



2021 Section 4 Capacity Building Request for Proposals Overview

Date: November 10, 2021
Time: 2:00–3:00 p.m. EDT

Month 00, XXXX



Agenda

- **About Enterprise Community Partners, Inc.**
- **Section 4 Program Overview**
- **Request for Proposals Overview**
- **Proposal Submission**
- **Award Notification**
- **Reminders**
- **Questions**

NOTE: The content included in this webinar is only intended to summarize the contents of the Request for Proposal document (RFP). Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP. All Applicants are strongly encouraged to carefully read the RFP guidelines and adhere to them.

About Enterprise

Enterprise Community Partners is a national nonprofit that exists to make a good home possible for the millions of families without one.

About Enterprise



About Enterprise

OUR IMPACT

Over our 40-year-history, Enterprise has invested \$44 billion and created or preserved 781,000 homes in all 50 states. All to make home and community places of pride, power and belonging.

GRANT FUNDING

Enterprise has awarded over \$435 million in grant funding to local partner organizations.

RURAL COMMUNITIES

Since 1983, Enterprise has invested nearly \$2 billion in grants, loans and equity, and technical assistance to develop more than 39,000 affordable homes in rural communities nationwide.



SECTION 4 PROGRAM OVERVIEW

Section 4 Program

Funding is made available through the U.S. Department of Housing and Urban Development's 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)
 - Tribes, Tribally Designated Housing Entities (TDHE), Tribal Housing Authorities (THA), and Native Community Development Financial Institutions (CDFIs)
- Community Housing Development Organizations (CHDOs)

...to carry out community development and affordable housing activities for the benefit of households of low income (80% AMI or below).

Section 4 is the only HUD program specifically designed to build the capacity of CDCs and CHDOs.  **Enterprise**

RFP OVERVIEW

Executive Summary

- All information related to the RFP is available on our [website](#).
- Total amount to be awarded is \$7,965,000 to support urban and rural CDCs and CHDOs.
- Average awards expected to be \$45,000.00.
- Proposals will be accepted from eligible applicants only.
- Applications must have a direct capacity building benefit to the CDC or CHDO applying for funds.
- All Applications must be submitted in Slideroom by 11:59 p.m. Eastern Daylight Time (EDT) on December 10, 2021.
- Funding 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).
- Grants will have a general duration of 18 months and will start after February 1, 2022. Grant performance periods will start on the date the agreement is executed by both parties.

Eligibility Requirements

- Appendix A of the RFP explains all eligibility requirements.
- Section 4 Capacity Building grant funds are only available to eligible CDCs and CHDOs as defined by the HUD Section 4 program.
- A CDC is a 501(c)(3) nonprofit organization that undertakes eligible Section 4 Capacity Building Program activities and that meets the 8 qualifications listed in Appendix A of the RFP.
- Organizations sufficiently similar in purpose, function, and scope to those entities qualifying under the CDC definition may also be considered eligible such as Tribes, TDHEs, THAs, and CDFIs.

Eligibility Requirements

- A CHDO is a private nonprofit, community-based organization that has staff with the capacity to develop affordable housing for the community it serves. Designation is through HUD's HOME Program, not Enterprise.
- Program activities must address the needs of households with low income as required under the Section 4 program (80% AMI or lower).
- If applying in a rural area, Applicants must ensure that the geographic area meets the definition of rural as applicable to the Section 4 program. Page 12 of the RFP includes a link to help Applicants verify this detail.
- Questions on eligibility may be sent to rfp@enterprisecommunity.org.

Program Areas

Enterprise will support CDCs and CHDOs in building the organization's capacity to address community needs across six (6) program areas that work towards advancing racial equity, increasing housing supply and fostering resilience and upward mobility.

1. Preservation of Existing Housing
2. New Housing Production
3. Climate and Community Resilience
4. Economic Mobility
5. Eviction Prevention
6. Organizational Sustainability

Allowable Costs & Eligible Activities

Common examples of allowable costs:

- Staff Salaries
- Staff or Board Training
- Computer Software/Hardware
- Consultants
 - Cannot be retained for policy, fundraising, or advocacy/lobbying work.
 - Must be selected through full and open competition and must have the ability to perform proposed activity(ies).
 - Labor rates must be fair, reasonable and consistent with rates charged on other contracts and may not exceed daily equivalent of the rate paid for the OPM General Schedule Grade 15, Step 10, (based on the locality) or those with a “loaded” rate greater than \$150 an hour without prior written approval from HUD.

Unallowable Costs & Ineligible Activities

Examples of ineligible activities and unallowable costs:

- Expenses for new lines of business or start-up costs, including related staff/consultant expenses. Examples include mergers, formation of new for-profit or non-profit companies.
- Direct fundraising to support organizational costs and programs (i.e. meet with donors, write grants, organize/host fundraising events).
- Giveaways/prizes, incentives, and stipends.
- Entertainment costs, including alcohol.
- Direct and indirect construction costs. ¹

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.

Unallowable Costs & Ineligible Activities

- Lobbying
 - **Direct:** communication with a legislator, an employee of a legislator or legislative body, or any covered executive branch or other government employee who may participate in the formulation of legislation. The communication refers to a specific piece of legislation and expresses a view on that legislation.
 - **Grassroots:** an attempt to influence specific legislation by encouraging the public to contact legislators about that legislation. A communication constitutes grassroots lobbying if it refers to specific legislation, reflects a view on that specific legislation and encourages the recipient of the communication to take lobbying action. This type of communication is known as a call to action.

Lobbying is **NOT**: study or research, examinations and discussions of broad social, economic or similar problems, promoting or sharing the success of your program, or requests for technical advice or assistance.

Threshold Requirements

All proposals must meet the following **Threshold Requirements** to be considered for review:

1. Program activities must address the needs of households with low income as required under the Section 4 programs (80% AMI or lower).
2. Applicants must meet eligibility requirements as described in Appendix A of the RFP.
3. Applicants must demonstrate staff capacity to manage the award with either full-time, part-time and/or contract employees to complete proposed activities.

Proposals that do not meet the threshold requirements will not be scored.

Scoring Criteria

Proposals must address each of the three (3) criteria listed.

Criteria 1: Impact to Communities Served (20)	Criteria 2: Impact to the Applicant Organization (30)	Criteria 3: Soundness of Approach and Readiness to Proceed (50 pts)
<ul style="list-style-type: none">• Describes the socioeconomic needs of cities, communities, families, and individuals in the areas the applicant proposes to serve. (10 pts)• Addresses the described community needs, affordable housing market, and/or community development activities in the proposed area. (10 pts)	<ul style="list-style-type: none">• Clearly identifies the most critical capacity building needs of the applicant organization. (20 pts)• Clearly describes how grant funds will improve the organization's capacity to carry out their mission, including a strategy for maintaining improved capacity after the grant performance period ends. (10 pts)	<ul style="list-style-type: none">• Alignment: Aligns with one of the Program Areas (10pts)• Scope of Work: Identifies a feasible approach to managing and carrying out the proposed activities (5 pts)• Timeline: Aligns with the grant performance period (5 pts)• Readiness to proceed: Identifies available partnerships, funding and other resources to support the proposed activities (10 pts)• Outputs and Outcomes: Clearly defined and meet the identified needs of the communities served (10 pts)• Budget Narrative: Justifies each requested expense, aligns with the proposed scope, and aligns with the proposed timeline for proposed activities (10 pts)

Priority Points

- 2 points will be given to applications that address community needs in an area of persistent poverty. Persistent poverty areas are defined as counties that have had poverty rates of 20% or greater for at least 30 years.
- 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.
- Page 9 of the RFP includes a link to help Applicants determine if the area where grant activities will take place is in an area of persistent poverty.

PROPOSAL SUBMISSION

Proposal Submission

- All proposals **must** be submitted in SlideRoom.
- Register early for your SlideRoom account – using your organization’s name - to avoid technical glitches. Contact SlideRoom at support@slideroom.com
- Preview all proposal questions to adequately prepare for gather required templates and attachments.
- Applicants must complete and upload the required templates provided by Enterprise:
 - Budget** (Exhibit A) – upload as Excel.
 - Organizational Document Checklist** (Exhibit B) – Upload as Excel.

Who Should Apply for This Grant Opportunity?

CDCs and CHDOs operating within the United States, Puerto Rico and the U.S. Virgin Islands are eligible to apply.

Rural and Native American CDCs and CHDOs including Tribes, Tribally Designated Housing Entities (TDHEs) or Tribal Housing Authorities (THAs) are also eligible.

The deadline to apply is December 10, 2021. Find out more about the Section 4 grant program requirements on November 10 at 2 p.m. ET.

Applicants are required to complete and upload the following templates with their application submission:

1. [Budget Template](#)
2. [Organizational Document Checklist](#)

For more information, please contact Enterprise at rfp@enterprisecommunity.org.

[Open RFP Opportunity and Apply](#)

Proposal Submission

Applicants must submit the following documents:

- 501c3 Letter of Determination**
- IRS W-9**
- System for Award Management (SAM) Validation**
- Certificate of Good Standing (current)**
- Most recent fiscal Audit** - If an Audit is not available, we will also accept: 1) financial reviews conducted by a Certified Professional Accountant who is independent of the applicant organization or 2) most recent IRS 990
- Single Audit, if required**

These documents must be uploaded as Attachments as part of the submission process.

Proposal Submission

- Proposals must be submitted via SlideRoom by 11:59 p.m. EDT on December 10, 2021.
- SlideRoom access will be closed promptly at 11:59 p.m. EDT
- Late or hard copy applications will not be accepted; nor will any proposals submitted outside of SlideRoom.
- After submitting the application in SlideRoom, a confirmation screen will appear with a confirmation ID number; the date of submission; and the program submitted to.
- A confirmation email will also be sent to the primary contact person. Keep this email for your records.



Congratulations, you successfully submitted to Enterprise Community Partners on April 11, 2018. Your confirmation number is #81403226681.

[Print confirmation](#) [Print a copy of your application](#)

AWARD NOTIFICATION

Award Notification

- Recommendation of Awards and Declines will be sent via email to the contacts listed in the application.
- Award notifications are provided as a statement of interest in developing a grant agreement. They are not legally binding agreements.
- Award notifications will include information on items to submit and a timeline by which all information must be returned to Enterprise. Awardees that fail to provide information requested by Enterprise within the requested time frame may have their Recommendation of Award rescinded.
- Receiving the award is contingent upon finalization of a scope of work, outcomes, and budget; completion of the Organizational Document Checklist (Exhibit C); and compliance with federal requirements.

REMINDERS

Reminders

- Carefully read the RFP to review eligibility requirements, Program Areas, scoring criteria, and the federal requirements that govern the Section 4 program.
- Questions may be submitted to rfp@enterprisecommunity.org until 5:00pm EDT, December 10, 2021.
- Allow adequate time to familiarize yourself with SlideRoom and to receive any needed technical support.
- The deadline for submission is 11:59 pm EDT on December 10, 2021.
- Proposals may only be submitted in SlideRoom.

Reminders

- Award notifications are provided as a statement of interest in developing a grant agreement.
- Receiving the award is contingent upon receiving all necessary information by stated deadlines.
- Grant performance periods will have a general duration of 18 months and will start after February 1, 2022. Grant performance periods will start on the date the agreement is executed by both parties.
- Grant funds are disbursed on a cost reimbursement basis only. Approved costs must be incurred within the grant period of performance.

**Thank
You**

