



# **Call for Applications**

**Pacific Northwest  
Rural Housing Preservation Academy  
Technical Assistance Cohort**

**2020**

*Applications Due:  
January 29, 2021*

## Overview

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At Enterprise, our mission is to make home and community places of pride, power and belonging, and platforms for resilience and upward mobility for all. One of America's original social enterprises, we bring together the people and resources to create affordable housing in strong neighborhoods. Within Enterprise are programmatic activities and entities that lend funds, finance development and manage and build affordable housing. Over the last 20 years Enterprise has invested more than \$800 million in grants, loans and equity, and developed more than 15,000 affordable homes in rural communities nationwide. We work in collaboration with partners to solve critical issues facing low-income communities across the U.S., including preserving affordable housing and ensuring families have access to jobs, health care, and other services. Together with our partners we identify, pilot and scale opportunity-building solutions for low-income people.

## Pacific Northwest Rural Housing Preservation Academy

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Enterprise Community Partners is bringing its Rural Housing Preservation Academy in the Pacific Northwest (Oregon, Washington, Idaho and Alaska). The Academy is a series of no-cost training and peer learning sessions designed to help rural housing providers acquire and/or preserve USDA Rural Development (RD), HUD and LIHTC financed housing in their respective communities. Training sessions will be open to existing owner/operators interested in preserving their properties or parties interested in acquisition for the purpose of preservation of property affordability. The Academy sessions will span from basic introduction and overview of RD, HUD and LIHTC programs to exploring financing options and new financing models. Enterprise will bring in experts and practitioners that have proven success in preserving units and are thinking outside the box when it comes to funding to help deliver the training sessions. All training session will be held virtually. Attendance to any of the academy sessions is available to any interested stakeholders.

Through this call for applications, Enterprise is accepting applications from organizations to form a cohort of participants in the Preservation Academy. Up to fifteen organizations will be selected as members of the Preservation Academy Cohort. In addition to the delivery of the trainings, cohort members will receive no-cost, targeted, one-on-one technical assistance to support rural preservation efforts. The assistance will be tailored to the needs of the recipient based on what their goals are and the support they identify in being critical to move their project forward. Examples of potential technical assistance include:

- Identification of properties, counties and communities to target preservation efforts
- Development of a basic rent/market analysis for projects selected
- Discussion and presentation of various options to successfully make an offer to the seller, secure funding for the purchase and pursue any additional funding and approval needed
- Preparation for discussions with current owners to encourage selling,

- Development of a letter of interest to be presented to the seller
- Development of an approach to due diligence including a project walk through, data requests, and an initial exploration of funding needs and options
- Support in preparing a purchase offer for the current owner
- Preparation of correspondence to the seller and RD, HUD, etc. in support of these efforts
- Valuation of positions, policy and correspondence from the seller and RD or relevant agency during the funding and approval process
- Assistance in any additional efforts to obtain funding and approvals
- Preparation of an application to obtain RD Multi Family Housing Preservation and Revitalization Demonstration Program “MPR” preservation funding, approval for 9% LIHTC funding as well as additional forms of funding if needed
- Advice on any issues that arise in the process and present recommendations to solve any project specific or timing concerns in an expeditious manner
- Evaluation and feedback regarding interim and final rehab budgets as they relate to receiving RD and/or Housing Finance Agency “HFA” approval. Work with/advise the architectural/design/construction team on its rehabilitation scope of work as needed
- Working with lender, appraiser, and agency as needed to ensure an appraisal, CNA, and underwriting that is acceptable for RD and other funders
- Support pursuing CHDO certification

### **Outcomes**

The Rural Housing Preservation Academy has been crafted to support existing efforts and build capacity of organizations to preserve the affordability of USDA RD 515 and 514/516 HUD financed Section 8, and LIHTC properties including the rental assistance associated with a property. The expected outcomes to participation include:

- Strengthened understanding of USDA RD housing programs and the transfer process
- Improved capacity to identify and obtain funding for capital improvements
- Ability to pursue the preservation and/or acquisition of affordable rural projects and preserve long-term affordability

The overall goal of the Preservation Academy is the preservation of affordable housing opportunities, especially those with Rental Assistance, in rural communities throughout the region.

### **Program Cost**

There is no program cost associated with participation in the Preservation Academy or the technical assistance. TA Cohort Members will be required to have a representative attend all Preservation Academy sessions and must apply through this call for applications to be eligible.

## Eligibility and Program Requirements

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Applicants must meet all requirements specific to this call for applications.

### Organizational Eligibility

Organization type – Applicants may be either (a) non-profit/Housing Authority with a focus and/or an interest in preserving USDA RD/Section 8/LIHTC properties, or (b) for-profit organization with an existing portfolio of USDA RD/Section 8/LIHTC properties and a focused on preserving and/or acquiring additional properties as affordable housing to low-income families.

Geographic focus – Applications may only be considered for housing operators who providing housing in the region (this does not preclude organizations that serve multiple states).

### Resource Commitment

Staff time dedicated from the ED or CEO, and/or development staff

1. Participation in all Preservation Academy training sessions (14, two-hour virtual events occurring approximately every two weeks)
2. Working with TA provider.
3. Internal coordination and communication with Enterprise as needed.

### Program Terms

- Program Period of Performance – The training portion of the Preservation Academy will occur over an eight-month between March and October 2021. TA cohort members must commit to attending all sessions.
- Reporting – Participants will be required to provide information that supports Enterprise’s evaluation of the impact of the Preservation Academy. The bulk of this participation will take the format of training evaluations, post-training surveys, etc. Every effort will be made to minimize the time and effort required by participants.
- Work Products – Any work products (i.e. reports, applications, etc.) developed through the TA must be shared with Enterprise.

## Submission Requirements and Evaluation Criteria

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### Submission Materials

Responses should include the following materials:

Organizational Narrative (no more than 5 pages) that includes:

- the organization's current housing portfolio (see chart below) that includes financing structure, target population, number of units,
- existing agency programs,
- property management structure (in house or contract management), and whether your organization manages properties for other owners
- plans for expansion of the portfolio if relevant,
- what the organization hopes to gain from participating in the Preservation Academy,
- bios of the development staff and agency leadership,
- capacity of the organization to dedicate staff time to the Preservation Academy and the preservation of USDA RD/HUD/LIHTC properties should also be addressed,
- identification of staff and/or team that will be in attendance at each session. This document should be labeled as ORGANIZATION NAME\_ Narrative.
- Ways that your organization is culturally responsive to the communities it serves and shows a commitment to Diversity, Equity and Inclusion

TA Request if relevant (no more than 1 page) describing the anticipated TA needs the organization will see under the TA portion of the Preservation Academy (see above description of potential TA).

**Existing Portfolio Information (table within Narrative)**

| Property Name | Target Population | Financing Sources  | Number of Units |
|---------------|-------------------|--|-----------------|
|               |                   | <input type="checkbox"/> RD 515<br><input type="checkbox"/> RD 514/516<br><input type="checkbox"/> HUD Section 8<br><input type="checkbox"/> LIHTC<br><input type="checkbox"/> Other |                 |
|               |                   | <input type="checkbox"/> RD 515<br><input type="checkbox"/> RD 514/516<br><input type="checkbox"/> HUD Section 8<br><input type="checkbox"/> LIHTC<br><input type="checkbox"/> Other |                 |
|               |                   | <input type="checkbox"/> RD 515<br><input type="checkbox"/> RD 514/516<br><input type="checkbox"/> HUD Section 8<br><input type="checkbox"/> LIHTC<br><input type="checkbox"/> Other |                 |
|               |                   | <input type="checkbox"/> RD 515<br><input type="checkbox"/> RD 514/516<br><input type="checkbox"/> HUD Section 8<br><input type="checkbox"/> LIHTC<br><input type="checkbox"/> Other |                 |
|               |                   | <input type="checkbox"/> RD 515<br><input type="checkbox"/> RD 514/516<br><input type="checkbox"/> HUD Section 8<br><input type="checkbox"/> LIHTC<br><input type="checkbox"/> Other |                 |

**Selection Criteria**

Organizations will be evaluated on the following characteristics:

A maximum of 15 organizations will be selected to participate in the academy cohort.

- Organizational capacity to pursue preservation of subsidized rural rental housing (25 points)
- Organizational Narrative (35 points)
- Staff capacity to successfully complete training and dedicate time to working with TA provider (25 points)
- Complete application materials (15)
- Culturally Responsive Organization (5)

**Submission Instructions**

Applications should be submitted electronically to [robinwolff@enterprisecommunity.org](mailto:robinwolff@enterprisecommunity.org) **by 5:00 pm PST on January 29, 2021**. We cannot accept late or incomplete proposals.

**Learn More**

Any questions on the call for applications process can be directed to: Robin Wolff, Senior Program Director, Rural Housing, at [robinwolff@enterprisecommunity.org](mailto:robinwolff@enterprisecommunity.org)

An informational webinar to introduce the Preservation Academy, review Preservation Academy session content and goals, and answer questions about the technical assistance cohort application process will be held at 10 PST on January 6<sup>th</sup>, 2021. Register [HERE](#) for the webinar.

**Notification of Selected Applicants**

All applicants will be notified of selection via email by Friday, February 12, 2021.

Please note that the first training session will be held in March.