WHEDA

Solicitation of Interest for Capital Needs Assessment Reports

Updated August 2025.

The Wisconsin Housing and Economic Development Authority is seeking experienced professionals to conduct third-party Capital Needs Assessment, CNA, reports for multifamily tax credit and WHEDA financed developments. The reports are to provide the professional's opinion of a property's current physical condition.

Interested CNA providers should submit to WHEDA: a) this completed Solicitation of Interest form, b) two sample CNA reports for existing multifamily developments that best demonstrate the current WHEDA standards, c) resume outlining work experience and credentials, and d) references.

All CNA reports prepared for WHEDA must conform to the enclosed WHEDA Multifamily Capital Needs Assessment Standards. WHEDA reserves the right to review and evaluate the work of CNA providers to ensure their conformance with WHEDA Multifamily Capital Needs Assessment Standards.

1. Name:

Address:		
City:	State:	Zip:
Contact Person:	Title:	
Phone#:	Fax#:	
Email address:		

2. Years experience in conducting CNA reports: _____ Years

3. Have you in the past submitted a CNA report to WHEDA? *Yes/No* ☐ ☐
   If yes, for which project(s)?

4. Do you have a degree in Real Estate, Architecture or Engineering? *Yes/No* - *Please specify the degree and when achieved.* ☐ ☐

5. List any comparable fields or education:

6. List State certification/professional designation(s):

7. Identify the geographic area in which you are willing to conduct CNA reports:

8. I understand that to remain on WHEDA's list of approved CNA providers, I must continue to adhere to WHEDA's Multifamily CNA standards.

   Signed by:_____

   Dated:_____