



Developer Agreement - Innovative Housing Set-Aside

Developers looking to submit a Housing Tax Credit application must complete this form and submit to Sam.Haile@wheda.com for each individual project. For the 2021 Innovative Housing Set-Aside HTC Competition, the Developer Agreement Forms must be submitted and executed no later than August 31st at 4:30PM.

You will receive notification from *ProCorem* indicating your *WorkCenter* has been set up. If you do not receive notification within two business days, please e-mail the address listed above.

By completing this form, you will be identified as the Developer for the specific project listed below. All users that will require access to the WorkCenter should be identified in the form below. You will not be able to add additional users after the WorkCenter has been created.

As the Developer, you understand and acknowledge the following:

- WHEDA is authorized to act upon all information submitted by the Developer, any person signing on with the Developer's e-mail address and password.
- You will use sound security procedures and safeguards to ensure that all submissions of information are authorized and to protect passwords from unauthorized or improper use
- You have read the Terms of Use
- You have read this entire statement and are duly authorized to accept it on behalf of your organization

WHEDA is requiring that applications (***full application materials and fully completed excel tax credit application***) for the 2021 cycle are uploaded to *ProCorem*. ***In addition***, the methods of submission for physical copies has been limited due to COVID-19, developers will be required to select one of the options presented on the last page.

Project Details required to set-up Procorem Workcenter (all fields are required)

Project Name:	
Project City:	
Development Company:	
Applicant Name:	
Applicant Phone Number:	
Applicant E-mail Address:	



Developer Agreement – Signature Page

Authorized Signature

Print/Type Name

Title

Phone Number

Date

Sound Security Procedures and Safeguards:

- Users should not set their passwords to be the same as their e-mail address
- Passwords should not consist of common pieces of information about the user (i.e.: birthday, child's name, anniversary, email address, etc)
- Passwords should consist of both letters and numbers
- Passwords should not be real words that are recognizable in any language
- Users should not share their passwords
- Users should never write their password down
- Users should make a complete change of their password. For example, if your password is john1, do not change your password to john2 or john11 when your password expires. An example of a complete change would be to change the password to ca3vhrd1
- Passwords should be changed every 60 days

Terms of Use:

As a condition of your use of ProCorem, you warrant to WHEDA that you will not use the application for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the ProCorem web site in any manner which could damage, disable, overburden, or impair the application or interfere with any other party's use. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information obtained from ProCorem.



Navigating ProCorem

First time accessing ProCorem:

1. You will receive an e-mail for each *WorkCenter* you are added to from notifications@mail.procorem.com
2. Click "Sign Up"
3. Enter your First Name, Last Name, and create a Password that aligns with WHEDA's Sound Security Procedures and Safeguards
4. Read the Terms and Conditions and then agree and click "Sign Up Now"
5. Navigate to all your projects *WorkCenter* by clicking View All Workcenters on the page's left side
6. Click on the name of the *WorkCenter* you would like to enter

Uploading Documents to the WorkCenter:

1. Select the folder you would like to upload a document to and click "Upload Files"
2. Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari otherwise you can select Choose File
3. Set the Status as either Final
4. You do not have to select a file Type
5. Enter a description and comment for the file – comments will be included in the e-mail alerts that are sent to other collaborators
6. Click "Upload" and wait until the progress bar that will appear at the top of the screen disappears

Editing Documents Uploaded to the WorkCenter:

1. Navigate through the folder pathway to where the document is uploaded
2. Select the document you would like to edit to download
3. Select Details to change the File Name, Status, Type, Description, or Delete the file



Instructions for Submitting Hardcopy Application:

The following items should be included in the hardcopy submission of each application:

1. Flash drive containing all required application one materials including the application material pdfs and the tax credit excel file application
2. Payment of application fee – *please provide a separate check for each application*

*Due to Covid-19, WHEDA is limiting the methods of submission for 2021 Housing Tax Credit Cycle. Please review the submission instructions below.

Option 1: Drop off application in-person

- Please email Sam Haile at sam.haile@wheda.com to arrange at time meet in front of the WHEDA building at the address listed below.
201 W. Washington Ave
Madison, WI 53703

Option 2: Ship application via FedEx

- Using electronic FedEx label, please list Sam Haile as the recipient and WHEDA as the company. Send to **201 W. Washington Ave** address and HAL(Hold at Location). In the dropdown menu select *654 West Washington Madison WI* location.
- For handwritten labels, please list Sam Haile as the recipient and WHEDA as the company. Send to **654 West Washington Madison** and write "HAL(Hold at Location)" on the label and box. Address listed below.
654 West Washington Ave
Madison, WI 53703
- Please email Sam Haile at sam.haile@wheda.com by 5pm on September 3, 2021 w/ FedEx tracking information and a list of applications submitted.