Housing Urban Development (HUD) Section 4 Grant Program
Request for Proposals

About LISC
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 is requesting proposals for projects that will contribute to develop and implement housing, economic, and/or community revitalization strategies of the City of Seattle and City of Tacoma. HUD Section 4 funds are focused on strategies, programs, and projects in distressed or gentrifying urban neighborhoods that will reduce economic or racial inequities among low and moderate income people or communities which include the following goals:

- Expand and scale the impact of affordable housing by investing in Real Estate Project Management that will develop affordable housing, permanent supportive housing & or preservation.
- Create pathways for low to moderate income individuals for wealth attainment by supporting Economic Development programs that support entrepreneurship, corridor revitalization, and job creation.
- Strengthen organizational development by providing training opportunities in the areas of program management and financial strength to increase CDC staff capacity.

Grant Allocation and Term
Grants range from $25,000-$60,000. The grant period is twelve months.

Eligible Organizations
The HUD Section 4 Capacity Building Program is exclusively for CDCs and Community Housing Development Organizations (CHDOs) serving the City of Seattle, which is located in King County, and City of Tacoma which is located in Pierce 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
This Request for Proposals is by invitation only. All proposals should be submitted by **Tuesday July 31, 2018 at 11:59 PM PST**. Please submit an electronic version (Microsoft Word or PDF) to PJulio@lisc.org

Informational Webinars
Informational Webinars will be hosted on Tuesday July 17th and Thursday July 19th at 11am.
To register for the webinar please e-mail pjulio@lisc.org by Friday July 6, 2018.

Additional Information
For inquiries and or clarifying questions, please email Patricia Julio at.pjulio@lisc.org.

For more information about LISC: www.lisc.org.

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 <u>overall purpose</u> of this Grant, including a brief summary of how this Grant meets the 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
- System for Award Management (SAM) registration confirmation
- If in a partnership, please submit a signed MOA between the groups and 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. Has your organization's Financial Statement been audited?

2. What is your organization's Fiscal Year End Date for your most recent financial audit?

3. Is your organization required to complete an A133 audit?
   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 managing other government awards (either through LISC or others)?
   Yes   No

2. Does your organization have written Accounting Policies and Procedures in place? Have they been updated or reviewed within the last two years?
   Yes   No
   If no, please describe when you plan to update:

3. Does your organization have written Personnel Policies and Operating Procedures? Have they been updated or reviewed within the last two years?
   Yes   No
   If no, please describe when you plan to update:

4. Does your organization have written Procurement Procedures? Have they been updated or reviewed within the last two years?
   Yes   No
   If no, please describe when you plan to update:

5. Does your organization keep adequate system to track time and effort (timesheets)?
   Yes   No
   If no, please describe when you plan to update:

6. Is the organization undergoing major changes in key personnel or has it substantially changed systems?
   Yes   No
   If yes, please explain:

APPENDIX II – OUTPUTS

General Outputs		
Output	**Definition**	**Projection**
# of individuals served	Count of individuals benefitting from capacity building grants or technical assistance.	

Training and Education		
Output	**Definition**	**Projection**
# of web based engagements/trainings offered	Count of trainings and engagements delivered through web based methods.	
# 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 #)	
# of organizations receiving direct technical assistance	Total count of organizations receiving direct technical assistance (usually 1-on-1 or in a small group). TA encounters are separate from training and education engagements.	

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 PROJECTS supported under this workplan. This includes not just LISC contributions, but all other funds contributed by partners in the projects.	

Housing and Economic Development		
Output	**Definition**	**Projection**
# of jobs created	Count of jobs created as a direct result of workplan activities within the period of performance. DO NOT count LISC staff or Grantee positions funded under this workplan.	
# of jobs retained	Count of jobs retained as a result of capacity building grants or technical assistance.	
# 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.	
# 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).	
# 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).	