enterprise supports the US Partnership on Mobility from Poverty’s position that poverty is more than simply a lack of money. Accordingly, we have adopted their definition of mobility that focuses on both economic success and other elements of lived experience:

- Economic success: employment, income and income adequacy, assets and wealth
- Power and autonomy: ability to influence and act according to one’s own decisions
- Being valued in community: sense of belonging and social capital

Enterprise seeks to support organizations actively working on the nexus between housing and economic mobility, as defined above, particularly for families of color and those geographically disconnected from opportunity.

Some examples, but not an exhaustive list, of activities that Enterprise may fund under this program area include:

- Cross-sector alignment between housing providers, educational institutions, anchor institutions/major employers, and workforce development partners.
- Housing-based service models that support economic mobility of residents.
• Activities that connect housing and opportunities to build power and autonomy or value in community as foundational to economic success.

Program Area 5: Health and Housing
Enterprise is committed to working with organizations to improve resident health, well-being, and service outcomes through housing and community-based solutions. Populations that stand to benefit most from housing solutions that target health thru innovative financing, services and/or design, include low income families, older adults, homeless and formerly homeless households, persons with disabilities, persons with substance abuse issues, veterans groups, and other vulnerable populations. Enterprise will support organizations that are developing permanent supportive housing programs that alleviate chronic homelessness and working on the development of new and innovative tools or integrated housing initiatives; including strategies to both efficiently connect homeless households to quality, permanent housing and keep those households stably housed post-placement. Work proposed under this program area by the housing developer should be in the long run improve health outcomes, lower healthcare costs and reduce health inequities through targeted housing solutions.

Enterprise will also support organizations that are developing sustainable models that promote health and wellness for residents, while making efficient use of public and private resources. Enterprise is also focused on partnership, tool, and solutions development and demonstration for implementing federal and state level health care laws, improving the well-being of low-income families, individuals and older adults.

Examples, but not an exhaustive list, of activities that Enterprise may fund under this program area include:

• Efforts in creating permanent supportive housing (PSH), as well as resident services/programming; the development of new and innovative tools or integrated housing initiatives; and development of and/or refining of strategies to both efficiently connect homeless households to quality, permanent housing and keep those households stably housed post-placement.
• Efforts in developing projects and services/programming that serves a population with a history of chronic drug and alcohol abuse
• Collaborating for healthier communities – Partnerships between housing developers, health care providers, and service providers which address one or more of the following: housing stability, affordability, quality, neighborhood conditions, and/or services related to housing that will improve resident health outcomes.
• Aging in Community – Innovative solutions to improving the ability of older adults to remain in their homes and community through improvements in the built environment or the development of housing models with long term support and services.
• Developing resident assessment plans and systems that include tenant health data and monitoring for health outcomes.

Program Area 6: Equitable Climate Resilience
Our Equitable Climate Resilience Initiative leverages Enterprise’s tools and expertise to assist people and communities to better prepare for our changing climate and drive the systems change necessary to ensure that vulnerable communities can thrive in the face of climate change. The two sub-program
areas below—Building and Designing Sustainable Communities and Disaster Recovery and Rebuilding—are key strategies to ensuring this future

1. **Building and Designing Sustainable Communities** - Safe, healthy, efficient, resilient, and affordable housing is an essential component of thriving cities and communities. To realize the benefits of sustainable and affordable building practices over the long term, organizations must optimize their design, construction, and operations and maintenance practices at the organizational level and fully engage residents, building staff, and the community as vital participants in designing, maintaining, and operating buildings.

Enterprise seeks to increase the capacity of eligible organizations to implement best practices embedded within and inspired by the [2015 Enterprise Green Communities Criteria](https://www.enterprisegreennovation.org) with a particular focus on efficiency, health, and resilience. Funded activities will be focused on developing systemic and/or scalable practices, rather than support for one-off demonstration projects. Grants will be paired with peer learning opportunities and technical assistance including help with evaluation practices.

Common examples, but not an exhaustive list, of activities that Enterprise may fund under this Program Area include:

- **SUSTAINABILITY**: Projects that support a holistic, portfolio-wide approach to environmental sustainability by organizations. This may include developing organizational green building, culturally appropriate designs, operations, resident engagement, and/or property management plans or evaluations. Engineering reports, environmental reports, architectural opinions, master planning, building need assessments, staff time for identifying resources for long term building sustainability.
- **DESIGN PROCESS**: Projects that invest in pre-development processes that leverage design to improve the quality of affordable housing. Activities may include developing or implementing design guidelines, innovative architectural design selection (e.g., competition) processes, integrative design practices, and/or design practices which lift up resident and staff perspectives in decision-making.
- **BENCHMARKING**: Assistance for eligible organizations to measure, manage and track utility expenditures. This could include the creation of strategies addressing energy benchmarking and water monitoring or the development of a scalable process for analyzing and improving portfolio efficiency performance to more acutely confront efficiency challenges.
- Increase multifamily project development efficiencies in energy usage, water conservation and healthy living environments for residents.

2. **Resilience Planning, Disaster Recovery and Rebuilding** - Extreme weather events and other emergencies can devastate communities—from destroying homes and infrastructure, to displacing families and even causing loss of life. Low-income and other vulnerable communities—and the organizations that support them—often have the hardest time responding to and recovering from the loss of shelter, power and vital services caused by flooding, fires and other disasters. Effective planning and preparation can help minimize damage and increase the impact of disaster recovery and rebuilding resources.
Enterprise seeks to support eligible organizations who are proactively preparing to respond to the continued threat of natural disasters and ongoing disaster recovery work.

Common examples, but not an exhaustive list, of activities that Enterprise may fund under this program area include:

- Develop comprehensive disaster plans that include factors such as: resident engagement strategies, business continuity protocols, building recovery and preparation protocols.
- Support activities that promote the resilience of housing and services to withstand extreme weather and/or technical assistance for staff that will help the organization achieve greater understanding of resilience measures for the development of single family and multifamily projects.

**Program Area 7: Organizational Capacity Building**

Today, eligible organizations are lacking in rural communities but are more important than ever, providing services like job training, healthcare and education, engaging and organizing residents, promoting economic development and developing affordable housing. Many rural communities traditionally have had a lack of access to opportunities and resources to strengthen their organization and often have only one non-profit organization serving their community. Newer organizations serving rural communities will need to build their financial capacity to better address organizational challenges and growth opportunities. Without adequate attention to building the financial and operational aspects of these rural organizations, the opportunities to preserve or build new affordable housing, engage with their community and advance economic development will diminish across the sector. On top of this, since nonprofits are perpetually stretched thin in terms of capacity and resources they often are not able to provide sufficient staff and leadership development internally.

Enterprise seeks to support eligible organizations that have been in existence for ten (10) years or less, have an annual budget of $500,000 or less, are the only housing or community development organization working within their community and are working on increasing overall organizational development capacities. Activities funded through this program area should result in stronger and more financially viable organizations that are better positioned to fulfill their missions and become a voice for their community.

Common examples of activities (though not an exhaustive list) that Enterprise may fund under this Program Area include:

- Operations and staff funding
- Improving board oversight and governance
- Improving back office functionality/accounting systems
- Improving controls for increased capacity for new development and preservation of affordable housing
- Improving asset management systems
- Leadership development and staff development

**Geographies of Interest**
The Rural and Native American Initiative will serve CDCs and CHDOs located across the nation.
Areas served must meet the definition of rural as applicable to the Section 4 program. Under the Section 4 program, a rural area is a statistical geographic entity delineated by the Census Bureau that does not meet the definition of an urbanized area contained in the Office of Management and Budget’s 2010 Standards for Delineating Metropolitan and Micropolitan Statistical Areas, 75 FR 37252 (June 28, 2010). That is, a rural area is an area that is NOT a statistical geographic entity delineated by the Census Bureau, which would consist of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people.

To determine if the area where grant activities will take place qualifies as rural, enter the zip code or city here to confirm eligibility. Areas shaded pink are not eligible geographies.

Priority will be given to applicants applying in an area of persistent poverty. The continued persistence of poverty is most evident within several predominantly rural regions and populations such as Central Appalachia, the Lower Mississippi Delta, the southern Black Belt, the Colonias region along the U.S.-Mexico border, Native American lands, and migrant and seasonal farmworkers. Persistent poverty counties are defined as counties that have had poverty rates of 20% or greater for at least 30 years. To determine if the area where grant activities will take place is in an area of persistent poverty, confirm your county here.

How to Apply
The LOI is available to view and download on Enterprise’s website. Organizations may select either the National LOI or the Rural and Native American LOI to submit an application under this funding opportunity but may not apply to both.

LOI Submission
To be considered for funding, all Applicants must create an account in SlideRoom, our application portal. To register for an account and to apply, see Appendix C.

Once registered, Applicants must answer all questions and upload the required documents to successfully apply. The deadline to submit applications through SlideRoom is July 15, 11:59 p.m. EDT. Applications received outside of SlideRoom or after the deadline will not be accepted.

IMPORTANT: SlideRoom automatically saves your work as you go. That means that even if you lose your internet connection or have computer problems, your work will be saved. You can log in and out as many times as you need to complete your application. However, once you submit your application you cannot go back to make any edits.

Applicants are encouraged to read the entire LOI 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).

Scoring Process & Scoring Criteria
Applications will be reviewed by Enterprise staff. Applications must meet the threshold requirements and address each of the three (3) criteria listed below. Applications that do not meet either of these requirements will not be scored or invited to submit a full proposal.

The maximum number of points to be awarded is 27, which includes Criteria 1 through 3, and up to 2 bonus points. To be considered for the full proposal stage, Applicants must receive a minimum of 20 points however, decisions to move an Applicant forward will also be based on eligibility and comments.
from reviewers. The total number of Applicants selected to submit a full proposal is contingent upon the number and quality of LOIs received.

Enterprise will utilize the following criteria to evaluate all LOIs:

**Threshold Requirements:**
- Program activities must address the needs of households with low income as required under the Section 4 programs (80% AMI or lower).
- Applicants must meet eligibility requirements as described in Appendix A.

Applications that do not meet the Threshold Requirements will not be reviewed.

**Criteria 1: Proposed Activity Aligns with Enterprise Program Area Priorities (10 pts possible)**
- Proposed program describes specific activities that the grant will support and has soundness of approach. (3 pts)
- Proposed program aligns with one of the program priorities as described in the NOFA. (4 pts)
- Proposed activity clearly identifies the capacity building needs of the applicant and how the grant will address those stated needs. (3 pts)

**Criteria 2: Impact (10 points possible)**
- Application presents significant impact to the capacity of the organization. (5 pts)
- Application presents significant impact to the needs of families with low income (80% AMI or lower) and the community(ies) served. (5 pts)

**Criteria 3: Capacity of the Applicant and Relevant Organizational Experience (5 points possible)**
- Application describes and organization demonstrates prior housing or community development experience of the organization (e.g. housing units and/or commercial square footage developed, quality asset management), as relevant to the proposed activities. (5 pts)

**Bonus Question: Areas of Persistent Poverty (2 pts)**
- Applications that propose activities within an area of persistent poverty may receive up to two (2) additional bonus points. Confirm if your county is in an area of persistent poverty here.

**Additional Information and Questions**
Enterprise will host a web-based Applicant question and answer session on the date shown below. During this session, Enterprise staff will review the requirements for this LOI request. This session will be recorded and posted on the LOI website page for those unable to participate in the original session.

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<tr>
<th>National LOI Webinar</th>
<th>Registration Link</th>
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<tr>
<td>1:30 – 2:30 pm EDT</td>
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<tr>
<td>Rural &amp; Native American LOI Webinar</td>
<td>Webinar Link</td>
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**Question and Answer Period** – An updated LOI FAQ will be updated and posted on Enterprise’s [website](http://example.com). Questions will not be posted after July 11, 2019.

**Notification of Invitation to Submit Full Proposal**
After reviewing the LOIs, Enterprise will notify Applicants as to whether they have been selected to submit a full proposal. At that time, Enterprise may ask an Applicant to address something specific, or apply under a different program priority as they prepare to write the full proposal.
Appendices
Appendix A – Eligibility Requirements

HUD Section 4 Program – Eligible Organizational Types

Section 4 Capacity Building grant funds are limited to CDCs and CHDOs as defined by the Section 4 program.

A CDC is a nonprofit organization that undertakes eligible Section 4 Capacity Building Program activities and that meets these qualifications:

- Is organized under federal, state or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation;
- Is governed by a board of directors composed of community residents, business, and civic leaders -- this includes faith-based community development corporations;
- Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low income;
- Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization;
- Has 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);
- Has standards of financial accountability that conform to 24 CFR (Code of Federal Regulation) 84.21, Standards for Financial Management Systems;
- Is not an agency or instrumentality of a state or local government;
- For urban areas, “community” may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county or multi-county area (but not the entire state).

A CDC that does not qualify under the definition above may also be determined to qualify as an eligible entity if:

- It is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or
- It is a Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 Local Development Company, or a SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended; or
- The recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization’s charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under definition above.
- It is a State or locally chartered organization; however, the State or local government may not have the right to appoint more than one-third of the membership of the organization’s governing body and no more than one-third of the board member may be public officials or employees of the State or local government entity chartering the organization. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members.

Note: Membership organizations are not eligible to apply under this funding opportunity.
A Community Development Housing Organization (CHDO) is defined in the HOME Investment Partnerships Program (HOME Program) regulation at 24 CFR 92.2. The HOME Program is authorized by the HOME Investment Partnerships Act at title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 et seq.

Additional information about CHDOs and obtaining CHDO status can be found at https://www.hudexchange.info/home/topics/chdo/

Applicants applying for the Rural and Native American Section 4 grant funding must meet the Section 4 CDC and/or CHDO eligibility requirements listed above.

Organizations that are sufficiently similar in purpose, function and scope to those entities qualifying under the CDC characteristics above may also qualify as eligible however, this determination must be made by Enterprise. Examples of organizations that may be eligible include:

- 501 (c) 3 Nonprofit Tribal Organizations
- Tribally Designated Housing Entities (TDHE)
- Tribal Housing Authority
- Federally-recognized Tribes

Enterprise Community Partners – Additional Eligibility Requirements

Enterprise also requires that Applicants have appropriate and demonstrated staff capacity to successfully perform the proposed activities. **Demonstrated Staff Capacity is defined as** Staff – either full-time, part-time and/or contract employees – must have experience relevant to the proposed project or program and are responsible for the day-to-day organizational duties for the project and beyond.

An Applicant may not rely solely on volunteers, donated staff, board members or consultants to meet the capacity requirement.
Appendix B - Eligible Activities & Allowable Costs

a. Eligible Activities
Grant funds must be used to enhance the technical and administrative capabilities of CDCs and CHDOs. Grant funds may be used for predevelopment assistance or other financial assistance to CDCs and CHDOs to carry out community development and affordable housing activities that benefit low-income families and persons.

b. Allowable Costs
Enterprise is one of three (3) intermediaries under the HUD Section 4 Capacity Building Program along with Local Initiatives Support Corporation (LISC) and Habitat for Humanity International. Applicants that have received funding and/or have pending applications with LISC or Habitat for Humanity International will not receive funding for the same activities/costs under this funding opportunity. It is the responsibility of the Applicant to retract pending applications or decline funding from other intermediaries if funding is requested for the same costs or activities before accepting a grant award from Enterprise. Failure to do so may jeopardize the Applicant’s ability to receive current and future funding from Enterprise.

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 (but not an exhaustive list) 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.
- **Consultants** – for capacity-building activities that fall within the program areas of the LOI. Organizational/financial assessments are some examples of eligible consultant activities. However, consultants shall be chosen through full and open competition and must possess the ability to perform successfully under the terms and conditions of the proposed activity with price and other facts considered. Consultant pricing shall be fair, reasonable and comparable to pricing of other entities providing similar services. For more information on funding consultants with Section 4 grant dollars refer to Appendix E in the Grants Guide.
- **Staff or Board Training** – topics can include housing development, financial management, economic development, asset management, board development or technology delivered through seminars/workshops or by a consultant.
- **Computer Software/Hardware** – or other essential technical equipment.
- **Other Professional Services** – as required for project/portfolio or financial planning.

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.

### Administrative Requirements

Applicants that are invited to submit a full proposal, and those that receive a Recommendation of Award from Enterprise, should be aware of the requirements associated with each. Applicants are encouraged to review our Grants Guide for more information.

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. All Grantees are required to submit an activity report documenting their work to date with the disbursement request. Additionally, some Grantees will 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 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 one of two Sub-Recipient Questionnaires and provide the requested supporting documentation to

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.
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. To view the **full Questionnaire** designed for new Applicants or Applicants that have not applied for funding from Enterprise in the last two years, refer to Appendix G in the Grants Guide and to view the **Questionnaire for Previous Applicants**, designed for Applicants that have applied for funding in the last two years, refer to Appendix H in the Grants Guide.

- **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 guide, 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.

- **Reporting** – Grantees are required to provide an Activities Report with each disbursement request detailing the progress made against proposed activities and measurable outcomes. At the close of the grant, a Case Study, Production Tracker, Match if available, Backup documentation, Close Out documents, and any deliverables created as a result of the award.

- **Match** - 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 at a 3:1 ratio to assist Enterprise in meeting this requirement. See Appendix C in the Grants Guide for additional information.

- **Dedicated Staff Contacts** – Grantees are required to meet (in-person or via phone) with Enterprise staff to finalize the grant agreement before the agreement is executed. Additionally, to ensure good communication and consistent project progress, periodic meetings will take place with dedicated grant management and programmatic staff.

- **Work Products** – For our records, we request that any work products (i.e. reports, work plans, etc.) developed through grant funding be shared with Enterprise at the end of the grant term.

- **Sharing Knowledge with the Field** – Grantees may be asked to participate in a webinar, conference call, panel discussion, or other activity to share outcomes from their grant award with the field. It is our expectation that Grantees participate when possible.
Appendix C – SlideRoom User Guide

Summary: Enterprise is using SlideRoom, an online software system, as its application portal. Applicants must register in SlideRoom to apply. Applications 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 application. However, once you submit your application, you will not be able to make any changes. Please carefully review your application before submitting.

REGISTER FOR A SLIDEROOM ACCOUNT

1. Click here to begin the registration process (https://enterprise.slideroom.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 APPLICATION

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

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.
   - There are two open Section 4 Funding Opportunities – 1) National and 2) Rural & Native American. Carefully review each LOI and select the appropriate funding opportunity.
   - Applicants may apply to only one of the open LOI funding opportunities.
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 application.

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

   **Note:** If this is your first time filling out an application 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 Application** button to be taken to the application itself. The first thing you will see is any application 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 application, 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 application.

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**SUBMIT YOUR APPLICATION**

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 application 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 application.

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

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

4. That’s it! Your application is now submitted. You will see a confirmation screen with your application 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.

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**ADDITIONAL RESOURCES**

- SlideRoom Applicant Help Center
- SlideRoom Support Email
Definitions

Community Development Corporation (CDC) - a nonprofit organization that undertakes eligible Section 4 Capacity Building Program activities and that meets these qualifications:

- Is organized under federal, state or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation;
- Is governed by a board of directors composed of community residents, business, and civic leaders -- this includes faith-based community development corporations;
- Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low income;
- Is neither controlled by, nor under the direction of, individuals or entities seeking to derive profit or gain from the organization;
- Has 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);
- Has standards of financial accountability that conform to 24 CFR (Code of Federal Regulation) 84.21, Standards for Financial Management Systems;
- Is not an agency or instrumentality of a state or local government;
- For urban areas, “community” may be a neighborhood or neighborhoods, city, county or metropolitan area; for rural areas, it may be a neighborhood or neighborhoods, town, village, county or multi-county area (but not the entire state).

A CDC that does not qualify under the definition above may also be determined to qualify as an eligible entity if:

- It is an entity organized pursuant to section 301(d) of the Small Business Investment Act of 1958 (15 U.S.C. 681(d)), including those which are profit making; or
- It is a Small Business Administration (SBA) approved Section 501 State Development Company or Section 502 Local Development Company, or a SBA Certified Section 503 Company under the Small Business Investment Act of 1958, as amended: or
- The recipient demonstrates to the satisfaction of HUD, through the provision of information regarding the organization’s charter and by-laws, that the organization is sufficiently similar in purpose, function, and scope to those entities qualifying under definition above.
- It is a State or locally chartered organization; however, the State or local government may not have the right to appoint more than one-third of the membership of the organization’s governing body and no more than one-third of the board member may be public officials or employees of the State or local government entity chartering the organization. Board members appointed by the State or local government may not appoint the remaining two-thirds of the board members.

Community Development Housing Organization (CHDO) is defined in the HOME Investment Partnerships Program (HOME Program) regulation at 24 CFR 92.2. The HOME Program is authorized by the HOME Investment Partnerships Act at title II of the Cranston-Gonzalez National Affordable Housing Act, as amended, 42 U.S.C. 12701 et seq. Additional information about CHDOs and obtaining CHDO status can be found at https://www.hudexchange.info/home/topics/chdo/
Family: Family refers to the definition of “family” in 24 CFR 5.403. Family includes, but is not limited to, the following, regardless of actual or perceived sexual orientation, gender identity, or marital status:

1. A single person, who may be an elderly person, displaced person, disabled person, near-elderly person, or any other single person; or

2. A group of persons residing together, and such group includes, but is not limited to:
   a. A family with or without children (a child who is temporarily away from the home because of placement in foster care is considered a member of the family);
   b. An elderly family;
   c. A near-elderly family;
   d. A disabled family;
   e. A displaced family; and
   f. The remaining member of a tenant family.

Household: Household means all the persons occupying a housing unit. The occupants may be a family as defined in 24 CFR 5.403; two or more families living together, or any other group of related or unrelated persons who share living arrangements, regardless of actual or perceived sexual orientation, gender identity, or marital status.

Low- and moderate-income household: Low- and moderate-income household means a household having an income equal to or less than the Section 8 low-income limit established by HUD, which means a household whose income does not exceed 80 percent of the AMI.

Low- and moderate-income person: Low- and moderate-income person means a member of a family having an income equal to or less than the Section 8 low-income limit established by HUD, which means an individual whose income does not exceed 80 percent of the AMI. Unrelated individuals will be considered as one-person families for this purpose.

Low-income household: Low-income household means a household having an income equal to or less than the Section 8 very low-income limit established by HUD, which means a household whose income does not exceed 50 percent of the Area Median Income (AMI).

Low-income person: Low-income person means a member of a family that has an income equal to or less than the Section 8 very low-income limit established by HUD, which means an individual whose income does not exceed 50 percent of the AMI. Unrelated individuals shall be considered as one-person families for this purpose.

Rural area: A rural area is a statistical geographic entity delineated by the Census Bureau that does not meet the definition of an urbanized area. An urbanized area is a statistical geographic entity delineated by the US Census Bureau, consisting of densely settled census tracts and blocks and adjacent densely settled territory that together contain at least 50,000 people. As of the 2010 decennial census, the United States contained 486 urbanized areas with an additional 11 in Puerto Rico. For more information about urbanized areas, including maps, FAQs, and reference manuals, please refer to this Census Bureau website - [https://www.census.gov/geo/reference/webatlas/uas.html](https://www.census.gov/geo/reference/webatlas/uas.html).