

**Housing Urban Development (HUD) Section 4 Grant Program**

**Request for Proposals**

**About LISC Bay Area**

The Local Initiatives Support Corporation (LISC) is dedicated to helping community residents transform distressed neighborhoods into healthy and sustainable communities of choice and opportunity — good places to work, do business and raise children. LISC is America's largest community development support organization. It provides financial, organizational, and management support to local organizations dedicated to revitalizing its community and improving the quality of life for its residents. LISC has a 30-year history of investing in both urban and rural communities in Washington State.

**About HUD Section 4**

The Department of Housing and Urban Development (HUD) Section 4 funds are used to increase the capacity of experienced Community Development Corporations (CDCs) to carry out community development activities, build the capacity of smaller and emerging development organizations.

**LISC Bay Area Priorities**

LISC is requesting proposals for projects in San Francisco, Richmond, Oakland, San Jose, and unincorporated Ashland Cherryland in Alameda County that will increase the capacity of local community development corporations (CDCs) to advance community and economic development strategies in the following areas:

* Creation or Preservation of Affordable Housing and Healthy Physical Environments;
* Revitalization of neighborhood commercial corridors to attract and retain businesses and create local jobs;
* Increase of family income and wealth through employment, entrepreneurship, and financial stabilization;
* Other programmatic and place-based investments that are catalytic in leveraging public and private investment and partnerships in neighborhoods.

**Grant Allocation and Term**

Grants range from $30,000-$50,000. The grant period is twelve months. Approximately 5-6 grants will be awarded to qualified grantees.

**Eligible Organizations**

The HUD Section 4 Capacity Building Program is exclusively for CDCs and Community Housing Development Organizations (CHDOs) serving San Francisco, Richmond, Oakland, San Jose, and unincorporated Ashland Cherryland in Alameda County. CDCs and CHDOs must be organized under Federal, State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation. The full checklist used to qualify CDCs and CHDOs can be viewed here <http://bit.ly/1qms8yz>

**Deadline and Submission**

All proposals should be submitted by **Friday September 15, 2017 11:59pm**. Please submit an electronic version (Microsoft Word or PDF) to sbowman@lisc.org

**Informational Webinar**

**Informational Webinar will be hosted on 11am Pacific time on Wednesday August 23, 2017. To register for the webinar please** [click here](https://lisc.webex.com/mw3200/mywebex/default.do?service=1&siteurl=lisc&nomenu=false&main_url=%2Fmc3200%2Fmeetingcenter%2Fdefault.do%3Fsiteurl%3Dlisc%26rnd%3D9794278191%26main_url%3D%252Fmc3200%252Fe.do%253Fsiteurl%253Dlisc%2526AT%253DMI%2526EventID%253D587221617%2526UID%253D0%2526Host%253DQUhTSwAAAATeLu9vYLxAK3CbjLtVoN1GWEOJ3vA0opttDYQSSUwotucf_770Dym5TUsTAribwRROD97f_7ZkaIOS8Hw9zUXp0%2526RG%253D1%2526FrameSet%253D2%2526RGID%253Dr1b27ae474a797868696d228bc6bf9523)**.**

**Additional Information**

For inquiries and or clarifying questions, please email vrodriguez@lisc.org

*For more information about LISC Bay Area:* [*http://www.lisc.org/bay-area/*](http://www.lisc.org/bay-area/)

**HUD Section 4 Request for Proposals Submission Requirements**

**Section 1. Cover Sheet and Questionnaire**

* See Appendix I

**Section 2. Organization and Program Information** *(Please limit your answer to two pages)*

* Organization Profile (Provide the following general information about your organization):
	+ Brief organization history
	+ Strength of Staff and Board
	+ Capacity to achieve overall purpose and goals of grant
	+ If in a partnership, how do you see your organizations aligned with the proposed purpose and goals of the grant? What is the plan to build the capacity for the emerging organization?
* Purpose of the Grant - Provide a clear description of the overall purpose of this Grant, including a brief summary of how this Grant meets the LISC’s Bay Area Priorities outlined on Page 1 of the RFP.
* Expected Performance Outcomes – Refer to Appendix II

HUD Section 4 Funding requires standard quantitative outputs be connected to the work of an organization. Appendix II provides the current list of outputs. Select the ones that are most appropriate from this list.

* Budget Description

Describe the specific uses of the Grant funds and how each line item in the budget will help meet the overall objectives of the Grant. In addition, list additional funding sources that will leverage HUD 4 Funding. (*You are strongly encouraged to limit your budget to staff salary, fringe, and indirect costs).*

|  |
| --- |
| **Budget Template Sample** |
| **Sources** |
| HUD 4 Amount Requesting | $ |
| Other Funding Source  | $ |
| Other Funding Source | $ |
| **Uses:** |
| **Salary & Fringe Benefits** *(include each person by title & name)* |   |
|  |  |
|  |  |
|  |  |
|   |   |
| **Indirect Cost** *(For organizations that do not have an Indirect Cost Rate Agreement, use the standard flat rate of 10%)* |  |
| **Budget Total:** |  |

**Section 3. Attachments**

Include the following documents with your application:

* Completed W-9 Form (use most recent version of this form)
* 501(c)(3) or (4) IRS Determination Letter
* Audited Financial Statements for the last 3 years (if the last audit was more than 9 months ago, please also include your latest unaudited financial statements.)
* [System for Award Management](https://www.sam.gov/portal/SAM/) (SAM) registration confirmation
* If in a partnership, please submit a signed MOA between the groups with expected roles and responsibilities.

**APPENDIX I – COVER & QUESTIONAIRE**

|  |  |
| --- | --- |
| **NAME OF ORGANIZATION** |  |

|  |  |
| --- | --- |
| **ADDRESS** |  |
| **LEGAL STATUS OF CDC** |  |
| **DUNS #** |  |
| **EIN #** |  |
| **Year CDC obtained 501(c)(3) Status** |  |
| **Congressional District of CDC** |  |
| **Is CDC faith-based?** |  |
| **Size of CDC Staff** |  |
| **Size of CDC Board** |  |
| **Predominant Race/Ethnicity of CDC Staff (FTEs)** |  |
| **Predominant Race/Ethnicity of Board** |  |

|  |  |
| --- | --- |
| **Executive Director or Main Contact** |  |
| **Phone Number** |  |
| **Fax Number** |  |
| **E-mail Address** |  |
| **Additional Contact Person** |  |
| **Phone Number** |  |
| **Fax Number** |  |
| **E-mail Address** |  |

**APPENDIX I - COVER & QUESTIONAIRE**

**FINANCIAL QUESTIONS**

1. Have your organization’s Financial Statements been audited? Yes No
2. What is your organization’s Fiscal Year End Date for your most recent financial audit? Month/Day/Year
3. Is your organization required to complete an A133 audit?  Yes No

 If yes, has your organization submitted a copy of the A133 to the Federal Audit Clearinghouse (FAC)?

**COMPLIANCE QUESTIONS**

1. Does your organization have a history of good performance with LISC? e.g.: timely and quality submission of program and financial reports, responsive to program/grant related requests, current on RGs or loans. (If the organization is new to LISC, check no.)

Yes    No

1. Does your organization have a history of managing other government awards (either through LISC or others)?

Yes    No

1. Does your organization have written Accounting Policies and Procedures in place? Have they been updated or reviewed within the last two years?

Yes    No

1. Does your organization have written Personnel Policies and Operating Procedures? Have they been updated or reviewed within the last two years?

Yes    No

1. Does your organization have written Procurement Procedures? Have they been updated or reviewed within the last two years?

Yes    No

1. Does your organization keep adequate systems to track time and effort (timesheets)?

Yes    No

1. Is your organization’s accounting system set up to maintain subaccounts/subfunds so that financial reports of revenue and expenditures can be produced by individual grant?

Yes    No

1. Is your organization undergoing major changes in key personnel or has it substantially changed systems?

Yes    No

1. Is your organization late on LISC loan payments, part of LISC’s loan watch or has recently had a loan written off?

Yes    No

**APPENDIX II – OUTPUTS**

Please enter the projected outputs applicable to your proposal.

|  |
| --- |
| **Training and Education** |
| **Output** | **Definition** | **Projection** |
| # of in-person engagements/trainings | Count of trainings and engagements delivered through in-person methods. |  |
| # of engagements/ trainings offered | Total number of training and education engagements offered ( Web based + In person Outcomes = Total #) |  |
| # peer to peer learning events | Count of engagements that are considered to be peer to peer learning (exchange) events. |  |
| **Other Capacity Building Efforts** |
| **Output** | **Definition** | **Projection** |
| # 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. |  |
| $ invested into community development projects | Total dollar amount anticipated to be contributed to PROJECTS supported under this workplan. This includes not just LISC contributions, but all other funds contributed by partners in the projects.  |  |
| # 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. |  |
| $ invested into community programs | Total dollar amount anticipated to be contributed to PROGRAMS supported under this workplan. This includes not just LISC contributions, but all other funds contributed by partners in the projects.  |  |
| # 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.  |  |
| *# of publications/ newsletters created* | *Count of unique publications/newsletters created and released containing capacity building knowledge or resources (includes both digital and print).* |  |
| **Housing and Economic Development** |
| **Output** | **Definition** | **Projection** |
| # of jobs created | Count of jobs created as a result of capacity building grants or technical assistance. |  |
| # of housing units in the development process | Count of houses placed in the development process as a result of capacity building services or financial assistance. Since the grant performance period is only four years, work by the grantee may only have time to impact the front end housing development, so this output captures those units that will be fully constructed and occupied after the end of grant performance period. |  |
| # of 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). . |  |
| # of businesses assisted | Count of businesses assisted as a result of capacity building grants or technical assistance. |  |
| # of businesses created | Count of businesses created as a result of capacity building grants or technical assistance. |  |
|  |  |  |
| **Policy Priorities** |
| **Output** | **Definition** | **Projection** |
| # of Organizations newly accessing or expanding Federal funding | Count of organizations who were assisted with capacity building, which led to obtaining new or additional Federal funding. |  |
| $ of new or expanded Federal funding received | Dollars of Federal funding received by organizations that newly accessed or expanded their Federal funding after obtaining capacity building. |   |