

**THE UNITED WAY  
OF THE NATIONAL CAPITAL AREA (UWNCA)  
COMMUNITY IMPACT DEPARTMENT  
AFFORDABLE HOUSING INITIATIVE (AHI)**

**REQUEST FOR PROPOSALS**

**RELEASE DATE: FEBRUARY 26, 2009**  
**APPLICATION SUBMISSION DEADLINE: MARCH 25, 2009 5:00 PM EST**  
*LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.*  
*APPLICATIONS THAT DO NOT RESPOND TO THE OUTLINED SCOPE OF WORK*  
*ALSO WILL NOT BE CONSIDERED.*

**This request for proposals is made possible by a generous grant from:**



### **Announcement of Availability of Funds**

The United Way of the National Capital Area (UWNCA) announces the availability of up to \$250,000 in funds for distribution through its Affordable Housing Initiative. The funds are to be used to address foreclosure prevention and foreclosure assistance to aid in the **Prevention of Homelessness and Displacement** and/or **Preservation of Existing Affordable Housing** within the National Capital Area, specifically in the following areas:

- Foreclosure Prevention for households at risk of losing their homes due to foreclosure, but with an opportunity to maintain their homeownership units:
  - Direct financial assistance to facilitate successful workout plans;
  - Credit Counseling;
  - Budget Counseling; and/or
  - Loss Mitigation including assisting with Negotiations of Repayment, Forbearance, and/or Loan Modification Plans.
- Foreclosure Assistance for households at risk of losing their homes due to foreclosure, and unable to maintain their homeownership units:
  - Direct financial assistance for security deposits, first month's rent, and/or last month's rent to secure a new (rental) unit;
  - Credit Counseling;
  - Budget Counseling;
  - Relocation Assistance; and/or
  - Loss Mitigation including assisting with negotiations of Loan Assumptions, Pre-Foreclosure Sales, and/or Deed-in-Lieu of Foreclosure.

### **Background Information**

For over 30 years, UWNCA has been a recognized leader in community building in the Greater Washington Region. UWNCA was founded in 1974 when the United Givers Fund and the Health and Welfare Council merged. Our mission is to improve lives by mobilizing the caring power of our community. We do this by engaging our neighbors, who count on us to address their most pressing human needs, and our donors, who trust us to invest their contributions where they are needed most. Our goal is to advance the common good of everyone in the region by identifying the underlying causes of our region's most significant issues, developing strategies, leveraging financial and human resources to address those issues, and measuring the results. We strive to create opportunities for a better life for all.

For everyone that UWNCA has helped, though, there are thousands more we must touch. A recent survey of United Way of the National Capital Area's donors, partners, and customers identified affordable housing as the most pressing need across the eight regional jurisdictions. The lack of affordable housing is not only a problem for our region's residents; it is a threat to the area's economic vitality. United Way of the National Capital Area recognizes the urgency of this crisis. Although these problems are daunting, there are solutions.

UWNCA, through its Community Impact grant process, has already awarded grants to

housing organizations in every jurisdiction in the national capital area. Additionally, in 2008 the Affordable Housing Initiative awarded \$200,000 in grants to four area nonprofits working on foreclosure prevention, assistance, and disposition of foreclosed properties.

### **About the Affordable Housing Initiative**

UWNCA created The Affordable Housing Initiative (AHI) to promote regional dialogue and leverage funding to increase the availability of affordable housing and supportive services for individuals and families throughout the national capital area. UWNCA convened a steering committee of regional experts to developing a comprehensive strategy to support regional affordable housing initiatives.

The AHI steering committee, in addition to housing and service providers, developers, advocates, legal services attorneys, and government officials from around the region, weighed in with their ideas for an initial strategy for UWNCA investment. The result was a substantial pool of worthy projects that will highlight the need for:

- **Prevention** of Homelessness and Displacement;
- **Preservation** of Existing Affordable Housing;
- **Production** of New Affordable Housing;
- **Partnerships** Developed Around the Region to develop new resources for and to improve the profile of the affordable housing issue.

### **Proposal Due Date and Instructions**

- Responses to this application are due no later than 5:00 pm, March 25, 2009.
- Completed proposals may be emailed, mailed, or hand-delivered to:  
United Way of the National Capital Area  
Attn: Angie Rodgers  
1725 I Street, NW Suite 200  
Washington, DC 20006  
Email: [arodgers@uwnca.org](mailto:arodgers@uwnca.org)
- For mailed or hand delivered proposals, electronic versions (on CD) are preferred. If using software other than MS Word, however, please either provide the proposal in Adobe Acrobat PDF or provide a paper copy.
- Applications are available for download on the UWNCA website at <http://www.unitedwaynca.org>.
- Prospective applicants are encouraged to read all sections of the instructions and respond to all sections of the application.
- Late and/or incomplete applications will be deemed ineligible. Applications that do not respond directly to any or all parts of the scope of work will also be deemed ineligible.
- Proposals, if printed, should be on white paper using 12-point font (Times or similar) and one-inch margins on all sides; pages should be numbered.
- Proposals, if printed, should not be placed in binders or folders; one staple or paper clip in the upper-left hand corner, securing all pages, is sufficient.
- All applicants will receive an email acknowledging submission of your proposal.

- All respondents will be required to submit both organization and program budgets; if applicable, budgets should explicitly detail funding expected and/or received from UWNCA during the 2007-2008 campaign year (i.e. designations and/or Community Impact grants).
- Please direct questions in email form to Angie Rodgers at [arodgers@uwnca.org](mailto:arodgers@uwnca.org).

### **Program Eligibility**

- Eligible applicants may include participating member agencies in the current (2008-2009) UWNCA campaign or UWNCA Community Impact grantees. Non-member agencies are also eligible to apply. (Non-member agencies should read the application instructions carefully, as additional information may be required that is not required of member agencies.)
- Organizations must have their own 501( c ) ( 3 ) designation from the IRS or qualify as part of a group exemption.
- Each organization included in the application may be required to submit the most current complete IRS 990. Organizations with revenue under \$250,000 may substitute page 1 and part V of the IRS 990. (See instructions under “proposal format.”)
- Organizations with total revenue at or above \$250,000 may be required to submit an independent audit. If required, the audit and the IRS 990 must cover the same time period. (See instructions under “proposal format.”)
- Organizations must be located in and must propose to provide services in one or more of the 8 jurisdictions covered by UWNCA – Alexandria (VA), Arlington (VA), District of Columbia, Fairfax/Falls Church (VA), Loudoun County (VA), Montgomery County (MD), Prince George’s County (MD), Prince William County (VA).
- Organizations must be nonsectarian in their activities. Programs that require participation in a specific religious belief system will not be considered.
- Organizations must not request from the UWNCA’s Affordable Housing Initiative one hundred (100) percent of the funding for the project or programming proposed in this application. Organizations must have secure and/or pending funding from other sources. Organizations must detail in this application the source and status of other funding. (Those sources may include UWNCA designations and/or Community Impact grant funds.)

### **Review Process**

- All completed grant proposals will be reviewed by UWNCA volunteers.
- All volunteers participating in the review process are bound by UWNCA’s Code of Conduct for volunteers.
- Recommendations for funding of the reviewed proposals will be forwarded to the UWNCA Board of Directors. Final decisions will be made by the Board with respect to the award of any contract.

### **Grant Award Notification**

- Funding decisions for this application will occur on a rolling basis beginning the week of May 25, 2009.

### **Grant Period**

The program funding cycle will be for 6 months (July 1, 2009 – December 31, 2009)

### **Milestones and Tracking**

Be advised that grantees will be required to submit interim (3-month) program reports and final (6-month) program and financial reports during the grant period. The interim reports will require acknowledgement of any changes in anticipated outcomes; the final reports will require acknowledgement of any budget revisions, as well as any changes in anticipated outcomes.

### **Proposal Format**

Please format your proposal in the order listed below. Ignoring this order could cause your proposal to be deemed unresponsive, and therefore incomplete.

Cover Page - *Please list:*

- Proposal Date
- Organization's Name
- Contact Information (Name, Address, Phone, Fax, Email, Web Address)
- Organization's Federal Tax-Exempt Number
- Dollar Amount Requested
- Total Project Budget
- Organization's Current Budget
- Organization's Fiscal Year Period
- Total Support (designations and grants) from UWNCA for the past three years:  
List year, amount, and purpose for support

Cover Letter – *Please limit to two (2) pages. Please include:*

- Purpose of the request, including
  - The particular issue(s) you are addressing – foreclosure prevention and/or foreclosure assistance
  - Target population – range of typical household income, geographic area, special needs
  - Goals (outputs and/or outcomes)
  - How you intend to accomplish the above
- Names and brief description of roles of Project partners (if applicable)

Proposal Narrative – *Please limit to 8 double-spaced pages. Please include:*

- Statement of organization's history, mission, and goals.
- Description of current programs, activities, and recent accomplishments.
- Statement of how this request will enable the organization to address current limitations and/or improve the ability to meet program or organizational goals.
- Description of the project/services to be provided.
- Description of capacity and proposed tactics.
- Description of best practices to be used (if applicable).

- Identification of measurable outcomes achieved over the past year (if applicable) from activities relevant to this application.
- Identification of measurable outcomes to be achieved during the grant period.  
Description of methods/strategies to be used to gather data and identification of the most likely data source.
- Identification of resources needed, if applicable, to sustain the project over time.  
How will those resources be secured?
- Identification of other funding being sought for the proposed project.

Finances – *This information is not considered part of the narrative. You may submit this information in the format most convenient to you; it must, however, include as much of the following detail as possible.*

1. Previous Fiscal Year Financial Statements – organizational budget vs. program budget, for both revenue and expenses *\*See below for categories.*
2. Current Fiscal Year Financial Statements – organizational budget vs. program budget for both revenue and expenses *\*See below for categories.*
3. Current Fiscal Year Year-to-Date Statement of Financial Position (Balance Sheet) and Year-to-Date Statement of Activities (Income Statement).

*\*Revenue Categories – List the status (pending or committed) and specific amounts requested for this proposal from:*

1. Grants/Contracts  
Local/State/Federal Governments (please list sources)  
Foundations  
Corporations  
United Way/Combined Federal Campaign and other federated campaigns  
Individual Donors  
Other (Specify)
2. Earned Revenue  
Events  
Publications and Products  
Fees  
Other (Specify)
3. Membership Income
4. In-Kind Support (donated goods, services, equipment, non-cash items, volunteer hours)
5. Other (Specify)
6. Total Revenue

*\*Expenses Categories*

1. Salaries (total budget, number of positions, and number of full- and part-time)
2. Payroll Taxes
3. Fringe Benefits
4. Consultants and Professional Fees
5. Travel

6. Equipment
7. Supplies
8. Printing and Copying
9. Telephone and Fax
10. Postage and Delivery
11. Occupancy - Rent and Utilities
12. Maintenance
13. Technology (if budgeted separately, specify hardware/software capital spending, maintenance, and/or training)
14. Evaluation
15. In-Kind Expenses
16. Other (Specify)
17. Total Expenses.

### **Required Attachments**

*This information is not considered part of the narrative. Please include:*

- List of board members with terms, occupations, and places of employment.
- Short biographies of staff and volunteers (no more than ½ page per person) essential to the success of this request.
- Current dates of Memoranda of Understanding or Memoranda of Agreement with other organizations for collaborative or cooperative activities relative to the project or program referenced in this request.

### **Please do not attach the following documents to this application at this time. Be advised, however, that organizations selected for further review under this application may be asked to provide the following:\*\***

- IRS 990 - Organizations with revenue below \$250,000 may submit Page 1 and Part V of the full IRS 990. The IRS 990 must (a) contain the “signature of officer;” (b) include all supplements; (c) cover a fiscal year ending on or after June 30, 2007; and (d) cover the same period as the Independent Audit, if required.
- Current IRS tax-exempt determination letter - If part of a group exemption, you must provide documentation from the primary exempt organization that you are an affiliate covered under their exemption.
- Independent Audit – The audit must (a) cover a fiscal year ending on or after June 30, 2007; (b) express an unqualified opinion; and (c) cover the same period as the IRS 990. Organizations with revenue of \$250,000 or greater are not required to submit an audit.
- If available, Annual Report.

*\*\* 2008-2009 UWNCA Campaign Participants will not be required to provide these items, as they have already been processed during the campaign eligibility process.*

The work of UWNCA's Affordable Housing Initiative is made possible by the generous donations of our corporate and individual giving community.

## 2007-2008 Campaign

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IQ Solutions  
SunTrust Bank, Greater Washington  
United Way of America  
Wachovia Bank  
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