

THE WHEDA FOUNDATION, INC.

2022 Housing Grant Program Competition Checklist

This worksheet is optional and is available to help you organize your application.

	REQUIRED MATERIALS
●	Four (4) complete copies of the application (for mailed applications only).
●	Four (4) copies of all additional supporting application documents (for mailed applications only).
●	<p>Projects under the categories of: Handicapped Accessibility improvements, Rehabilitation or New Construction:</p> <p style="padding-left: 40px;"><input type="checkbox"/> A minimum of two bids have been attached for each element of the project.</p> <p style="text-align: center;">OR</p> <p>For Acquisition of Property:</p> <p style="padding-left: 40px;"><input type="checkbox"/> An Offer to Purchase is submitted with your application.</p>
●	<p>One of the following forms is attached to your application:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Form 990</p> <p style="padding-left: 40px;"><input type="checkbox"/> Audited Financial Statement (most recent)</p> <p style="padding-left: 40px;"><input type="checkbox"/> Wisconsin Department of Revenue Financial Report (municipalities)</p> <p style="padding-left: 40px;"><input type="checkbox"/> Annual financial statement (nonprofits organized under Chapter 187)</p>
●	<p>My organization is one of the following:</p> <p style="padding-left: 40px;"><input type="checkbox"/> Nonprofit or cooperative organized under Chapters 181, 185 or 187 of the Wisconsin Statutes;</p> <p style="padding-left: 40px;"><input type="checkbox"/> Community development, redevelopment, or housing authority;</p> <p style="padding-left: 40px;"><input type="checkbox"/> Local unit of government;</p> <p style="padding-left: 40px;"><input type="checkbox"/> Native American tribal authority.</p>
●	<p>If my organization is required to file an annual report with the Wisconsin Department of Financial Institutions (DFI), my organization is in good standing.</p> <p>Search your status here: https://www.wdfi.org/apps/CorpSearch/Search.aspx?</p>
●	<p>Prior Housing Grant Program awarded projects have been completed and final reports have been submitted. If you are unsure whether your organization is in compliance with past grant awards, please email WHEDA.Foundation@wheda.com.</p>

	APPLICATION
●	Section 1: Application Information
●	Section 2: Project Information
●	Section 3: Grant Information
●	Section 4: <input type="checkbox"/> Proposed Project Budget Table <input type="checkbox"/> Sources of Project Development Funds Table <input type="checkbox"/> Competitive Bid Worksheet (If applicable)
●	Section 5: Executive Summary
●	Section 6: Short Answer Questions <input type="checkbox"/> Question A – Characteristics of target populations/community. <input type="checkbox"/> Question B – Project impact. <input type="checkbox"/> Question C – Funding needs. <input type="checkbox"/> Question D – Housing characteristics <input type="checkbox"/> Question E – Services and amenities available to beneficiaries. <input type="checkbox"/> Question F – Project beneficiaries’ description. <input type="checkbox"/> Question G – Costs borne by project beneficiaries (if applicable). <input type="checkbox"/> Question H – Coordination with other programs, entities, etc. (if applicable). <input type="checkbox"/> Question I – Project status and work already completed. <input type="checkbox"/> Question J – Marketing/outreach process (if applicable). <input type="checkbox"/> Question K – Beneficiary/tenant selection process. <input type="checkbox"/> Question L – Applicant history and experience.
●	The Binding Agreement has been read.
●	Application is signed by the chief officer of the board and the chief professional staff member.