**Buffalo LISC**

**HUD Section 4 Capacity Building Grant**

**Request for Proposals**

**RFP Released: Wednesday, April 3, 2019**

**Applications Due: Friday, May 3, 2019**

**RFP Contact: Johanna Walczyk, Senior Program Officer, Buffalo LISC**

[**jwalczyk@lisc.org**](mailto:jwalczyk@lisc.org)

**Contact via email ONLY.**

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**RFP Summary**

The Buffalo office of the Local Initiatives Support Corporation (Buffalo LISC) seeks applications from community development corporations (CDCs) for internal and programmatic capacity building support. This support will enable them to achieve community development goals for the benefit of low-income residents such as increasing the scale of their housing production, supporting neighborhood revitalization and creative placemaking strategies, increasing the financial stability of residents, revitalizing key commercial corridors, fostering minority and women-owned enterprises, supporting transit oriented development efforts, and promoting resident health and safety.

The primary source of this funding is the federal Housing and Urban Development (HUD) Capacity Building for Affordable Housing and Community Development Program, also known as the Section 4 program.

Eligible applicants should be CDCs that do NOT currently have Section 4 contracts with Buffalo LISC.

**Grant Period and Award Amount**

Grants terms will **start on or after June 1, 2019 and all will be completed by December 31, 2020.** Most grants will be allocated from Fiscal Years 2017 & 2018 HUD Section 4 funds. Allfunds are provided on a reimbursement basis.

Applicants are encouraged to keep grant requests between the range of $5,000.00 – $50,000.00.

**Proposal Development and How to Apply**

Johanna Walczyk, Senior Program Officer at LISC, is the designated contact for this RFP and can be contacted via email at [jwalczyk@lisc.org](mailto:jwalczyk@lisc.org). Interested applicants should alert Ms. Walczyk via email of their interest in applying no later than Friday, April 19, 2019 at 5:00PM. **Applicants should send completed proposals via email to Ms. Walczyk no later than 5:00PM on Friday, May 3, 2019**. Application narrative and application attachments can be sent via zip file attachment to email.

Ms. Walczyk can be available to work with your organization on developing your proposal. There will be an **Q&A session on Thursday, April 11th at 2:30PM at the United Way, Conference Room 102, 742 Delaware Ave, Buffalo, NY 14209** (please RSVP to Ms. Walczyk by Wednesday, April 10, 2019). If necessary, applicants also have the limited option of meeting with Ms. Walczyk during week the week of April 22, prior to submittal to talk through your proposal ideas and budget.

|  |  |
| --- | --- |
| RFP Question and Answer Meeting: | Thursday, April 11, 2019, at 2:30PM (RSVP by April 10) |
| Notification of Intent to Apply: | Friday, April 19, 2019, at 5:00PM |
| One-One Proposal Review Meetings (if necessary): | Monday, April 22 through Thursday, April 25, 2019 |
| Proposal Submission Deadline: | Friday, May 3, 2019 5:00PM |
| Expected Notice of Awards: | Friday, May 24, 2019 |
| Grant Performance Period: | On or after June 1, 2019 through December 31, 2020. |

**Buffalo LISC Capacity Building**

**US Housing & Urban Development (HUD) Capacity Building for Affordable Housing and Community Development Program (known as HUD Section 4)**

Buffalo LISC works to build the capacity of community development corporations (CDCs) to strengthen Buffalo’s nonprofit community development industry. LISC makes long-term investments in CDC partners so that they are financially sustainable over time; can expand and deepen their high-quality programs and resident engagement; and have the ability to increase their real estate production.

Our primary source of funding for our community development partners is the federal Housing and Urban Development (HUD) Capacity Building for Affordable Housing and Community Development Program, also known as the Section 4 program. HUD Section 4 funds support building the organizational and/or programmatic capacity of CDCs to carry out community development and affordable housing activities that benefit low-income persons. In addition to funding, LISC seeks to build the capacity of organizations by providing direct technical assistance, trainings, and convening of CDCs and community partners.

**Eligible Organizations**

This RFP invites local CDC partners who do NOT currently have an open HUD Section 4 contract with LISC. In order to be an eligible organization, the organization has to meet the following HUD threshold criteria to be defined as a CDC. CDCs are permitted and encouraged to partner with each other, community-based organizations, and neighborhood associations, however, the CDC must serve as the lead applicant.

New recipients of Section 4 funding will be required to complete additional questions/intake form to become certified CDCs as per HUD Section 4 standards.

**Eligible organizations must meet the following HUD threshold criteria:**

* 501(c) 3 non-profit that engages in community development activities primarily within an identified geographic area of operation;
* Have as its primary purpose, a mission to improve the physical, economic or social environment of its geographic area of operation, with a particular attention to the needs of persons of low-to moderate income;
* Be a community-controlled organization, where at least 51% of the Board of Directors are community residents, business/civic leaders or other stakeholders in the CDC’s service area;
* Be registered and current (not expired) in the System for Award Management (SAM) government database ([www.sam.gov](http://www.sam.gov)) and maintain active SAM registration during grant term.
* Not be disbarred/excluded from receiving federal funds (check status in SAM government database)
* Conduct an annual audit through an independent certified accountant;
* Have a timekeeping system that records and certifies how much time the employees spend on the LISC project;
* Agree to provide all requested financial materials;
* Agree to work with Buffalo LISC to establish independent evaluations of the organization’s overall operating capacity as requested;
* Cannot currently be in default of any LISC transaction; and
* Is not an agency or instrumentality of the state or local government.

**Priority Areas for Funding**

Through HUD Section 4 funding, LISC makes grants available to community partners whose goals and programs are strategically aligned with our programmatic priorities to invest in CDC capacity for affordable housing and community development projects and programs; to build CDC capacity for community health, safety, education, climate resilience, food access, recreation programs; to implementing economic development initiatives based on focus areas such as creative placemaking, transit oriented development, small business support particularly for minority- and women-owned businesses, and workforce development.

In order to maximize impact, we look to allocate HUD Section 4 resources where our grant funds leverage long standing community development partnerships and other current neighborhood investment initiatives such as, but not limited to, the NYS ESD Buffalo Billion I Buffalo Main Streets Initiative/Transit Oriented Development funds, the NYS ESD Buffalo Billion II East Side Corridor Economic Development Fund, and the Northland Corridor/Workforce Training Center.

LISC is currently inviting Buffalo CDC partners to apply for funds that will address one or more of the following program priority areas, specifically to the benefit of low-income residents:

1. ***Increased Organizational Capacity of Community Development Corporations***

* Increase expertise and effectiveness of local practitioners, CDC staff and their boards
* Enhance resiliency of community development organizations
* Support cross-sector collaborations between CDCs and other local entities to achieve a community goal related to LISC’s priority areas.

1. ***Housing rehabilitation, preservation, and development***

* Preserve affordable housing
* Create new affordable multi-family and single-family homes
* Build capacity of minority and women real estate developers
* Integrate health and safety strategies in existing or new housing projects
* Increase number of homebuyer education workshops and pipeline of potential homebuyers

***3. Economic development, Creative Placemaking, and Equitable Revitalization of Key Neighborhoods and Commercial Districts***

* Support the addition of new W/MBE businesses located on commercial corridors
* Foster inclusive entrepreneurship as a wealth-building strategy
* Rehab or add commercial space to targeted commercial corridors
* Integrate crime prevention and safety strategies into neighborhood revitalization projects
* Incorporate creative placemaking, arts and cultural assets into neighborhood revitalization strategies
* Market neighborhood business districts
* Catalyze community-serving development
* Support equitable Transit Oriented Development (TOD)
* Build employer relationships and increase job access for local residents with anchor institutions like hospitals, cultural centers, universities

***In addition, LISC will also consider the ways that grantees integrate programs and projects that support community revitalization efforts through the promotion of neighborhood health, safety, equity, climate resiliency and inclusion.***

**Eligible Costs**

The most common examples of capacity-building activities that can be supported with HUD Section 4 funds include any of the following (not limited to only one category):

1. **CDC Staff Salaries**: Staff salary and associated fringe costs may be funded. This can include time on the project spent by housing development and preservation project managers, community development specialists, organizing and outreach specialists, finance/HR staff, and CDC leadership such as Executive Directors and Program Directors. Back-up documentation for disbursement of grant funding must include payroll records and timesheets that document the staff person’s time spent on the project as well as associated payment proof of fringe benefits. \*\*Note that Section 4 funds can only support up to 80% of a staff’s salary and fringe and exclude fundraising and lobbying activities.
2. **Consultants:** LISC HUD Section 4 funding may cover organizational capacity building consultant costs. This can include consultants with expertise in strategic planning, financial management, asset and property management, bookkeeping, board governance, staff professional development, market analysis neighborhood planning, data analysis and tracking, performance measurement, and other areas. Consultant costs can only be covered if the consultant is retained following an open procurement process that meets federal guidelines. Back-up documentation for disbursement of grant funding for consultants must include the consultant contract, invoices, copies of cancelled checks, and documentation of the competitive selection process.
3. **Stipends or Interns:** CDCs may employ residents and youth as contract employees by providing stipends for their work. CDCs may also employ interns using Section 4 funds. Any person provided a stipend as a contract employee would be hired for a particular task for a duration of time specified in a contract. For taxation purposes, contract employees are subject to the same payroll taxes and deductions as regular employees. Funding AmeriCorps positions are not allowed with Section 4. Back-up documentation for disbursement of grant funding for stipends or interns must include the stipend/internship agreement, time & effort reports that document the staff person’s time spent on the project, copies of cancelled checks, and payroll records.
4. **Allowable program costs**: Expendable and non-expendable program supplies (with a unit cost under $4,999) may be funded. Non-expendable supplies such as computers, surveillance cameras, or a paint sprayer may be purchased. Backup documentation for non-expendable supplies must include all invoices, purchase orders, cancelled checks, or any other method of payment; evidence that the goods were received; if equipment is leased, then a lease agreement and monthly invoices, service/maintenance contracts, price quotations; and documentation showing procurement process, as well as a Section 4 Inventory Form completed yearly. Expendable supplies may also be purchased. Backup documentation required for reimbursement of expendable supplies/equipment include all invoices, canceled checks, or any other method of payment including credit cards and petty cash vouchers.
5. **CDC staff or board training**: CDCs may request funding for training for staff and board in areas such as housing development, financial management, economic development, asset management, board development, technology, or other such training, delivered through seminars/workshops or by a consultant. Note that HUD Section 4 funding cannot fund training for board or committee members. Backup documentation required for reimbursement on training include copy of training registration form stating cost, date, and attendees; hotel bill, and receipts for local travel (taxis, car rental, mileage logs); all detailed receipts/invoices for per diem expenses, canceled checks, or any other method of payment including credit cards. If hiring a consultant for training, backup documentation required for reimbursement includes consultant contract, invoices, copies of cancelled checks, and documentation of the competitive selection process.
6. **Indirect cost or overhead**: CDCs may request funding for overhead or indirect cost. Organizations may either request their negotiated indirect cost rate (NICRA) that is approved by the federal government or a flat de minimis cost rate if they don’t have a NICRA. The de minimus cost rate is a flat 10% of all costs incurred in the direct performance of the grant [also called the modified total direct costs (MTDC)], including expenditures such as salaries and fringe benefits, program materials and supplies, travel and excluding “distorting items” such as equipment and rental costs. If using the NICRA rate, the required backup documentation for indirect cost is the copy of the federally approved Indirect Cost Rate Agreement. If using the de minimus indirect cost, the documentation for indirect expenses does not need to be submitted with the disbursement request.

***Ineligible uses for Section 4 funds include: lobbying or advocacy work intended to influence policy decisions, fundraising by staff, fundraising consultants, food and entertainment, attendance of conferences and trainings by anyone outside of CDC staff (trainings and conferences for staff is eligible), acquisition, construction/rehab, minor home repair, and marketing and communications for the organization (marketing and communications for specific programs is eligible).***

**Application Evaluation and Selection Process**

Each proposal will be evaluated by Buffalo LISC staff. Proposals will be scored based on the criteria listed in the Selection Criteria section below. During the review process, LISC may need to request additional clarifying information related to the proposal.

Awarded CDCS will be required to submit monthly reports, along with quarterly financial statements and board meeting minutes. CDCs will be required to undertake an annual yearly monitoring review that will include an organizational assessment, and will also be asked to participate in peer to peer learning collaborations hosted by LISC. LISC also may ask to attend the CDC’s board meetings to learn how we can better support and align the work of our organizations.

**Selection criteria**

Proposals will be evaluated using a scoring system based on the following weighted criteria:

|  |  |
| --- | --- |
| **Rating Factors** | Weight in Percentage |
| 1. **LISC Programmatic Priorities:** The outcomes and activities align with the priorities outlined in the Priority Areas for Funding section and benefit low-income residents. | 10% |
| 1. **Capacity Building:** The proposal articulates how the grant will build the capacity of the organization and how the grant will address current challenges, limitations and barriers. | 20% |
| 1. **Strategic Importance:** The applicant can demonstrate how the activities proposed supports and helps them operate in accordance with their strategic plan or operating plan. | 20% |
| 1. **Program Outcomes & Budget:** The proposal has clear timeline and work plan for meeting outcomes and milestones with the funds. | 20% |
| 1. **Financial Controls:** The CDC has strong financial controls and procedures in place and demonstrates the capacity to administer federal funds. In areas in need of improvement, CDC demonstrates willingness commit resources to making improvements. | 20% |
| 1. **Community Engagement and Development:** The applicant can demonstrate quality, performance, and commitment to completed development projects and community engagement. The applicant can demonstrate neighborhood residents’ and associations’ assets, contributions and input into the CDC’s programmatic outputs. | 10% |
| 100% | |
| Each rating factor will be evaluated on a weighted scale using the following scores:  0 - Totally unresponsive, does not address minimum requirements  1 - Barely meets minimum requirements  2 - Meets minimum requirements  3 - Meets minimum requirements, exceeds minimum requirements in some areas  4 - Exceeds minimum requirements in many or all areas  5 - Outstanding, far exceeds minimum requirements in most areas | |

**Application Requirements**

NOTE: Application narrative and project description responses should not exceed 6 pages total for application sections I-III (8 pages if you are responding to Question V for Real Estate). Also note the list of required attachments in section VI. Narrative responses should be entered into this document under each question by typing in the ‘click or tap here to enter text’ section.

**Application Narrative**

1. **Organizational Background**
2. Name, Title, Email Address and Phone Number of BOTH Agency Head and Staff member responsible for application

Click or tap here to enter text.

1. Organization description:
2. Name, Mission and Vision

Click or tap here to enter text.

1. Brief description of staff (total full-time and part-time, key leadership, race and ethnicity)

Click or tap here to enter text.

1. Brief description of current programs, activities, and major accomplishments related to housing, economic development, financial stability, and/or activities in this proposal

Click or tap here to enter text.

1. Description of changes or trends in demographics and key health and safety concerns in the area where proposed activities are focused.

Click or tap here to enter text.

1. Is your organization working from a current strategic or business/operation plan? If so, when was it last updated? How were members of the community engaged during the creation/update?

Click or tap here to enter text.

1. What are your biggest limitations and barriers to developing more housing, revitalizing your community, and and/or engaging residents? What would it take for your organization to build or do more?

Click or tap here to enter text.

1. What are your biggest limitations and barriers to your organization’s operational capacity in order to run your program? What would you need in order for your operational capacity to be improved?

Click or tap here to enter text.

1. How does your organization draw upon your community’s assets? Please check all that apply and provide a brief explanation.

Our project mobilizes the skills and capacities of local residents

Our project works to enhance the skills and capacities of local residents.

Local residents and associations help define our project objectives and hold us accountable.

Click or tap here to enter text.

1. **Project / Program Description**
2. Describe the proposed activities to be supported with this grant. Please include key outcomes; the need for these activities; and how the proposed activities relate to one or more of Priority Areas for Funding and, if applicable, LISC financing.

Click or tap here to enter text.

1. Provide a brief timeline of work with projected dates of completion and key milestones. Please include staff positions and any partners (including any City departments, other nonprofits, local businesses, etc.) responsible for each milestone.

Click or tap here to enter text.

1. How does this grant build the internal capacity and programmatic capacity of your organization? If applicable, please explain how this grant reduces the need or leverages the work of outside consultants. If this grant funds consultants, please explain how their work would build your organization’s internal knowledge and expertise.

Click or tap here to enter text.

1. Describe how this grant will allow you to access and/or leverage additional resources in conjunction with existing neighborhood initiatives and investments.

Click or tap here to enter text.

1. **Project Budget**
2. Please complete the table below with the project/program budget. In the Budget Narrative column, please provide a brief description and include the following information, if applicable:
3. Whether other funding sources will be matched or contributed, and whether those funds are secured or pending
4. Titles of staff that would perform the work, and description of job duties to accomplish work
5. Percent of total staff time the LISC grant would support
6. Whether your budget for indirect is the 10% de minimus cost rate or NICRA

|  |  |  |
| --- | --- | --- |
| Eligible Budget Item | Amount | Budget Narrative |
| Staff salary and associated fringe costs | Click or tap here to enter text. | Click or tap here to enter text. |
| Consultants | Click or tap here to enter text. | Click or tap here to enter text. |
| Stipends or Interns | Click or tap here to enter text. | Click or tap here to enter text. |
| Expendable program supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| Non-expendable program supplies | Click or tap here to enter text. | Click or tap here to enter text. |
| CDC staff or board training | Click or tap here to enter text. | Click or tap here to enter text. |
| Indirect cost or overhead | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. |
| Total | Click or tap here to enter text. | Click or tap here to enter text. |

1. **Real Estate Development Description**

**Please answer the following questions ONLY IF your proposal seeks support for real estate development activities.**

1. Does your organization have site control of the property? If so, how (i.e. by contract with due diligence period, ownership with quit claim deed, or ownership with warranty deed)?

Click or tap here to enter text.

1. Do your development plans have the support of stakeholders, residents and community members, city council members, and/or city staff in the form of letters of support for the project and/or support at public hearings/ council meetings? If not yet, do you intend on getting their support?

Click or tap here to enter text.

1. Have you completed a Crime Prevention through Environmental Design (CPTED) review or analysis of your development plans?

Click or tap here to enter text.

1. Do CDC staff track create project completion and financial status (reimbursement/draw requests) reports?

Click or tap here to enter text.

1. Does the CDC Board of Directors receive regular reporting from staff on project completion and financial status (reimbursements/draws requests)?

Click or tap here to enter text.

1. Please describe your real estate pipeline - projects in development and under construction. Have you closed on for sale properties?

Click or tap here to enter text.

1. **HUD Section 4 Outcomes**

For purposes of HUD Section 4 reporting, please indicate any of the projected outcomes your organization will achieve in the chart below. The table below is for outcomes associated only with activities in your proposal. NOTE: Your organization is not expected to produce outcomes in all of these categories.

|  |  |  |  |
| --- | --- | --- | --- |
| **Output** | **Definition** | **Number Projection** | **Short Description** |
| # of individuals served | If individuals will be the primary and direct beneficiaries of funds within the workplan period of performance, count discrete individuals to be served. (For example, a person receiving weekly financial coaching would be counted once.) **Attendees of a meeting or event should not be counted.** |  |  |
| # of web based engagements/trainings offered | Count of trainings and engagements delivered through web based methods. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of in-person engagements/trainings | Count of trainings and engagements delivered through in-person methods. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of engagements/ trainings offered | Total number of training and education engagements offered ( Web based + In person Outcomes = Total #) | Click or tap here to enter text. | Click or tap here to enter text. |
| # of participants earning or renewing a licensure or certification | Count of individuals attending capacity building training that results in a certificate or license. Individuals are either Grantee staff members, OR community members who are receiving training conducted BY the Grantee (for example, a homeownership education program certificate.) | Click or tap here to enter text. | Click or tap here to enter text. |
| # peer to peer learning events | Count of engagements that are considered to be peer to peer learning (exchange) events. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of community development projects supported | Count of new/existing community development projects supported with capacity building services or financial investments. Examples of capacity building PROJECTS include commercial construction, park/green space development, and infrastructure work. DO NOT include housing construction (see section below). | Click or tap here to enter text. | Click or tap here to enter text. |
| # of community programs supported | Count of new/existing community development programs supported with capacity building services or financial investments. Examples of capacity building PROGRAMS include community health programs, community safety initiatives, and after school programs. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of new community partnerships developed | Count of new/existing community development partnerships supported with capacity building services or financial investments. Count the partnerships, not the number of groups/people in the partnerships. If two people are partnered, you count ONE partnership. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of data portals/web | Count of new or significantly modified data portals or web resources created (Ex. community mapping application) | Click or tap here to enter text. | Click or tap here to enter text. |
| # of data portal and web visits | Count of visits to new or significantly modified data portals and web resources, provides a measure of popularity and usage. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of publications/ newsletters created | Count of unique publications/newsletters created and released containing capacity building knowledge or resources (includes both digital and print). | Click or tap here to enter text. | Click or tap here to enter text. |
| # of jobs created | Count of jobs created as a direct result of workplan activities within the period of performance. DO NOT count Grantee positions funded under this workplan. |  | Click or tap here to enter text. |
| # of jobs retained | Count of jobs retained as a direct result of workplan activities within the period of performance. DO NOT count Grantee positions funded under this workplan | Click or tap here to enter text. | Click or tap here to enter text. |
| # of NEW housing units in the development process | Count of new units/houses placed in the development process as a result of capacity building services or financial assistance. Since work by the grantee may only have time to impact the front end housing development, this output captures those units that will be fully constructed and occupied after the end of grant performance period. | Click or tap here to enter text. | Click or tap here to enter text. |
| # of NEW housing units completed | Count of new housing units created and completed as a result of capacity building services or financial assistance (within the term of the grant or technical assistance). | Click or tap here to enter text. | Click or tap here to enter text. |
| # of existing housing units sustained, repaired, or rehabbed | Count of housing units sustained, repaired, or rehabbed as a result of capacity building services or financial assistance. Serves as catchment for all construction work on existing housing units. Whether the units are sustained, repaired, and/or rehabbed will be ascertained from the activity description (within the term of the grant or technical assistance). | Click or tap here to enter text. | Click or tap here to enter text. |
| # of businesses assisted | Count of businesses assisted within the grant term as a direct result of capacity building grants or technical assistance. Do NOT count Grantees | Click or tap here to enter text. | Click or tap here to enter text. |
| # of businesses created | Count of businesses created within the grant term as a result of capacity building grants or technical assistance. Do NOT count Grantees. | Click or tap here to enter text. | Click or tap here to enter text. |

1. **Attachments**

Please provide the following as attachments to your proposal. Label the file attachments with the attachment number, your organization’s name and content, for example: “A1\_ABC Org\_FY2017 Final Audit”.

1. Copy of Finalized FY 2016 & FY2017 Audit and 2018 Unaudited financial statements OR FY2018 Draft Audit (if available), OMB A-133 Audit (if applicable)
2. 2019 Organizational budget
3. Copy of business/strategic plan
4. Copies of most recent:
   1. Finance & Accounting Policies and Procedures
   2. Personnel Policies and Procedures, and
   3. Procurement Policies and Procedures
5. Board of Directors packets (for board meetings) for 4th quarter 2018, 1st quarter 2019 (if available)
6. Board of Directors roster with the length of time on board, subject area/expertise (especially as it relates to activities in this proposal), gender and ethnicity, and the committees they serve on
7. Letter of support for this proposal from the President of the Board of Directors
8. If working in partnerships, letters of support and/or letters of commitment that describe the role of each partner
9. If funding staff positions, please include the job descriptions; if funding consultant services, please include a brief proposed consultant scope of work
10. Real estate portfolio or REO schedule, if applicable and available