Enterprise™

Section 4 Capacity Building Grants
2018 Request for Letters of Interest
Rural & Native American Initiative

CFDA Number: 14.252

Letters of Interest (LOI) Issue Date:	**May 1, 2018**
Informational Webinar on National LOI:	**May 9, 2018, 2:00 – 3:00 p.m. EDT**
Informational Webinar on Rural & Native American LOI:	**May 10, 2018, 2:00 – 3:00 p.m. EDT**
Submission Deadline for LOI Applications:	**May 29, 2018, 11:59 p.m. EDT**
Notice of Invitation to Submit to RFP:	**July 9, 2018**
Informational Webinar on RFP:	**July 19, 2018, 2:00 – 3:00 p.m. EDT**
Submission Deadline for RFP:	**August 6, 2018, 11:59 p.m. EDT**
Expected Date for Selection Notification:	**September 17, 2018**

Overview: Enterprise Community Partners (Enterprise) is seeking Letters of Interest (LOI) for the Section 4 Capacity Building Program. 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 round and a Request for Proposals (RFP) round. Applicants who pass the LOI round will receive a formal invitation from Enterprise to submit a full proposal. Applicants may not submit a full proposal unless they are invited by Enterprise.

The LOI is organized to provide a general overview of the Section 4 program, as well as the specific requirements needed to complete an application.

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

Deadline: 11:59 p.m. Eastern Daylight Time (EDT) on Tuesday, May 29. Applications received outside of SlideRoom or after the deadline will not be accepted.

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

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Executive Summary

Total Amount to be Awarded	$1,445,163.00
Average Award Amount	Enterprise anticipates making awards that range from $25,000 to $100,000. Average award is expected to be $50,000.
Types of Funding Agreements	Grant Agreements
Period of Performance	Grants will begin 7/1/2018 with a general duration of 12 to 24 months.
Eligible Applicants	Community Housing Development Organizations (CHDOs), Community Development Corporations (CDCs), or other eligible organizations as defined by the HUD Section 4 program. 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.
Submission of Applications	Applicants may submit only one (1) application.
Summary	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 families with low income (80 % AMI or lower).

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 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.

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, as well as organizations that 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 community development corporations (CDCs), certified community housing development organizations (CHDOs), or other eligible organizations as defined by the HUD Section 4 program, proposing to use grant funds in rural areas.

Other eligible organizations 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.

c. Section 4 Racial Equity Lens: Background

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. As such, Enterprise has begun assessing racial and systemic issues to lead transformative systems change to produce equitable outcomes.

According to Census Bureau projections, people of color will represent a majority of the U.S. population by 2044. Despite this ongoing demographic change, the daily lives of people of color will not change unless we transform the systems and institutions that create barriers to opportunity. From housing to criminal justice to health access, people of color and immigrant communities face disproportionately unequal outcomes.

As the Section 4 Capacity Building program represents such a significant portion of Enterprise's ability to deliver meaningful solutions, greater attentiveness to racial equity principles in funding choices will be another opportunity to deploy a paradigm shift and realize impactful returns.

There are many things we can do to address these issues and to locate racial equity concerns squarely in housing and community development. Chief among them – organize, educate, mobilize and act with strong intention. The internal work that is needed to build an organization is paramount to ensure that the structural set-up and systems change are in place to advance racial equity.

Incorporating a racial equity framework will help us all strive for communities where every person has equitable access to safe, affordable housing, and where race and origin are not a predictor of life outcomes.

Enterprise sees racial equity as both a practice of how we engage in our work, and an outcome in which race does not predict one's success. We believe the presence of racial equity improves outcomes for all. In our efforts to achieve racial equity, we:

- Identify and acknowledge systemic racial disparities, both historic and current
- Adopt an inclusive and equitable approach to community engagement that elevates the priorities of the individuals and organizations in the communities where we work
- Ensure equitable access to opportunities and promotion of self-determination
- Focus investments to mitigate the consequences of systemic racism

System change is central to all our efforts to achieve racial equity. To that end, we advocate for nonpartisan solutions ending the policies and patterns that continue to negatively impact people's lives and their access to opportunity.

Enterprise continues to explore advancing racial equity with our partner organizations as we concurrently address the topic of diversity, equity, and inclusion as an organization. Each Applicant will be asked to address racial equity within their application and explain how their organization is currently advancing racial and systems equity, or how their organization intends to include racial and systems equity in the services provided to the communities served. Applicants are expected to be honest and describe how racial equity fits or could fit into their current work. If racial equity is an area where an

organization has not previously been working, they should describe how they could build their capacity in understanding this area, identify equity challenges in their communities, and how to plan for change. Applicants that fail to include substantive responses to the racial equity question will be assessed accordingly.

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.

d. Opportunity 360 Data Lens: Background
Opportunity is the set of circumstances that make it possible for people to achieve their goals - no matter their starting point.

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. The platform's 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.

The HUD Section 4 Capacity Building program represents a significant portion of Enterprise's ability to deliver meaningful solutions. In this funding opportunity, we are encouraging the use of the Opportunity360 data and resources in planning and executing the work supported by Section 4 grantees.

The definitions below, from the Opportunity360 framework, will help organizations understand how their housing and community development work helps to create opportunity.

Opportunity Outcomes: Opportunity360 identifies five dimensions of opportunity as the outcomes that we strive to achieve every day for ourselves, our friends and families, and the broader communities in which we live. These five opportunity outcome dimensions are:

- Housing Stability – Housing stability means that your housing is affordable to you and that you can live there for as long as you choose.
- Education – Education outcomes capture the educational qualifications that you have achieved.
- Economic Security – Economic security represents your ability to pay for necessary expenses and maintain a good standard of living.
- Health and Well-being – Health and well-being includes your physical and mental health status, as well as your ability to get care when you need it.
- Mobility – Mobility captures your ability to access transportation to work, obtain medical services, or purchase food and other necessities.

Opportunity Pathways: Opportunity pathways are the characteristics of individuals, places and systems that make it possible for people to achieve their dreams. Opportunity360 defines these pathways as:

- Policies and Systems – Good policy and efficient, well-designed systems can help create, widen and shape a person's pathway to opportunity. For example, housing and mortgage markets shape the number and type of homes available in a neighborhood, as well as their affordability. Similarly, changes to national health policy can affect the availability of health care.
- Neighborhoods and Networks – Neighborhoods represent a critical pathway to opportunity, determining the schools that children attend and access to amenities and services. Collectively, these factors have an enormous impact on the outcomes that people achieve.
- Homes and Buildings – The quality, design and affordability of homes can directly impact the well-being of those living within them and are an essential foundation for opportunity.
- People – Access to opportunity depends on individual circumstances and physical, mental, and emotional capacity. For example, a person with a disability may face difficulty obtaining certain jobs, and a senior citizen may face mobility challenges. 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.

Applicants can receive up to 3 bonus points for describing how their exploration of the Opportunity360 resources has helped them understand local needs and/or informed planning for key projects, programs or initiatives that will benefit from the proposed activities that Applicants will undertake through these grant funds.

The following website link will direct you to the Opportunity360 home page, from which you can navigate to explore the different data tools and resources available on the site. The website also includes a Frequently Asked Questions page to help users better understand the Opportuniy360 methodology and tools. https://www.enterprisecommunity.org/opportunity360

Program Area Priorities
Enterprise is soliciting LOIs that address CDC and CHDO capacity building in the Program Areas described below:

1) Building and Designing Sustainable Communities
2) Affordable Housing Preservation
3) Native Homeownership
4) Resilience Planning, Disaster Recovery and Rebuilding
5) Health and Housing
6) Culture and Creativity
7) Multi-year Capacity Building

Program Area 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, CDCs, CHDOs, THAs, and TDHEs 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 CDCs, CHDOs, THAs, and TDHEs to implement best practices embedded within and inspired by the 2015 Enterprise Green Communities Criteria with a particular focus on efficiency and health. 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:

- Sustainable master planning and design recommendations for affordable housing and other community developments.

- *DESIGN PROCESS*: Projects that support a holistic, portfolio-wide approach to environmental sustainability by CDCs, CHDOs, THAs, and TDHEs, such as green building, culturally appropriate designs, green operations and maintenance. 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 (eg. competition) processes, integrative design practices, and/or design practices which lift up resident and staff perspectives in decision-making.

- *SUSTAINABILITY*: Projects that support a holistic, portfolio-wide approach to environmental sustainability by CDCs, CHDOs, THAs, and TDHEs, such as green building, culturally appropriate designs, green operations, resident engagement, maintenance and/or property management plans or evaluations.

- *BENCHMARKING*: Assistance for CDCs, CHDOs, THAs, and TDHEs 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.

Award Estimates: Enterprise anticipates awarding up to $50,000 to 2-5 organizations working on building and designing sustainable communities.

Program Area 2: Affordable Housing Preservation
Enterprise has a longstanding 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 acquired years ago without Housing Credits (811, 202,515,514/516 projects), CDCs, CHDOs, THAs, and TDHEs 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 by finding an alternative path for affordable housing owners whose properties do not need a full recapitalization, but do need to improve performance. Today's resource constrained environment necessitates innovative and pro-active alignment of all resources that can improve financial and physical viability in a more efficient and effective way while reducing duplication.

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

- Furthering early predevelopment on underutilized sites or work on complicated preservation transactions, in particular, acquisition of distressed affordable housing portfolios or recapitalizing aging affordable housing stock under existing ownership including 515 projects and year 15 LIHTC projects.

- Community revitalization efforts at the neighborhood or regional level that support the piloting of new models or strategies to preserve existing affordable housing units.

- The redevelopment or preservation of farmworker or migrant and seasonal workers housing.

- Undertaking activities to address housing needs in the Colonias.

- Identifying financing and asset management strategies to improve long-term financial and physical operations and preserve housing projects long-term and engaging with public/private partners to innovate how to advance more robust preservation toolkit beyond resyndication.

Award Estimates: Enterprise anticipates awarding up to $50,000 to 2-5 organizations working on affordable housing production and preservation.

Program Area 3: Native Homeownership

Providing desirable, affordable housing is one of the most important challenges facing tribal leadership today. Homeownership is not new to tribal environments, 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 cost. 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.

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Additional Criteria: The Native Homeownership grants are only available to organizations that meet eligibility requirements as described in Appendix A who are serving Native American Populations with a defined mission that includes affordable housing including Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs).

Award Estimates: Enterprise anticipates awarding up to $50,000 to 2-5 Tribes, THAs and TDHEs to develop or expand homeownership programs.

Program Area 4: 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 drought, 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 CDCs, CHDOs, THAs, and TDHEs responding 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 to protect buildings, residents and business operations.
- Support activities that promote the resilience of housing and services to withstand extreme weather and/or technical assistance and training for staff that will help the organization achieve greater understanding of resilience measures for the development of single family and multifamily projects.
- Implementation of measures that promote resilience in design and development processes, specifically following Criterion 1.3b of the [2015 Enterprise Green Communities Criteria](#). Other activities may include developing operation models for resilience in emergency situations, i.e. housing displaced residents, operating procedures for property managers post disaster, etc.

Additional Information: Priority will be given to rural areas with a declared FEMA disaster designation within the last 3 years. Applicants will be required to provide disaster declaration documentation.

Award Estimates: Enterprise anticipates awarding up to $50,000 to 2-5 organizations working on resilience planning, disaster recovery and rebuilding.

Program Area 5: Health & Housing

Enterprise is committed to working with CDCs, CHDOs, THAs, and TDHEs to improve health and service outcomes through housing and community-based solutions. Populations that stand to benefit most from design and service-based health solutions through housing include low income families, older adults, homeless and formerly homeless households, disabled, veterans' groups, and other vulnerable populations.

Enterprise will support CDCs, CHDOs, THAs, and TDHEs with programs that support the following areas of work:
- Supportive Housing – Develop permanent supportive housing programs that alleviate chronic homelessness.

- Collaborating for Healthier Communities - Bridge health, housing, and social services through intentional and lasting partnerships between health care providers, service providers, and community-based organizations.

- Health and the Built Environment – Improve the stability, affordability, and quality of housing. This work may lower health care costs, improve health outcomes, and reduce health inequities through targeted housing solutions.

- Innovative financing such as new healthcare financing solutions and/or partnerships that bring new, permanent resources into affordable housing that helps to improve residents' health.

- Aging in Community – Innovative solutions to improving the ability of aging residents to remain in their homes and community.

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.

- CDCs partnering with healthcare providers to improve health outcomes through building design and programming, for example, to upgrade their buildings with a focus on asthma mitigation. Initiatives involving a cost-share with healthcare partners or initiatives demonstrating innovative partnership models tracking measurable outcomes will be prioritized.

- Creating a Health Action Plan and a Monitoring and Implementation Plan, per the optional per the optional Criterion 1.2b, *Resident Health and Well-Being: Health Action Plans*, of the 2015 Enterprise Green Communities Criteria, using public health data, working with a public health professional, and engaging community stakeholders.

- Creating partnerships with state Medicaid agency and healthcare service providers so that health-related services in affordable housing buildings can be covered by Medicaid. Examples of services include: health care navigation, medication management, mental health services, benefits enrollment and connection to and use of primary care providers.

- Improving the built environment so that senior tenants can age in place through the design or rehabilitation of buildings, community-wide strategies, and/or the development of models of housing with services based upon proven methods that have demonstrated cost effectiveness and positive health outcomes. Please refer to the Universal Design and Active Design measures within the Criteria 7.11-13 2015 Enterprise Green Communities Criteria, Aging in Place Design Guidelines, as well as the NYC Active Design Guidelines. (http://www1.nyc.gov/site/ddc/about/active-design.page).

Additional Information: Select grant recipients will be required to participate in a PSH peer to peer network.

Award Estimates: Enterprise anticipates awarding up to $50,000 to 2-5 organizations working on health and housing activities. Enterprise will consider awarding a two-year $100,000 grant to 1-2 organizations working on a statewide or regional basis, demonstrating partnerships with a number of different organizations, in support of Permanent Supportive Housing.

Program Area 6: Culture and Creativity

Enterprise seeks to support community and economic development and housing initiatives that leverage arts, culture and creativity to achieve social, economic, environmental, and health outcomes.
We encourage applications from community development corporations and/or nonprofit organizations that are simultaneously considering community development and rural housing needs along with:

- Efforts to create or expand creative industries, including visual and performing arts, arts education, food or other creative businesses.
- Efforts to build the social fabric that makes communities more resilient to shocks and stresses.
- Creative, culturally expressive processes that lead to a built environment that honors community identity.

Planning and implementation activities can be supported. Activities that connect with local, state, or national initiatives offering related training and technical assistance are encouraged.
Common examples, but not an exhaustive list, of activities that Enterprise may fund under this Program Area include:

- Community-driven cultural asset mapping for neighborhood resilience plan
- Community collaborations that address resilient food systems
- Creative placemaking strategy for affordable housing and other community developments.
- Planning and community engagement for climate resilient infrastructure with artistic and educational public elements
- Storymapping process to tell the story of a community's valued places, people and resources
https://www.enterprisecommunity.org/opportunity360/listen

Award Estimates: Enterprise anticipates awarding up to $50,000 to 2-5 organizations working on culture and creativity.

Program Area 7: Multi-year Capacity Building for Native American Communities

To leverage limited resources and have greater impact, Enterprise will work with a small number of Tribal housing entities on a transformative community development project. A transformative project is defined as a comprehensive approach to creating housing in connected communities that combines the elements of design, green building, sustainable practices, culture, health, and access to opportunities such as education and jobs.

Grantees will also receive assistance from Enterprise staff and/or consultants that complement the grant activities.

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

- Sustainable master planning and design recommendations for affordable housing and other community developments.
- Community revitalization efforts that foster partnerships
- Comprehensive master planning for housing development, infrastructure and community facilities

Additional Information: The multi-year capacity building grants are only available to organizations that meet eligibility requirements described in Appendix A who are serving Native American Populations with a defined mission that includes affordable housing including Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs).

As part of the grant awards, recipients will be required to communicate with Enterprise through quarterly check-ins and onsite visits with Enterprise staff.

Award Estimates: Enterprise anticipates awarding up to $100,000 to 2-3 organizations working on housing issues for Native Americans.

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.

How to Apply
The LOI is available to view and download on Enterprise's website. Applicants may only submit one LOI under this funding opportunity.

LOI Submission
To be considered for funding, all Applicants must create an account in SlideRoom, our application portal. Appendix C provides guidance on how to register for an account and submit applications.

Once registered, Applicants must answer all questions and upload the required documents to successfully apply. **The deadline to submit applications through SlideRoom is May 29, 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 4-criterion listed below. Applications that do not meet either of these requirements will not be scored or invited to submit a full proposal.

Applicants can receive up to 33 points. To be considered for the full proposal stage, Applicants must receive a minimum of 22 points 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.

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 Program Aligns with Enterprise Funding Priorities (10 pts possible)
- Proposed activity aligns with one of the funding priorities as described in this LOI. *(5 pts)*
- Proposed activity clearly identifies the capacity building needs of the Applicant and how the grant will address those stated needs. *(5 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 households 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)
- Organization demonstrates prior housing or community development experience (e.g. housing units and/or commercial square footage developed, quality asset management), as relevant to the proposed activities. *(5 pts)*

Criteria 4: Racial Equity (5 points possible)
- Applicant is addressing or planning to address racial equity in a significant and impactful manner (e.g., Identify the current equity challenges to their current programs, systems, and communities. Describe current or planned initiatives advancing racial equity, and/or proposed or ongoing changes to internal policies and processes. Applicants may also include desired short- and long-term outcomes related to racial equity to help reviewers understand the aims of their efforts); or as applicable, Applicant identifies organizational capacity building needs around racial equity and describes how the grant will address those needs. *(5 pts)*

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Bonus Question: Opportunity 360 (3 points possible)

- Applicant describes how the exploration of Opportunity360 resources have helped them understand local needs and/or informed planning for key projects, programs or initiatives that will benefit from the proposed activities that they will undertake through these grant funds.

Additional Information and Questions

Enterprise will host two web-based Applicant question and answer sessions on the dates shown below. During these sessions, Enterprise staff will review the requirements for this LOI request. Sessions will be recorded and posted on the LOI website page for those unable to participate.

National LOI Webinar	Registration Link
May 9, 2018 EDT; 2:00 – 3:00 p.m. EDT	To register, sign up here

Rural & Native American LOI Webinar	Webinar Link
May 10, 2018 EDT; 2:00 – 3:00 p.m. EDT	To register, sign up here

- **Question and Answer Period –** Questions will be accepted from potential Applicants during this time:
  - o **Opens:** May 1, 2018
  - o **Closes:** May 24, 2018

  An updated LOI FAQ will be updated and posted on Enterprise's website. Responses will be posted at the end of every week. Questions will not be added to the Letter of Interest FAQ list after May 24, 2018.

Notification of Invitation to Submit Full Proposal

After reviewing all LOIs, Enterprise will notify Applicants as to whether they have been selected to submit a full proposal. Enterprise may contact Applicants directly to request that they address specific program priorities or other areas of interest in the full proposal.

Appendices

Appendix A – Organizational Requirements

HUD Section 4 Program – Eligible Organizational Types

These Section 4 Capacity Building grant funds are limited to community development corporations (CDCs), certified community housing development organizations (CHDOs), and organizations serving Native American populations with a defined mission that includes affordable housing.

A CDC is defined as:
 A nonprofit organization that has the following characteristics:
- 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;
- It 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 Section (a) 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 Section (a).
- 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.

CHDO designation is granted by participating jurisdictions (PJs) in relation to the HOME Program requirements, and not by Enterprise. 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

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 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.

Enterprise Community Partners – Additional Eligibility Requirements
In addition to the requirements listed above, Enterprise also requires that Applicants have appropriate and demonstrated staff capacity and/or an established relationship with a fiscal agent or fiscal sponsor to successfully perform the proposed activities. If a relationship has not yet been established, Applicants must address the entity(ies) whom they are considering to partner with either as a fiscal agent or fiscal sponsor. Definitions for each are as follows:

- **Demonstrated Staff Capacity**: 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 unless using a Fiscal Agent or Fiscal Sponsor.

- **Use of Fiscal Agents or Sponsors**
  If an Applicant does not have the necessary demonstrated staff capacity, it may opt to partner with an organization to serve as their fiscal agent or fiscal sponsor. Applicants proposing to use a fiscal agent or fiscal sponsor must have an established relationship with the partnering organization prior to receiving a grant award.

Fiscal Sponsor - Fiscal Sponsors must meet all eligibility criteria under this funding opportunity. This arrangement permits a Fiscal Sponsor to assume responsibility for the grant award on behalf of the Applicant for the proposed project and/or program. The Sponsor would serve as the grantee and would assume control of the award, manage funds and fulfill all reporting requirements.

Fiscal Agent - Refers to a contractual arrangement between the Applicant and an established agent. The Agent would provide practical assistance such as administrative or financial management advice and support. The Applicant would serve as the grantee and would ultimately be responsible for control of the award, oversight of funding, and ensure the completion of all reporting requirements.

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.

d.   Administrative Requirements

Applicants that are invited to submit a full proposal, and those that receive a Recommendation of Award letter 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

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[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 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 before the grant agreement is executed to finalize the grant agreement. 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 application software system, for its 2018 Request for Letters of Interest funding opportunity. 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 only apply to 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.

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.

ADDITIONAL RESOURCES

SlideRoom Applicant Help Center
SlideRoom Support Email