



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

### **About LISC and Capitol Hill Housing**

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.

Capitol Hill Housing, a Seattle-based affordable housing developer and community builder, has strengthened neighborhoods and created affordable apartments for 40 years. Capitol Hill Housing has been a long-time partner of LISC and shares their commitment to building sustainable communities. Capitol Hill Housing is in the process of launching a new initiative to build community capacity in under-resourced neighborhoods. Called Community Development Partners, it will act as a conduit to bring resources to community-based organizations in King County.

In 2016, Capitol Hill Housing is serving as LISC's Interim Program Manager, providing LISC with an on-the-ground presence in King County. In this role, Capitol Hill Housing will provide oversight of grant investments, and deliver technical assistance and capacity building services that support community-developed solutions to local needs. LISC will continue to work in rural areas of Washington State through its National Rural program, and in Pierce County.

### **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, and assist underserved communities in meeting their community needs.

### **LISC's King and Pierce County Priorities**

We are requesting proposals for place-based projects that will contribute to the affordability and livability of the greater Seattle area, specifically in the historically and/or currently under-resourced areas of Southeast Seattle, Central Area, Chinatown/International District, Duwamish Valley/South Park, White Center/North Highline, Skyway West Hill, Lake City and the City of Tacoma. 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:

- Develop and implement community development strategies in distressed or gentrifying urban neighborhoods that reduce economic or racial inequities;
- Create or preserve affordable housing options;
- Restore and/or preserve cultural hubs;
- Minimize displacement of historically-disenfranchised populations;
- Support immigrant and people-of-color-owned business clusters;



- Promote community health and sustainability; and/or
- Strengthen and amplify neighborhood character through arts and cultural placemaking activities.

#### **Grant Allocation and Term**

We anticipate awarding between 4-5 grants, ranging in size from \$25,000-\$60,000. The grant period is twelve months beginning summer 2016, and is contingent on LISC approval.

#### **Eligible Organizations**

The HUD Section 4 Capacity Building Program is exclusively for King and Pierce County Community Development Corporations (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>. If you have any questions or concerns regarding your eligibility to receive funds, please contact Capitol Hill Housing to discuss your eligibility.

#### **Deadline and Submission**

All proposals should be submitted by **Thursday, May 26, 2016 at 11:59 PM PDT**. Please submit an electronic version (Microsoft Word or PDF) via email to [jstroble@capitolhillhousing.org](mailto:jstroble@capitolhillhousing.org).

#### **Additional Information**

All applicants will have access to technical assistance in managing their grant contracts and ensuring successful implementation of their projects during the contract period. Recognizing that managing federal funds can be challenging for limited-capacity and smaller organizations, a limited number of applicants will have the opportunity to access greater technical and organizational development assistance in managing their funds and ensuring long-term success of their organization. Delivered through the Community Development Partners initiative, this collaboration enables community organizations, particularly those with limited capacity, to be more efficient, effective and lasting by offering best practices, successful models, and resources. This technical assistance will be customized following a needs and priorities assessment. See Appendix III for a capacity needs survey.

For inquiries and or clarifying questions, please email Jamie Stroble at [jstroble@capitolhillhousing.org](mailto:jstroble@capitolhillhousing.org) or call 206-556-3328.

*For more information about LISC: [www.lisc.org](http://www.lisc.org).*

*For more information about LISC's local program manager: [www.capitolhillhousing.org](http://www.capitolhillhousing.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 narrative answers to no more than three pages in total, not including appendices or budget.

- **Organization Profile** – Provide the following general information about your organization:
  - Brief organization history and mission statement.
  - Define how your organization is implementing place-based community development strategies, and what target population/communities you work in. If you are not a place-based organization, please describe how you are partnering with a place-based organization.
  - Briefly describe related experience and background of your staff and board.
  - Describe your capacity to achieve overall purpose and goals of grant, and capacity to manage federal funds. Include any previous experience with HUD section 4 funds, if applicable.
- **Purpose of Grant Funds** – Provide a clear description of the overall purpose of this grant. Be sure to address the following:
  - What program(s) or project(s) these funds would support;
  - What you will achieve during the grant period;
  - How these funds will build the capacity of your organization and strengthen the community;
  - How the proposed activity will reduce inequities among low- and moderate-income people or communities;
  - How this proposal aligns with one or more of the LISC's King and Pierce County Priorities outlined on Page 1 of the RFP; and
  - What other fund sources you are leveraging to implement the project/program.
- **Community Engagement & Partnerships** – Describe whether or not the proposal comes from community-identified priorities, how you are accountable to community members, and your plan to engage residents and stakeholders in the development and implementation of the project. Describe what community partnerships you have or are building to address place-based community needs. *\*If you are not a place-based organization, you will need to attach a letter of support for your project from a community-based partner organization that is a significant partner in this program.*
- **Expected Performance Outputs** – 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. Please complete the output form conservatively, as grant recipients will be expected to deliver on the outputs projected. Include



a summary in your narrative that describes your method for tracking these outputs during the duration of the grant period.

- **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 and fringe. If you are considering including expenses other than these, please contact Capitol Hill Housing staff to discuss your plans prior to submitting. For a list of allowable expenses and required documentation, please refer to <http://bit.ly/24xZxZG>.*

<b>Project/Program Budget Template Sample</b>	
<b>Name of Project or Program</b>	
<b>Fund Sources:</b>	
HUD Section 4 Amount Requested	\$
Other Funding Source for Project/Program	\$
Other Funding Source for Project/Program	\$
<b>Budget Total :</b>	<b>\$</b>
<b>HUD Section 4 Fund Uses:</b>	
<b>Salary &amp; Fringe Benefits</b> <i>(include each person by title, name &amp; % FTE dedicated to project)</i>	
Name, Title (%FTE Covered by Section 4 Funds)	\$
Name, Title (%FTE Covered by Section 4 Funds)	\$
<b>Indirect Cost*</b> <i>(For organizations that do not have an Indirect Cost Rate Agreement, you may use the standard flat rate of 10%.)</i>	
<b>Total Requested Funds:</b>	<b>\$</b>

*\*Including indirect cost in your budget is optional*

### Section 3. Attachments

Include the following documents with your application:

- APPENDIX II – OUTPUTS
- APPENDIX III – CAPACITY BUILDING SURVEY
- Completed W-9 Form (use most recent version of this form)
- 501(c)(3) or (4) IRS Determination Letter
- Most recent audited financial statements for the last three years. If you don't have audited financial statements, please submit a copy of your financial statements and most recent IRS 990 Form.
- Bylaws
- [System for Award Management](#) (SAM) registration confirmation



**APPENDIX I – COVER SHEET & QUESTIONNAIRE**

<b>NAME OF ORGANIZATION</b>	
<b>ADDRESS</b>	
<b>LEGAL STATUS OF CDC i.e. 501(c)3, 501(c)4</b>	
<b>DUNS #</b>	
<b>EIN #</b>	
<b>Year CDC Obtained 501(c)(3) Status</b>	
<b>Congressional District of CDC</b>	
<b>Is CDC faith-based?</b>	
<b>Size of CDC Staff (FTEs)</b>	
<b>Size of CDC Board</b>	
<b>Racial/Ethnic composition of CDC Staff (% FTEs)</b>	
<b>Racial/Ethnic composition of Board (%)</b>	
<b>Executive Director</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	
<b>Contact Person for this application</b>	
<b>Phone Number</b>	
<b>Fax Number</b>	
<b>E-mail Address</b>	



## APPENDIX I - COVER & QUESTIONNAIRE *(continued)*

### FINANCIAL QUESTIONS

1. Has your organization Financial Statement been audited?  
Yes                      No
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?  
Yes                      No  
If yes, has your organization submitted a copy of the A133 to the Federal Audit Clearinghouse (FAC)?                      Yes                      No

### 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 an 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

**Note:** These are indicators that LISC must report to HUD over the next four years. Grant recipients will be asked to complete this output report quarterly. Please complete this output form **conservatively**, as grant recipients will be expected to deliver on the outputs projected. It is expected that most grantees will only deliver on a portion of the outputs listed.

General Outputs		
Output	Definition	Projection
# of individuals served	Count of individuals benefitting from capacity building services or financial assistance.	
Training and Education		
Output	Definition	Projection
# of engagements/trainings offered	Total count of training and education engagements offered, includes all delivery types.	
# 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 individuals receiving financial assistance to attend training	Count of individuals who received financial assistance to attend the capacity building training and education.	
\$ of financial assistance provided to individuals to attend training	Total dollar amount of financial assistance provided to individuals to attend capacity building training and education.	
# of participants earning or renewing a licensure or certification	Count of individuals attending capacity building training and education.	
# 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 of financial assistance provided to community development 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 of financial assistance provided to community development programs.	





# of neighborhoods engaged in comprehensive community planning	Count of neighborhoods engaged in comprehensive community planning as a result of capacity building services or financial assistance.	
# of comprehensive community plans implemented	Count of comprehensive community plans created as a result of capacity building services or financial assistance.	
# of new community partnerships developed	Count of new/existing community development partnerships supported with capacity building services or financial investments.	
# 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).	
# of small scale, big impact projects supported	Count of small but mighty projects supported as a result of capacity building or financial services.	
# of CDC/CHDOs with increased capacity to partner on large scale catalytic projects	Count of CDC/CHDOs with increased capacity to partner on large scale catalytic projects as a result of capacity building or financial services.	

Housing and Economic Development		
Output	Definition	Projection
# of jobs created	Count of jobs created as a result of capacity building services or financial assistance.	
# of jobs retained	Count of jobs retained as a result of capacity building services or financial assistance.	
# of people placed in jobs	Count of people placed in jobs after receiving job training services supported by capacity building services of or financial assistance.	
# of people receiving job training	Count of receiving job training services supported by capacity building services of or financial 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 reporting period to HUD 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 the reporting period.	
# of new housing units created	Count of new housing units created as a result of capacity building services or financial 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.	
# of green/energy efficient housing units created, sustained, repaired, or rehabbed	Count of green/energy efficient housing units assisted as a result of capacity building services or financial assistance.	



# of businesses assisted	Count of businesses assisted as a result of capacity building services or financial assistance.	
# of businesses created	Count of businesses created as a result of capacity building services or financial assistance.	
# of commercial corridors supported	Count of commercial corridors created as a result of capacity building services or financial assistance.	
# of square feet development for commercial/community space	Amount of square feet of commercial/community space developed as a result of capacity building services or financial assistance.	



### APPENDIX III – CAPACITY BUILDING SURVEY

Capitol Hill Housing is interested in exploring ways to better support community development work and connect resources to communities by gauging the needs of local community development organizations. Below are some areas of organizational capacity need.

**Please indicate (check all that apply)** from the following list what types of capacity building would most benefit the long- and short-term success and strength of your organization. Additionally, please **indicate your top 3 highest areas of need**.

All that  
apply      Highest need  
                 (choose 3)

- Strategic planning
- Program planning
- Neighborhood planning and visioning
- Partnership development
- Cross-cultural partnership management
- Coalition building
- Resource planning
- Succession planning
- Fundraising plan development
- Grantwriting
- Real estate development
- Board development
- Staff and volunteer development and mentoring
- Administrative support
- Property management
- Sustainability consulting
- Program management
- Financial management
- Board, staff and volunteer evaluation
- Program evaluation
- Evaluation of internal administrative processes
- Organizational evaluation
- Other: