FY 23-24 Rural Capacity
Building (RCB) for Community
Development and Affordable
Housing Pre-Application
Webinar

Office of Policy Development and Coordination February 21, 2024





Questions

Please send all your questions to the Capacity Building mailbox.

Capacitybuilding@hud.gov

All lines will be muted except for presenters. The chat is disabled. All questions will be answered through the capacity building mailbox.



Agenda

FY 23-24 RCB NOFO

- > Program Overview
- Award information & Eligibility Information
- > Application and submission information
- Application Review Information (Rating Factors)



Welcome and Introductions



- Moriel-Elorm K.Tchaou, Director, Office of Policy Development and Coordination
- Monica Wallace, Deputy Director, Office of Policy Development and Coordination
- Pam Abhyankar, Management and Program Analyst/RCB Lead
- La Ticia Wilson, Management and Program Analyst/Section 4 Lead
- Jennifer Rodriguez, Management and Program Analyst
- Tyrone Wilkerson, Management and Program Analyst
- Lisa Newman, Program SupportSpecialist

Overview

Rural Capacity Building



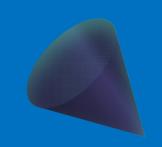
PURPOSE

- The Rural Capacity Building program:
 - Enhances the capacity of rural housing development organizations, Community Development Corporations (CDCs), Community Housing Development Organizations (CHDOs), local governments, and Indian tribes (eligible beneficiaries) to carry out affordable housing and community development activities in rural areas for the benefit of low- and moderate-income families and persons.
 - The Rural Capacity Building program achieves this by funding National Organizations with expertise in rural housing and rural community development who work directly to build the capacity of eligible beneficiaries.



AUTHORITY

The \$6 million in Rural Capacity Building for Community Development and Affordable Housing program funds made available through this NOFO are authorized by the Consolidated Appropriations Act, 2023 (Public Law 117-328, approved on December 29, 2022).



HUD reserves the right to award fiscal year 2024 funds based on this NOFO.



CHANGES FROM THE PREVIOUS NOFO:

- The minimum award amount has been reduced from \$1.25 million to \$750,000. The maximum award amount has increased from \$2.5 million to \$3.5 million.
- Program specific requirements Section III.F Advancing Racial Equity and Affirmative Marketing are in support of HUD's strategic plans. Applicants are required to provide a narrative that addresses these requirements.
- Rating Factor 3 has been updated to include Fair Housing and Racial Equity.
- > Applicants are required to submit an abstract, details are in Section IV.B. I
- > The environmental review requirements have been updated.



WHAT IS CAPACITY BUILDING?

Capacity Building:

Support, investment, or training used to increase an eligible beneficiary's level of operational, programmatic, financial, or organizational capability, so it may more effectively and efficiently implement its mission.



Eligible Applicant: National Organization (defined in this RCB NOFO) applying for funding under this funding announcement. There are two types of applicants:

- I. New Applicants: National Organizations that have not been awarded RCB program funds in the past five years
- 2. Currently Funded Applicants: National Organizations that have been awarded one or more RCB program grants



- A single 501(c)(3) non-profit organization, other than an institution of higher education, that has experience conducting RCB eligible capacity building activities in rural areas with RCB eligible beneficiaries.
- Serving high need rural communities, as evidenced by work within the last ten years in at least eight of HUD's Federal regions.
- Having relevant experience working in one state in a HUD Federal region is sufficient for counting that region towards the eight-region minimum. HUD's Federal regions are described on HUD's website at:

http://portal.hud.gov/hudportal/HUD?src=/localoffices/regions.

WHAT IS A NATIONAL ORGANIZATION?



Eligible Beneficiary: A local organization of one of the following types that serves a rural area(s):

- Rural Housing Development Organization,
- Community Development Corporation (CDC)
- Community Housing Development Organization (CHDO)

Definitions of eligible beneficiaries can be found in the RCB NOFO.



UNDER THE RCB NOFO:

Underserved Communities: The term "underserved communities" refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life.

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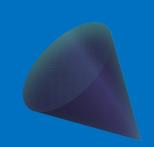
Equity: Equity means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.

Award and Eligibility Information



ELIGIBLE APPLICANTS

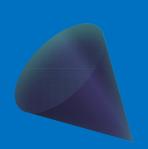
- A single organization
- With experience conducting RCB eligible activities with RCB eligible beneficiaries within the last ten years;
- In at least eight Federal HUD regions. (Having relevant experience working in one state in a HUD region is sufficient for counting that region towards the seven region minimum); and
- A 501(c)(3) non-profit, other than an institution of higher education.





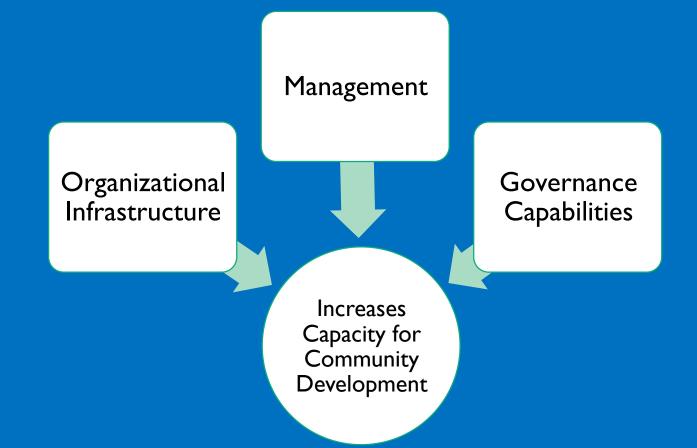
INELIGIBLE APPLICANTS

- Government Entities;
- Institutions of Higher Education;
- For profit organizations;
- Nonprofit organizations that do not meet the definition of National organization;
- Individuals.





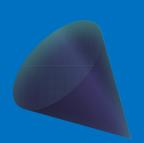
ELIGIBLE PROGRAM ACTIVITIES



ELIGIBLE PROGRAM ACTIVITIES

- 1. Training, education, support, and advice to eligible beneficiaries serving rural areas.
- 2. Financial Assistance including pass-through grants, loans, or other financial assistance;





Application and Submission Information



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- I. Applicants must provide a Threshold Summary at the beginning of the narrative to ensure accuracy in determining applicant eligibility. See Section III.D.3 of this NOFO for mandatory elements.
- 2.A complete written narrative that addresses all elements in Rating Factors I through 6 (Six Factors) in Section V.A.I of this NOFO must be submitted. The narrative for the Six Factors will be reviewed as a whole . Applicants are advised to address the specific requirements of each Rating Factor in the narrative section corresponding to each Rating Factor.
- 3. An abstract is required

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Page Limitation and Font Size. Narratives addressing Factors 1 through 6, Preference Points, and Threshold Summary are limited to a total of 40 typed pages of single-spaced text on 8.5 by 11-inch paper, with no less than 1-inch margins, using a Times New Roman standard 12-point font (footnotes and endnotes may be presented in size 10 font). All applicants should enter the applicant name, UEI number, and page numbers on each of the narrative pages of the application. HUD will not review more than 40 pages of narrative for the Six Factors, Preference Points narrative, and Threshold Summary combined.

CHECKLIST FOR APPLICATION SUBMISSION

- Application for Federal Assistance (SF-424);
- SF-424B (OMB 0348-0040): Assurances Non-Construction Programs
- Applicant/Recipient Disclosure/Update Report (Form HUD2880);
- Disclosure of Lobbying Activities (SF-LLL) (if applicable);
- IRS determination letter showing 501(c)(3) tax-exempt non-profit Status;
- Narrative addressing Factors 1 through 6 and Threshold Summary

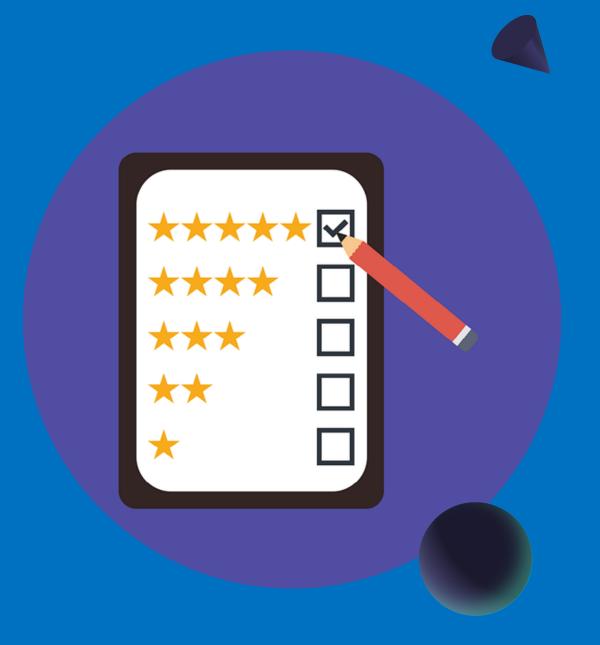
- Leverage Documentation, Letter(s) of Firm Commitment (if applicable);
- HUD Form 4130 Multi-Year Budget
- Indirect Cost Rate Documentation;
- HBCU Letter of Commitment (required for Preference Points)
- Certification of Consistency with Promise Zone Goals and Implementation (Form HUD 50153) (required for Preference Points);
- Acknowledgment of Application Receipt (form HUD2993) (if applicable).



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Grants.gov provides customer support information on its website at https://www.grants.gov/web/grants/support.html . Applicants having difficulty accessing the application and instructions or having technical problems can receive customer support from Grants.gov by calling (800) 518-GRANTS (this is a toll-free number) or by sending an email to support@grants.gov. The customer support center is open 24 hours a day, seven days per week, except Federal holidays. The phone number above may also be reached by individuals who are deaf or hard of hearing, or who have speech disabilities, through the Federal Relay Service's teletype service at (800)-877-8339.

Application Review Information (Rating Factors)



(FACTOR I: MAXIMUM POINTS 28)

Applicants must describe the capacity of the organization to manage federal grants, and its organizational experience relevant to implementing RCB program eligible activities with rural organizations that could be considered eligible beneficiaries. To be considered for a grant award, the applicant must meet a minimum threshold score of 19 points for Rating Factor 1.

Applicants must have the capacity to manage a federal grant award and execute the proposed RCB program. Successful RCB program applicants are expected to possess the management, organizational, and financial capacity to immediately execute the RCB program upon receipt of a grant award.

Furthermore, RCB awards are limited to funding eligible activities that assist eligible beneficiaries. RCB funds cannot be used to build the capacity of the applicant or grantee.



(21 POINTS)

To assess this factor, HUD will consider the extent to which the applicant demonstrates that it has sufficient management, financial and programmatic capacity. Applicants must describe their:

Management Capacity

Provide an RCB-specific organizational chart and list brief summaries of the roles of key staff

Demonstrate that the applicant has knowledgeable and experienced staff with organizational and management skills adequate for managing federal grants

Explain or provide evidence of capacity to concurrently manage multiple projects, possibly with multiple partners, in more than one geographic location.

FINANCIAL CAPACITY

- a. New Applicants, which are those that have NOT received a RCB program grant awards in the past five program years. must demonstrate that they have a financial management system in place that is suitable for managing and producing financial data relevant to federal grants
- I. Describe the components of its financial management system

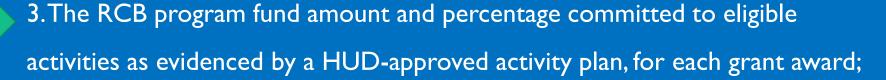
- b. Currently-Funded Applicants, which are those that currently manage one or more RCB program grants must:
- I. Financial Management System:

 Demonstrate that it has a financial management system in place that is suitable for managing and producing financial data relevant to federal grants, including its current RCB grants.

Timely Expenditure and Disbursement of RCB Grant Funds:







4. The amount and percentage of RCB program funds disbursed, as indicated in LOCCs no later than 30 days before the published due date of this RCB

NOFO, for each applicable grant funding year; and

5. The balance of funds remaining undisbursed for each of the applicant's RCB grant awards.

ELIGIBLE ACTIVITY EXPERIENCE IN RURAL AREAS (7 POINTS)

The applicant must describe the organization's specific experience in rural areas in:

I. Building the capacity of rural organizations by undertaking eligible RCB program activities listed in Section III. F that meet the definition of RCB program eligible beneficiaries to develop rural affordable housing and conduct rural community development.



2. Increasing the participation of RCB eligible beneficiaries to participate in and utilize HUD, USDA-Rural Development, and other federal programs in rural jurisdictions, which may include the organization's own experience working with other federal programs in rural areas.



3. Assessing and researching national rural conditions, and its participation in communities of practice with researchers and other national rural housing organizations. Specifically requires that applicants describe in detail the type and scale of activities performed and the type and geographic reach of rural organizations served.

Rating Factor 2: Extent of the Problem and Need for Capacity Building

Factor 2: Maximum Points 10

- I. The Affordable Housing and Community Development Needs of Rural Communities. Describe the general socioeconomic (which may include housing, economic, health, accessibility, education, infrastructure, etc.) needs of rural communities, families, and individuals. If the applicant knows the rural areas where it intends to work, then it should also address the specific needs of those rural areas.
- 2. The Capacity Building Needs of Eligible Beneficiaries Serving Rural Areas to Improve Their Ability to Engage in Community Development and Affordable Housing.
- a. Beneficiary Needs: Drawing on the stated general socioeconomic needs of rural communities and their residents, explain the specific capacity building needs of eligible beneficiaries that are providing affordable housing and community development services in the rural areas, to address the identified socioeconomic needs.
- b. Capacity Building Needs of Up-and-Coming Eligible Beneficiaries: Identify the capacity building needs of organizations seeking to build their capacity to conduct community development or affordable housing activities to become designated as CDCs or CHDOs in rural areas that lack such designated organizations.
- c. Obtaining and administering HUD programs: Identify the capacity needs of eligible beneficiaries serving rural areas in relation to increasing and/or improving their ability to obtain and manage HUD programs

Rating Factor 2: Extent of the Problem and Need for Capacity Building DATA QUALITY



For the purpose of demonstrating the specific needs of eligible beneficiaries, applicants may use data collected through the organization's own valid, recent, reliable and replicable means of collection. If an applicant uses its own collected data source, it must provide a brief explanation of the research methods used in data collection and analysis.

Rating Factor 5: Fair Housing and Underserved Communities-5 Points



- Affirmatively Furthering Fair Housing (3 points)
- Experience Promoting Racial Equity (2 points)



Rating Factor 4: Soundness of Approach

This factor has a total of 36 points

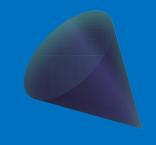
Description of Activities 15 points

Implementation
Process and Plan to
Conduct Activities
21 points

Soundness of Approach

DESCRIPTION OF ACTIVITIES - PROPOSED ELIGIBLE ACTIVITIES

- Applicants must explain the overall strategic vision of its proposed RCB program and its approach to capacity building by describing the eligible activities they propose to conduct to address the capacity building needs of eligible beneficiaries
- The applicant must explain how the proposed activities are feasible and practical to meeting the capacity building needs of eligible beneficiaries.

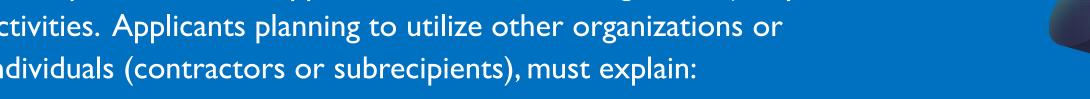




Soundness of Approach

DESCRIPTION OF ACTIVITIES- PROPOSED ELIGIBLE ACTIVITIES

It is expected that the applicant will be conducting the majority of the RCB activities. Applicants planning to utilize other organizations or individuals (contractors or subrecipients), must explain:



- Why contractors or subrecipients are needed
- The extent to which the applicant will utilize other organization(s)/individual(s)
- The extent (including estimated percentage of overall RCB work) to which the contractor or subrecipient will provide services or conduct RCB eligible activities on behalf of the applicant



Soundness of Approach

DESCRIPTION OF ACTIVITIES- PROPOSED ELIGIBLE ACTIVITIES

Describe how you determined that the proposed activities will be:

- Cost-effective
- How the activities will enable the eligible beneficiaries to increase their capacity to successfully carry out specific housing and community development activities.

DESCRIPTION OF ACTIVITIES- PROPOSED ELIGIBLE ACTIVITIES

To receive full credit, the applicant must convincingly explain:

i. Why the proposed activities, including the method of delivery, were selected for the proposed FY 2023-FY 2024 RCB program;

ii. Why the proposed activities and method of approach represent the best, most cost-effective approach and

iii. How the activities will result in the ability of eligible beneficiaries to commence work on specific housing, community, and/or economic development activities by the end of the grant's term



DESCRIPTION OF ACTIVITIES- PROPOSED ELIGIBLE ACTIVITIES

Applicants must describe a plan for how they will design, organize, implement and manage the proposed capacity building activities.

IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

To receive full credit, applicants must explain how it will implement and manage the proposed activities with a FY 2023-FY 2024 grant award by describing:

a. The Method and Process for Activity Delivery: What is the method and process that will be used to implement and manage the proposed activities, including an explanation for how the applicant determines where to direct FY 2023-FY 2024 RCB grant funds (for example, an RFP process)

b. The Proposed Eligible Beneficiaries: How will eligible beneficiaries be identified and selected? If the applicant already knows the eligible beneficiaries it will serve, it should identify them specifically and explain how they were selected.

IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

c. Rural Area Geographic Determination: Explain how the applicant will determine which rural areas to serve using RCB program funds. This should include a description of the process and factors it will use to select rural areas geographies. Rural areas geographies should be based on the needs identified in the narrative for Factor 2.

While it is not expected that the applicant identify precise locations at this time, applicants may provide geographies as broad as HUD regions. If an applicant has already determined the rural areas it will serve in specific regions, states, or communities then it must indicate them in the narrative and explain how and why they were selected.

IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

d. Support for HUD Programs and Planning Processes: Explain how the proposed rural capacity building activities will support and magnify the effects of other HUD programs and any local Consolidated Plan(s) in the rural communities where RCB program beneficiaries are assisted. Specifically, applicants should discuss activities in connection to the needs related to accessing HUD programs as identified in the narrative for Factor 2. In addition, applicants can discuss how the activities will support local implementation of other federal programs, such as USDA-Rural Development programs.



IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

e. Budget: Provide a four-year budget on Form HUD-4130 that shows the individual costs of managing and delivering the proposed FY 2023-FY 2024 RCB grant program, following the instructions on the form. On the budget form, applicants should specifically address the following areas, as applicable, for each year of the program:

BUDGET

Applicant Organization Grant Management Administration Costs

Eligible Activities to Eligible Beneficiaries

Leverage

Grand Total

IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

f.Written Budget Narrative. The budget narrative must go beyond the detailed budget form to explain the assumptions used to develop each budget line item and clearly connect the budget line items to the proposed program design and the individual activity costs. To receive full credit, all items listed on the budget form must be discussed. If consultants or subrecipients are included in the budget, the applicant must address the assumptions used for choosing to use consultants or subrecipients for the delivery of services or Administration of the grant and explain how it arrived at the estimated hourly rate.



IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

g. Schedule: Provide a schedule and description that shows how the plan and the proposed activities are expected to be completed each year of the four-year grant period. The distribution of work explained in this schedule must be consistent with the year-to-year budget provided in this application and be consistent with the proposed activities. Applicants may propose to complete the RCB work in less than four years, but to receive e full credit the schedule must still represent four years and show that early completion.

IMPLEMENTATION PROCESS AND PLAN TO CONDUCT ACTIVITIES

h. Options for Scaling Proposed Activities. Given the possibility that successful applicants will not be funded for their full requested amount, they must identify options for scaling back the proposed activities within the Budget Narrative. This step allows for HUD to consider the applicant's preferences and assess project feasibility to determine the final grant award. Some options for how this may be accomplished is by ranking the proposed activities in order of importance or by providing a narrative ranking their RCB program priorities.

Rating Factor 5: Leverage Resources- 6 Points



- Leverage serves as an indicator of community support and commitment for the proposed RCB program activities.
- In this factor, HUD will evaluate the applicant's ability to secure leverage from public, private and/or nonprofit sector resources (such as financing, supplies, or services) other than RCB grant funds or other Federal funds.
- The leverage should enhance the applicant's proposed RCB program and its ability to perform eligible activities during the grant period.
- To accurately determine the applicant's eligible leverage commitment, applicants must submit a Leverage Summary. The Leverage Summary must clearly identify 8 key points.



Each letter should:

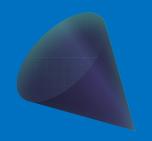
- I. Be printed on the letterhead of the organization providing the leverage resource;
- 2. Include the name of the organization committing the leverage resource;
- 3. Clearly state the RCB Applicant's name as the recipient of the proposed leverage resource(s);
- 4. Describe the type of commitment (e.g., cash or in-kind), any restrictions on the commitment (e.g., geographic reach), and the proposed dollar value of the leverage commitment;





- 5. Confirm that the leveraging funds are not tied to a Federal funding source;
- 6. State the specific period of time that the funds are available, or if they have an unrestricted time frame;
- 7. Explain how the leverage commitment specifically enhances and contributes to the applicant's proposed RCB program activities in this application; and
- 8. Be signed and dated by an official of the organization committing the leverage resource who is legally able to make commitments on behalf of the organization. The date of the signature must occur after the date of publication of this RCB NOFO.

Rating Factor 6: Achieving Results and Program Evaluation 13 points



Performance Plan
with Expected
Performance Outputs
and Outcomes (8
points).

Performance Evaluation Plans (4 points)

Past Performance (3 points)



Performance Evaluation Plans

This element will be assessed on the applicant's clear description of detailed plans for evaluating the effectiveness of the organization's RCB program. Plans must include two types of evaluation:

- 1. Internal Organizational Evaluation of the Applicant's Management of the RCB Program Operation:
 - I. Describe how the applicant will assess and evaluate its internal operations and processes for managing and administering the RCB program grant award during the Period of Performance of the RCB grant award.
- 2. Evaluation of RCB Program Effectiveness and Delivery:
 - I. Describe the process for how the applicant will evaluate the effectiveness of the RCB program and activities proposed in Factor 4.
 - 2. Include how it will evaluate its performance plan within the Period of Performance of the RCB grant award.

Narratives are rated on specific, and measurable activities proposed in the organizations evaluation plan. The measures should quantifiably demonstrate the expected improved organizational development of eligible beneficiaries.

Past Performance

New Applicants: Applicants that have not received an RCB award within the past 5 years must describe their past performance on at least one other grant that is similar in scope that they have managed within the past 5 years.

To receive credit, applicants must:

- State the source of the similar grant award;
- State the name of the grant award program (if applicable)
- Provide a brief and relevant description of the program
- Describe the type of comparable activity(ies) that it conducted with the similar grant program
- Provide a brief summary of the results, outputs, and outcomes of its work through that grant program.

The applicant will be assessed on their past performance in successfully delivering on RCB program comparable program outputs and outcomes that resulted in positive outcomes in improving the ability of organizations that would qualify as RCB program eligible beneficiaries to provide affordable housing and community development. Specifically, applicants should show how they were able to achieve any comparable outputs and outcomes from the list of quantifiable measures listed under element 1 of Factor 6 of this NOFO, or other relevant measures.

Performance Plan with Outcomes/Outputs

Applicants must provide a description of the applicant's performance plan. To receive full credit the performance plan must incorporate:

- a. The overarching RCB program performance goals;
- b. Specific planned outputs, with numeric goals;
- c. Specific planned outcomes, with numeric goals; and
- d.A timeline for the achievement of performance outputs and outcomes. Planned outputs and outcomes may be taken from the list of examples below, or applicants may propose other quantifiable output or outcome measures that apply to the activities proposed in Factor 4. All proposed outcome measures must clearly demonstrate how eligible beneficiaries' improved skills, technical capabilities, and ability to undertake community development and affordable housing activities will be identified and measured. See pages 45-47

Past Performance

Current applicants must provide a narrative explaining RCB program delivery performance within the last five years. HUD will evaluate past RCB performance to determine if it was timely, cost effective, and resulted in positive outcomes in the delivery of capacity building activities for eligible beneficiaries in improving their ability to provide affordable housing and community development. Specifically, applicants should use information from previous or current RCB program grant awards to describe how RCB program activities contributed to, or resulted in, the achievement of program goals and outcomes using the list of quantifiable measures listed under element 1 of Factor 6 of this NOFO, or other relevant measures. Currently funded applicants should include, as applicable, examples of increases and improvements in affordable housing and community development program accomplishments as a result of building the capacity of eligible beneficiaries.



Preference Points

Total of Four Points

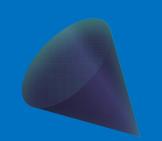
- Environmental Justice (2 points)
- Promise Zones (PZ) (2 points)
- Historically Black Colleges and Universities (HBCUs) (2 points)





Preference Points

Environmental Justice: In accordance with Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, and EO 14008, HUD will award up to two (2) points for applications proposing projects that advance environmental justice in communities that have been historically marginalized and overburdened by pollution and underinvestment in housing, transportation, water and wastewater infrastructure, and health care, as delineated by the Climate and Economic Justice Screening Tool (CJEST) or other HUD-approved definition.





Questions

Please send all your questions to the Capacity Building mailbox.

Capacitybuilding@hud.gov

Slides will be posted to the website:

Section 4 and Rural Capacity Building | HUD.gov / U.S. Department of Housing and Urban Development (HUD)





Thank You!