

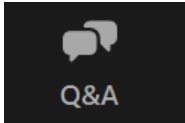


**FY22-23 Section 4 Capacity Building  
Request for Proposals  
Rural and Tribal Communities**

**Date: December 11, 2024  
Time: 3:00–4:00 p.m. EDT**



# Webinar Logistics

- Attendees will be muted upon entry to the webinar.
- Submit all questions via  Q&A
- Questions will be read and answered at the end of the presentation.
- PowerPoint and the recording from today's webinar will be posted on our website.
- Questions may also be submitted to [RFP@enterprisecommunity.org](mailto:RFP@enterprisecommunity.org)

# 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 Any content within this presentation that appears discrepant from the language in the RFP is superseded by the language in the RFP.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

## OUR IMPACT

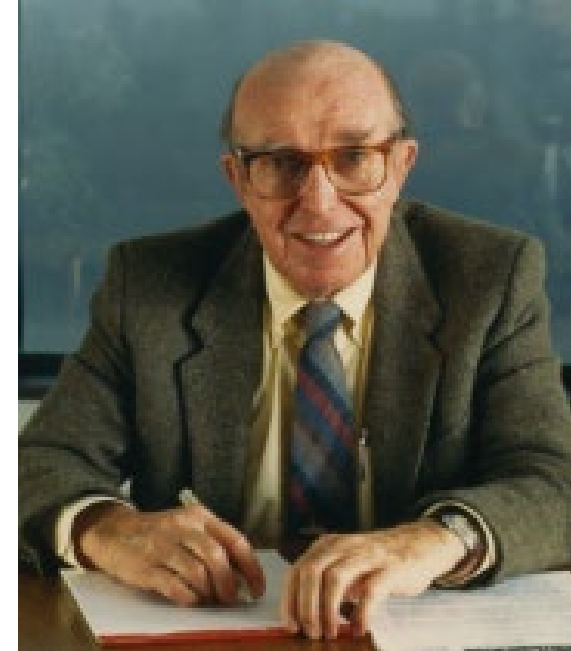
Over our 42-year-history, Enterprise has invested \$54 billion and created or preserved 873,000 homes in all 50 states.

## GRANT FUNDING

Enterprise has awarded over \$578 million in grant funding to local partner organizations.

## RURAL COMMUNITIES

Since 1997, we have invested more than \$950 million and developed more than 16,000 homes in rural communities nationwide.



*Jim Rouse, Founder*

# 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)
- Community Housing Development Organizations (CHDOs)
- 501c3 Tribal Entities, Tribally Designated Housing Entities, Tribal Housing Authorities, + Native Community Development Financial Institutions

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

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



## Section 4 Program

### What is Capacity Building?



- Support, investment, or training used to bring an eligible CDC, CHDO, or Tribal entity to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently implement its mission.
- A process to improve and retain skills, knowledge, tools, and other resources needed to serve low- and moderate- income households in local communities with increased or improved affordable housing and community development.
- Not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization that serves its community.

# RFP OVERVIEW



# Executive Summary

- All information related to the RFP is available on our [website](#).
- Total amount to be awarded is \$3,131,333.00
- Funding seeks to build the capacity of eligible CDCs, CHDOs, Tribes, THAs, TDHEs and Native CDFIs to carry out community development and affordable housing activities that address the needs of households with low income (80% AMI or lower) in rural and tribal communities.
- Average awards expected to be \$50,000.00. Larger requests will be considered if proposed activities and costs align, and the capacity building benefit is clear.
- Past or current grantees should be in good standing with their awards.
- Proposals must have a direct capacity building benefit to the organization applying for funds.
- Organizations may only submit one proposal.
- Award recommendations announced in March 2025.
- Grants will start on the date the agreement is executed by both parties. Costs incurred outside of the grant period of performance will not be reimbursed.
- All proposals must be submitted in SlideRoom by 11:59 p.m. Eastern Daylight Time (EDT) on **January 31, 2025**.

# Eligibility Requirements

Grant funds are only available to the following as described in Appendix A of the RFP:

- 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.
- A CHDO is a private non-profit, 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.
- Native CDCs, Tribally Designated Housing Entities (TDHEs), Federally Recognized Tribes, Native Community Development Financial Institutes (CDFIs), and Tribal Housing Authorities (THAs) that meet the eligibility and threshold criteria for this RFP, and propose to work in a rural area, may also apply.
- Organizations working in rural areas must meet the definition of rural as applicable to the Section 4 program - [.ArcGIS - Enterprise Section 4 Rural Areas](#)
- Questions on eligibility may be sent to [rfp@enterprisecommunity.org](mailto:rfp@enterprisecommunity.org).



# Program Areas

As part of the application process, we ask organizations to identify if they are prioritizing Section 4 funding for:

- Strengthening the organization's internal processes OR
- For the support and implementation or expansion of programmatic work

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.

- Climate and Community Resilience
- Homelessness
- New Housing Production
- Partner Sustainability
- Preservation of Existing Housing
- Upward Mobility

# Program Areas

## Climate and Community Resilience

- Activities to support the implementation of healthy, green, and resilient building practices, particularly in at-risk communities
- Planning activities addressing climate risk reduction or preparedness at properties, such as the creation of a business continuity plan.
- Activities to support electrification and energy efficiency upgrades of existing housing portfolios, particularly in disadvantaged communities.
- Activities to promote the resilience of low-income residents to reduce and prevent health disparities experienced by low-income residents, including collaboration between the health care and affordable housing sector and/or other adjacent systems that impact housing stability and resident well-being

# Climate and Community Resilience Grantee Examples

## A CDC in Kentucky used grant funds to:

- Build their flood disaster recovery capacity by supporting the retention of a Flood Construction Specialist, who is responsible for completing preservation projects involving the rehabilitation of 50 flood-damaged homes for flood survivors in Eastern Kentucky.

## A CDC in Wisconsin used grant funds to:

- Support the implementation of a Preservation and Solar Energy project, which preserved 24 units of affordable rural senior housing, improved the property's energy efficiency, and added a rooftop solar array to offset resident and building common meter electricity costs. The grant supported staff time costs as well as consultant costs by supporting project management services.

# Program Areas

## Homelessness

- Activities that develop permanent supportive housing programs that alleviate chronic homelessness.
- Activities that support resident services staff capacity and the design, implementation, and/or evaluation of supportive services programs that promote the health, stability, and well-being of residents in affordable housing.
- Activities that build staff and organizational capacity for eviction and resident displacement prevention work so that tenants have access to rent relief and economic opportunity and maintain housing stability and avoid displacement.

# Homelessness Grantee Examples

## **A Tribe in Alaska used grant funds to:**

- Hire a Project Planner for additional organizational capacity to implement two projects: the predevelopment/planning phase of a Navigation Center which will provide resources and assistance to unsheltered homeless and the Pre-development planning for a Permanent Supportive Housing complex based on the Housing First principles.
- Grant funds also supported professional development opportunities in the area of Permanent Supportive Housing for the Project Planner.

## **A Tribal Housing Authority in Minnesota used grant funds to:**

- Expand staff capacity to manage the development of 28 new Permanent Supportive Housing units and to improve staff capacity to deliver high-quality services to new and existing PSH units.

# Program Areas

## New Housing Production

- Housing that serves vulnerable populations – seniors, homeless, disabled, people with a history of involvement in the criminal legal system, asylum seekers etc.
- Faith-Based Partnerships
- Predevelopment capital and enhanced staff capacity to accelerate the production of new affordable housing



# New Housing Production Grantee Examples

## **A Tribe in California used grant funds to:**

- For predevelopment capital, enhancing staff capacity, and developing creative strategies to advance the production of new affordable housing on a 25-acre parcel of land to develop its first affordable housing project for the elderly and disabled. Funds specifically were used for an affordable housing consultant specializing in supportive housing and for schematic designs of the site.

## **A CHDO in Mississippi used grant funds to:**

- Support staff salaries in developing their Single-Family Housing Program. The grant allowed the staff to work with Architects, Engineers and Contractors on planning and pre-development work. Grant funds also supported the financial literacy counselors in their effort to prepare and assist qualified buyers achieving homeownership.

# Program Areas

## Partner Sustainability

- Activities that increase capacity of the organization or affordable housing portfolio's operational and financial sustainability.
- Activities that assess the organization's racial equity strategies such as Board or Staff trainings around racial equity or equity audits and assessments.
- Organizational development for organizations, particularly BIPOC-led, serving their communities. Organizational development may include but are not limited to strategic planning, staffing needs, leadership development, board development, succession planning, and internal operational strategies.
- Enhancing staff knowledge, expertise, and practices in property and asset management.

# Partner Sustainability Grantee Examples

## A TDHE in South Dakota used grant funds to:

- Hire consultants to assist with revising and cataloging policies, updating budgeting and financial management procedures and software to increase the organization's capacity in managing federal funds.

## A Tribe in Washington used grant funds to:

- Develop the property management component of the Housing Division through the development of organizational documents including: Property Management Policies and Procedures; Admissions and Occupancy Policy; Tenant Rental Policy
- Increase the capacity of property management expertise through advanced training of existing staff utilizing recognized training curriculum, including NAIHC and NAHP



# Program Areas

## Preservation of Existing Housing

- Strategies to increase access to capital, including new sources like Green House Gas Reduction Funds, to support affordable housing development and preservation including rental and ownership.
- Strategies that build an organization's staff capacity to acquire, develop, and operate existing subsidized or unsubsidized housing, including training and development, partnership, place-based or joint venture models.
- Furthering early predevelopment on existing rural or tribal developments or work on preservation transactions, acquisition of distressed or expiring affordable housing portfolios. Recapitalizing aging affordable housing stock under existing ownership. Allows to pay for third-party costs such as: appraisals, market studies, comprehensive needs assessments and development consultants to package financing applications.
- The redevelopment or preservation of farmworker or migrant and seasonal workers housing.

# Preservation of Existing Housing Grantee Examples

## A CDC in Delaware used grant funds to:

- To support the hire of a new Rural Development (RD) Packager Specialist and increase their capacity to process RD 502 loan fund applications for low-income to very-low-income families living in rural Delaware.

## A CDC in Connecticut used grant funds to:

- Support predevelopment and consultant expenses related to the renovation of an existing 40+ year old 96-Unit affordable housing development for seniors and the disabled.
- Funds also used for staff who engaged in a process to submit an application to USDA and HUD for Transfer Ownership to ensure that these apartments are not converted to market rate housing.

Common examples of predevelopment expenses include appraisals, market studies, capital needs assessments, Architect and Engineering costs, Legal expenses, project financing consultants, housing needs assessments

# Program Areas

## Upward Mobility

- Activities to enhance or implement homeownership and wealth-building programs for Native and Black Indigenous People of Color (BIPOC) communities.
- Staff capacity and program development and implementation for organizations working to reduce racial equity gaps in accessing the full housing bundle (housing quality, housing stability, housing affordability, housing that builds assets and wealth, in a neighborhood context that meets a households' needs).
- Activities that support cross-sector partnerships (i.e., with the education sector, the health sector, and/or the criminal legal sector) in the development and implementation of housing-related solutions to improve upward mobility.

# Upward Mobility Grantee Examples

## A Native CDFI in Minnesota used grant funds to:

- Expand its services and financial products into home ownership development on and near their Reservation in north central Minnesota.
- Grant funds supported a financial consultant and an IT support person that were needed as the internal capacity increased.

## A CHDO in Wyoming used grant funds to:

- Improve the organization's capacity to support current services, staff, and move forward with the organization's homeownership initiative.
- Funds were also used to support technology upgrades and training costs.



# Tribal Nations and Rural Communities





# Allowable Costs & Eligible Activities



Common examples of allowable costs:

- Staff Salaries (new hires & existing staff)
- Fringe Benefits
- Training for staff and board members including workshops or conferences with a learning, value-add component.
- Computer Software & Hardware
- Program Costs as related to proposed activities [materials, supplies, venue rental for meetings/workshops]
- Travel that is reasonable and necessary to accomplish proposal goals and adheres to federal per diem rates.
- Indirect costs –
  - Federally approved negotiated indirect cost rate agreement (NICRA) OR
  - 10% de minimis for those without NICRAs.

# Allowable Costs & Eligible Activities



Common examples of allowable costs:

- Consultants & Contractors performing predevelopment or capacity building activities.
  - Must be selected through full and open competition and have the ability to perform proposed activity(ies).
  - Labor rates must be fair, reasonable and consistent with rates charged on other contracts.
  - Rates must not exceed the limits established for the Section 4 Program:
    - Unloaded** labor rates may not exceed daily equivalent of the rate paid for the [OPM General Schedule Grade 15, Step 10](#), (based on the locality) or
    - Loaded** rate greater than \$150 an hour without prior written approval from Enterprise and HUD.

# Unallowable Costs & Ineligible Activities



Examples of ineligible activities and unallowable costs:

- Lobbying or advocacy work, performed by consultants or staff, intended to influence policy.
- Trainings/conferences with networking or political focuses.
- Training & travel expenses for individuals outside of the Applicant/Organization.
- Expenses for new lines of business or start-up costs.
- Direct and indirect construction costs.
- Marketing expenses for the Organization.
- Direct fundraising to support organizational costs and programs (ex. meet with donors, write grants, organize/host fundraising events).
- Giveaways/prizes, incentives, and stipends.
- Entertainment costs, including food and alcohol. This includes purchasing food for meetings and workshops.
- Non-conventional travel expenses such as AirBnB lodging.

# Scoring Criteria

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

## Criteria 1: Impact to Communities Served (20 pts)

- Proposal describes how the proposed Section 4 grant activities will directly or indirectly stabilize and/or expand the affordable housing market or community development activities in the designated community (ies). (20 pts)

## Criteria 2: Impact to the Applicant Organization (20 pts)

- Proposed activity clearly identifies measures for evaluating impact on the capacity building needs of the applicant and how the grant will address those stated needs. (10 pts)
- The proposal identifies a strategy for maintaining improved capacity after the grant performance period ends. (10 pts)

## Criteria 3: Soundness of Approach and Readiness to Proceed (60 pts)

- **Grant Activities:** The proposed grant activities and description clearly identifies a feasible approach to managing and carrying out the proposed activities and completing deliverables. (20 pts)
- **Timeline:** The proposed timeline for completion of proposed activities aligns with the grant performance period. (10 pts)
- **Readiness to proceed:** The proposal identifies available partnerships, funding, and other resources to support the proposed activities, demonstrating a readiness to proceed within the grant period. (10 pts)
- **Outputs and Outcomes:** Projected Outputs and Outcomes of the proposed program/project activities are clearly defined and meet the identified needs of the organization and/or communities served. (10 pts)
- **Budget Narrative:** The budget justifies each requested expense, aligns with the proposed scope, and aligns with the proposed timeline for the 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 10 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

- ❑ Download and read the RFP to understand submission details and requirements from the Enterprise website.
- ❑ All proposals must be submitted in SlideRoom, our online system.
  - [Register](#) early for a SlideRoom account – under Organization’s name – to avoid technical glitches.
  - Contact **SlideRoom’s Help Desk** with any issues creating accounts or resetting passwords for existing accounts – [support@slideroom.com](mailto:support@slideroom.com).
- ❑ Once logged in to SlideRoom, preview all proposal questions.
- ❑ Download and complete the required templates provided by Enterprise:
  - **Organizational Document Checklist** (Exhibit A)
  - **Budget** (Exhibit B)

**How to Apply**

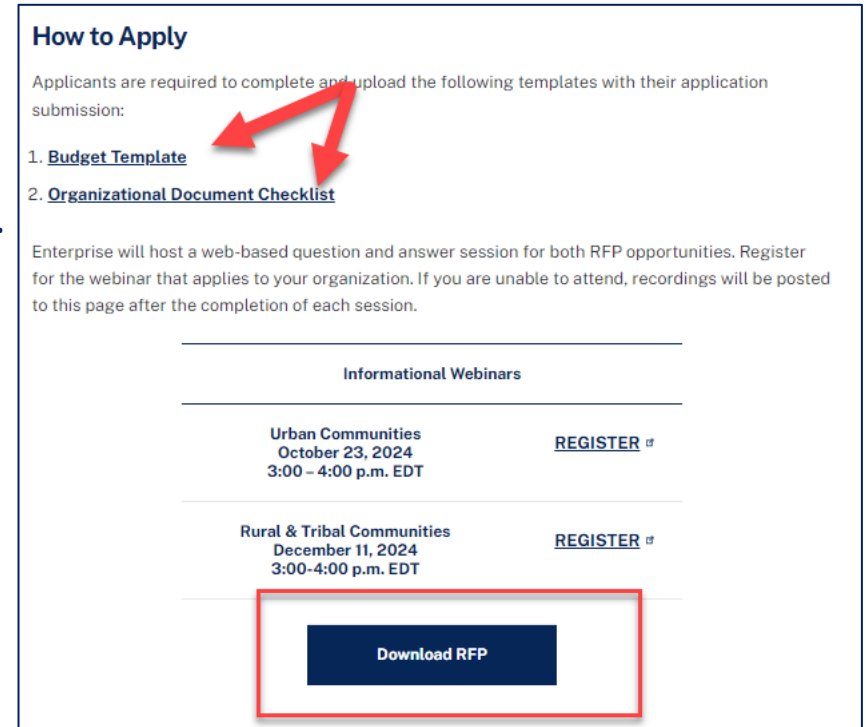
Applicants are required to complete and upload the following templates with their application submission:

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

Enterprise will host a web-based question and answer session for both RFP opportunities. Register for the webinar that applies to your organization. If you are unable to attend, recordings will be posted to this page after the completion of each session.

Informational Webinars	
Urban Communities October 23, 2024 3:00 – 4:00 p.m. EDT	<a href="#">REGISTER</a> <sup>†</sup>
Rural & Tribal Communities December 11, 2024 3:00-4:00 p.m. EDT	<a href="#">REGISTER</a> <sup>†</sup>

[Download RFP](#)



# Proposal Submission

## Organizational Document Checklist (Exhibit A)

- The Organizational Document Checklist is a series of questions designed to help Enterprise understand your organization's internal systems, policies and procedures.
- Answer all ODC questions and upload a completed copy in Excel, as part of your SlideRoom submission.
- If recommended for an award, Applicants will be required to provide copies of their policies and procedures, timesheets/time & effort reports, sample consultant contracts, etc. This is a necessary part of the process, based on federal requirements contained in 2 CFR 200, which requires Enterprise to further review and evaluate the risk associated with potential awardees prior to making awards.



# Proposal Submission

## Budget Template (Exhibit B)

- ❑ Download a copy of the Budget Template from Enterprise’s website and upload a completed copy in SlideRoom.
- ❑ The Budget Template includes two tabs – (1) **Instructions** and (2) **Budget Template**.
- ❑ On the Budget Template tab, input:
  - **Organization Name**
  - **Proposed Period of Performance**
  - **Budget Total** – the amount requested in grant support. *Do not include overall project/program costs.*
  - **Allowable Costs** necessary to perform proposed activities.
  - **Amount Requested** for each cost listed.
  - **Justification** clearly describing each cost’s connection to proposed activities.
  - If available, **Match** details for private funding secured for the same activities, project, or program, if applicable.

# Proposal Submission

## Budget Template (Exhibit B)

Budget Template (Exhibit A)				
FY22-23 Request for Proposals				
Organization Name:	ABC Foundation			
Start Date (estimate):	3/1/2025			
End Date:	6/30/2026			
Budget Total:	\$	39,500.00		
<i>*Budget Total must equal the amount requested for grant support. Example: if \$50,000.00 is requested, the Budget Total must equal \$50,000.00</i>				
Salaries (labor only)				Narrative/Justification
Position	Hourly Rate	Hours	Total	
Director of Real Estate Development	75	150	\$ 11,250.00	This position oversees affordable housing development projects, property management activities, and is directly responsible for creating the property management policies that will comply with federal, state and local codes as well as federal funding requirements. The Director will also work in conjunction with the consultant listed below to assist with the ABC permanent supporting housing project.
			\$ -	
<b>Subtotal Salaries</b>			<b>\$ 11,250.00</b>	
Fringe Benefits				
Fringe Costs			\$ 3,500.00	401k match, medical/dental insurance, taxes, etc.
Consultants (By type)				Narrative/Justification
<i>Consultants/Contractors must adhere to the rate limits established for the Section 4 program. See Exhibit E in the RFP for more information.</i>				
	Hourly Rate	Hours	Total	
Architect	150	165	\$ 24,750.00	To be hired to provide predevelopment services related to the ABC permanent supportive housing project.

**SAMPLE ONLY**

# Proposal Submission

## Match Funding Request (Not a Requirement 😊)

- The Section 4 program requires Enterprise to raise \$3 in private funding for every \$1 of Section 4 funding spent.
- Enterprise requests Applicants demonstrate their ability to certify match at a level of 3:1 for private funding received in support of their proposal activities, if possible.

Example: A \$50,000.00 grant request = \$150,000.00 in private funding.

- If available, enter Total Proposed Amount & a Description of each private funding source at the bottom of the Budget Template.

Match		Total Proposed	Description of Match Source(s) - Provide the Name of the Sources & Amounts for each in the space below. Example: ABC Foundation (\$150k).
Proposed Match Amount		\$ 118,500.00	Individual contributions (\$100k); \$18,500 (Kresge Foundation)

- Match has no impact on how a proposal will be evaluated. Applicants may list any amount, even \$0.
- Refer to Appendix C in the RFP.

# Proposal Submission - SlideRoom

In addition to answering all questions in SlideRoom and uploading the Organizational Document Checklist (Exhibit A) and Budget Template (Exhibit B), Applicants must also upload the following documents, unless otherwise noted :

- 501c3 Letter of Determination**
  - Applicants must have 501c3 non-profit status at the time the proposal is submitted. Pending status will not be accepted as a substitute.
  - Tribal entities will be asked to upload confirmation of their organization's designation. This confirmation may be uploaded in the Tribal entities preferred format.
- System for Award Management (SAM) Validation**, if registered.
- Certificate of Good Standing (current)**. Tribal entities may upload a document in place of a Certificate stating their exemption.
- 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.**

# Proposal Submission - SlideRoom

- ❑ Proposals, and all required templates and attachments, must be submitted via SlideRoom by [11:59 p.m. EDT on January 31, 2025.](#)
- ❑ Late proposals or those submitted outside of SlideRoom will not be accepted.
- ❑ After submitting the proposal, you will receive 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

- ❑ Notifications will be sent via email to the contacts listed in the proposal, starting March '25.
- ❑ Award notifications are provided as statements of interest in developing grant agreements. They are not legally binding agreements. Do not begin to incur costs!
- ❑ 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 A); and compliance with federal requirements.

# REMINDERS



# Reminders

- ❑ Carefully read the [RFP](#) to review eligibility requirements, funding areas of interest, scoring criteria, and the federal requirements that govern the Section 4 program.
- ❑ Download the **Organizational Document Checklist** (Exhibit A) and **Budget Template** (Exhibit B) from our [website](#).
- ❑ Register for a SlideRoom Account early! Proposals may **only** be submitted in SlideRoom.
- ❑ The deadline for submission is **11:59 pm EDT on January 31, 2025.**
- ❑ Contact the SlideRoom Help Desk for any technical issues. **Give up to 48 hrs. for a response.** Help Desk is available M-F, 8 am – 6 pm Eastern. **Do not wait until the last day!**
- ❑ Questions may be submitted to [rfp@enterprisecommunity.org](mailto:rfp@enterprisecommunity.org) until **5:00pm EDT, January 31, 2025.**
- ❑ This is a cost reimbursement grant. Do not start to incur costs until the grant agreement is fully executed!

# Thank You



Questions may be sent to  
[RFP@enterprisecommunity.org](mailto:RFP@enterprisecommunity.org) through  
5 pm January 31, 2025.