



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's King and Pierce County Priorities

LISC is requesting proposals for projects that will contribute to the affordability and livability and economic vitality of the greater Seattle and Tacoma area. HUD Section 4 funds are focused on place-based holistic community development programs, projects, and initiatives that will reduce inequities among low- and moderate-income people or communities which include the following goals:

- Support viable economic development strategies, which may include commercial corridor development and revitalization efforts, small business technical assistance, facade improvement, and other projects;
- Support workforce development and improve the financial well-being of low-to-moderate income families by connecting individuals to living wage jobs;
- Expand and scale the impact of affordable housing production through the creation of new housing and/or preserving existing housing stock;
- Promote community health and sustainability

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 King and Pierce County CDCs and Community Housing Development Organizations (CHDOs). 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, June 30, 2017 at 11:59 PM PDT**. Please submit an electronic version (Microsoft Word or PDF) to pjulio@lisc.org

Informational Webinars

Informational Webinars will be hosted on **Wednesday June 7, 2017** and **Wednesday June 14, 2017 at 11am**. To register for the webinar please e-mail pjulio@lisc.org by Friday June 2, 2017.

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 overall purpose of this Grant, including a brief summary of how this Grant meets the LISC’s King and Pierce County 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 <i>(include each person by title & name)</i>	
Indirect Cost <i>(For organizations that do not have an Indirect Cost Rate Agreement, use the standard flat rate of 10%)</i>	
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 & QUESTIONNAIRE

NAME OF ORGANIZATION	
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ADDRESS	
LEGAL STATUS OF CDC	
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 & QUESTIONNAIRE

FINANCIAL QUESTIONS

1. Has your organization Financial Statement been audited?
2. What is your organizations 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 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
2. Does your organization have a history of managing other government awards (either through LISC or others)?
Yes No
3. Does your organization have written Accounting Policies and Procedures in place? Have they been updated or reviewed within the last two years?
Yes No
4. Does your organization have written Personnel Policies and Operating Procedures? Have they been updated or reviewed within the last two years?
Yes No
5. Does your organization have written Procurement Procedures? Have they been updated or reviewed within the last two years?
Yes No
6. Does your organization keep adequate system to track time and effort (timesheets)?
Yes No
7. 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/PA#?
Yes No
8. Is your organization undergoing major changes in key personnel or has it substantially changed systems?
Yes No
9. 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

General Outputs		
Output	Definition	Projection
# of individuals served	Count of individuals benefitting from capacity building grants or technical assistance.	
# of CDCs/CHDOs served	Count of organizations served by capacity building activity that are CDCs or CHDOs.	
# of states served	Count of states represented in a capacity building activity.	
# of HUD Regions served	Count of HUD regions represented in a capacity building activity.	

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 participants earning or renewing a licensure or certification	Count of individuals attending capacity building training and education that results in a certificate or license.	
# 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 PROJECTS 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 data portals/web	Count of new or significantly modified data portals (ex. HAC rural data portal) or web resources created (Ex. HAC community mapping application)	
# 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.	
# 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 jobs retained	Count of jobs retained 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 new housing units created	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).	
# 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 new CDCs or CHDOs created	Count of organizations who were assisted with capacity building that led to them becoming a CDC or CHDO.	

# 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.	