2016 REQUEST FOR LETTERS OF INTEREST

Overview
for prospective applicants

Monday, August 1, 2016
2:00 – 3:00 p.m.
Welcome and Introduction
Purpose of Webinar
About Enterprise Community Partners
About the Program
RLOI Overview
  - General RLOI Information
  - Program Areas of Interest & Geographies
  - Threshold Requirements & Scoring Criteria
  - Application Materials & Submission Process
  - LOI Deadline Submission
  - Resources for Applicants
Timeline
Reminders
Questions
Purpose of Webinar

- Provide an overview of the grant program, the RLOI application, and its requirements.
- Answer questions posed by applicants.

The content included in this webinar is only intended to summarize the contents of the Request for Letters of Interest (RLOI). Any content within this presentation that appears discrepant from the language in the RLOI is superseded by the language in the RLOI. All Applicants are strongly encouraged to carefully read the RLOI guidelines and adhere to them.
For more than 30 years, Enterprise has introduced solutions through public-private partnerships with financial institutions, governments, community organizations and other partners that share our vision that one day, every person will have an affordable home in a vibrant community, filled with promise and the opportunity for a good life.
This funding is made available through the U.S. Department of Housing and Urban Development’s (HUD) Section 4 Capacity Building for Community Development Program.

The purpose of the Section 4 Program is to enhance the technical and administrative capabilities of:

- Community Development Corporations (CDCs)
- Community Housing Development Organizations (CHDOs)

...to carry out community development and affordable housing activities for the benefit of families and persons of low income (defined as 80% AMI or below).
Eligibility Requirements

Applicants must meet the eligibility requirements as outlined in Appendix A of the RLOI.

Applicants who are unsure if they meet the eligibility requirements may email RFP@enterprisecommunity.org for assistance.
General RLOI Information

- This is a two-step application process consisting of a Letters of Interest (LOI) phase and a Full Application phase. **Applicants may not submit a Full Application unless and until notified to do so by Enterprise.**

- Anticipated awards ranging from $25,000 to $100,000. Average award is expected to be $40,000 with proposals that address the Program Area of Comprehensive Community Development activities related to Neighborhood Transformation and Emerging Issues. Awards under those two areas are expected to be $100,000 over a two-year and one-year period respectively.

- If awarded a grant, the period of performance will begin on October 1, 2016 and will have a general duration of 12 to 24 months.
General RLOI Information

- All RLOI documents are available on Enterprise’s website.

- Enterprise strongly recommends that applicants read through the entire RLOI, as well as available resource documents, before submitting an LOI application.

- Applicants/Organizations may only submit one application.

- Applicants must apply under only one of the six Program Areas listed in the RLOI document.
RLOI Program Areas

This RLOI includes the following Program Areas:

- Building and Designing Sustainable Communities
- Equitable Transit-Oriented Development
- Vulnerable Populations
- Affordable Housing Production & Preservation
- Organizational Sustainability
- Comprehensive Community Development

Applicants must apply for only one of the six Program Areas listed.
RLOI Geographies

Funding will be prioritized but not limited to the Geographic Areas listed below:

<table>
<thead>
<tr>
<th>California – Northern</th>
<th>California – Southern</th>
<th>Colorado</th>
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</thead>
<tbody>
<tr>
<td>Gulf Coast</td>
<td>Massachusetts</td>
<td>Michigan</td>
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<tr>
<td>Mid-Atlantic</td>
<td>Midwest</td>
<td>New York</td>
</tr>
<tr>
<td>Ohio</td>
<td>Pacific NW</td>
<td>Southeast</td>
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Please carefully review the definition of each Geographic Area (pages 13 – 15 in RLOI). For example, Enterprise’s Gulf Coast Geographic Area is defined as Alabama (Mobile County only) and the entire states of Louisiana and Mississippi.
RLOI Geographies

Each Geographic Area has identified the Program Areas they are most interested in supporting however applications will be accepted under all Program Areas.

- For example, in Colorado, Enterprise is interested in supporting applications that address the Program Areas of Equitable Transit-Oriented Development, Vulnerable Populations, Affordable Housing Production and Preservation and Comprehensive Community Development; however, if an application is received under Building and Designing Sustainable Communities it will also be considered.
RLOI Overview

Threshold Requirements

The following must be met:

1) Proposed activities must address the needs of families and persons of low income as required under the Section 4 program (80 % AMI or lower).

Low income families (defined as a single person who may be elderly, displaced, disabled, near elderly, or any other single person OR a group of persons residing together) or households (any persons occupying a housing unit).

2) Applicants must meet eligibility requirements as described in Appendix A of the RLOI.

Applications that do not meet both of the Threshold Requirements will not be reviewed.
Scoring Criteria

- 100 points available based on 3 Criteria.
- Applicants have the ability to receive up to **3 bonus points** for answering Question 5 within the LOI Narrative (Exhibit A) that addresses Racial and Systems Equity.
- Letters of Interest must score 70 pts or higher to be considered to be invited to submit a Full Application, however, the point threshold and total number of applicants selected to submit a Full Application is contingent upon the number and quality of Letters of Interest received.
Scoring Criteria

Criteria 1: Proposed Program Aligns with Enterprise Program Priorities (35 points)

- Proposed activity aligns with one of the funding priorities as described in this NOFA.
- Proposed activity clearly identifies the capacity building needs of the applicant and how the grant will address those stated needs.

Criteria 2: Impact (30 points)

- Application presents significant impact to the capacity of the organization.
- Application presents significant impact to the needs of families and persons of low income (80 % AMI or lower) and the community(ies) served.
Scoring Criteria

Criteria 3: Capacity of the Applicant and Relevant Organizational Experience (35 points)

- 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.
- As applicable, past performance on Enterprise grants and loans.
RLOI Overview

Scoring Criteria

Bonus Points: Race and Equity Lens (up to 3 possible bonus points)

- Applicant is addressing race and equity in a significant and impactful manner; or
- As applicable, Applicant identifies organizational capacity building needs around racial equity and describes how the grant will address those needs.
- Applicants will have the opportunity to provide information related to Racial and Systems Equity in Question 5 of the LOI Narrative (Exhibit A).

Additional information about the Race and Equity Lens is available on page 4 of the RLOI.
Application Materials & Submission Process

All RLOI materials needed for submission can be downloaded from Enterprise’s website.

1. Applicants must download and complete Enterprise’s LOI Narrative (Exhibit A). Applicants MUST use the Enterprise LOI Narrative template. Any applications that are submitted without Enterprise’s LOI Narrative (Exhibit A) will be disqualified.

2. Once the LOI Narrative (Exhibit A) has been completed, applicants will complete the LOI Online Submission Form.

Applicants must complete and submit the following by August 12, 2016, 7:00 p.m. EST. Any LOIs received after the deadline will not be accepted.

- LOI Narrative (Exhibit A) – Complete the LOI Narrative before completing the LOI Online Submission form.
- LOI Online Submission form
STEP 1: LOI Narrative (Exhibit A)

Applicants must download and complete Enterprise’s LOI Narrative (Exhibit A).

- Applicants MUST use the Enterprise LOI Narrative template. Any applications that are submitted that do not use Enterprise’s LOI Narrative (Exhibit A) will be disqualified.
- LOI Narratives MUST be completed first before completing the LOI Online Submission Form.
- Instructions are included in the LOI Narrative template. Applicants may remove the instructions listed to ensure they have adequate space to describe proposed activities however each response must be properly labeled (1 – 5).
Application Materials & Submission Process

STEP 1: LOI Narrative (Exhibit A) cont’d

• Applicants must follow the format requirements (12 pt. font, Times New Roman, 1” margins, single spaced).

• Narrative must not exceed 3 pages in length. If Narrative exceeds 3 pages, Enterprise will only review the first 3 pages.

• LOI Narratives must be uploaded through the LOI Online Submission Form.
STEP 2: LOI Online Submission Form

- Recommended that applicants review the Reference Guide: How to Submit an LOI Application which outlines the submission process step by step.

- LOI Online Submission Form should only be started once the LOI Narrative (Exhibit A) has been completed. Once the Submission Form has been started, it cannot be saved and returned to later.

- Applicants must answer all questions on the LOI Online Submission Form. For a full list of questions, refer to RLOI: Frequently Asked Questions.

- LOI Narrative (Exhibit A) will be uploaded via the LOI Online Submission Form.
LOI Deadline for Submission

LOI Narratives (Exhibit A) must be submitted via the LOI Online Submission Form by 7pm EST on August 12, 2016.

Note: Late submissions and hard copies of application materials will not be accepted. Applications submitted outside of the LOI Online Submission Form will not be accepted.
Available RLOI Resources:

- [Reference Guide: How to Submit an LOI Application](#)
- [RLOI Frequently Asked Questions](#) - Questions will be added to the FAQ on the following dates:
  - August 2, 5 and 10
- [Full Proposal & Award Requirements](#) – Applicants are encouraged to review this document to understand Full Application/Proposal and Award Requirements such as:
  - Match
  - Sub-recipient Questionnaire
  - DUNS & System for Award Management
  - Working with Consultants

Resources are available on Enterprise’s website
## IMPORTANT DATES

| Submission Deadline for Letters of Interest (LOI) Applications: | August 12, 2016; 7:00 pm EST |
| Notice of Invitation to Submit Full Applications: | September 12, 2016 |
| Submission Deadline for Full Applications: *Applicants must be invited by Enterprise.* | October 7, 2016; 7:00 pm EST |
Reminders

✓ All RLOI documents are available on Enterprise’s website.

✓ Applicants/Organizations may only submit one proposal.

✓ Applicants must apply for only one of the six Program Areas listed in the RLOI.

✓ Enterprise will only consider LOI submissions from applicants that:
  • Have met both Threshold Requirements;
  • Answered all 5 questions on Enterprise’s LOI Narrative (Exhibit A);
  • Submitted their application via the LOI Online Submission Form; and
  • Submitted their application by August 12, 7:00 p.m. EST.
Reminders

REMINDERS

✓ Late submissions and hard copies of application materials **will not** be accepted. Applications submitted outside of the LOI Online Submission Form **will not** be accepted.

✓ Resources such as the Reference Guide: How to Submit an LOI Application and RLOI: Frequently Asked Questions are available.

✓ Questions related to the RFP process may be submitted to rfp@enterprisecommunity.org.

✓ This presentation has been recorded and will be available on Enterprise’s website.
QUESTIONS?

rfp@enterprisecommunity.org