THE WHEDA FOUNDATION, INC.

2020 Housing Grant Program Information Packet

Executive Director's Announcement – 1 page (*do not return with your submission*)

Request for Proposals (RFP) - 5 pages (*do not return with your submission*)

Application Checklist – 2 pages (*do not return with your submission*)

Application Form – prescribed format, 9 pages (**return with your submission**)

Instructions

NEW FOR 2020: Applications may be electronically submitted on www.wheda.com.

Hard copy applicants are still accepted. Applications submitted by mail are required to include (4) copies of the completed grant application form and four (4) copies of the additional support documentation listed below which are required to complete your application submission.

Additional supporting documentation that is required in your submission:

Include a minimum of ~~two bids~~ on the project specified to be completed, by the use of grant money. An Offer to Purchase is required if project activities involve the acquisition of property. Please reach out to us with any concerns for providing two bids.
We are offering increased flexibility with respect to bidding.

UPDATE (8/17/20): Although it is preferred that each use of grant funds has multiple bids or cost estimates, some housing and nonprofit organizations are reporting difficulty in obtaining multiple bids due to the COVID-19 pandemic. If a second bid cannot be obtained, applicants are asked to submit a narrative and documentation with the single bid demonstrating that a good faith effort was made to reach out for multiple cost estimates. Each use of funds needs to include at least one bid. An application submitted with no bids will be rejected.

Applicants must also submit their most recent audited financial statement, a Form 990/990-EZ/990-N or a Wisconsin Department of Revenue Financial Report (local governments). A nonprofit organized under Chapter 187 of the Wisconsin Statutes that is not required to file with the IRS must submit an annual financial statement. Application will be considered incomplete and will be rejected if required documents are not submitted.

Additional supporting documentation that may be included in your submission:

- Written evidence of commitment of funds listed at application Page 4, Sources of Project Development Funds.
- Up to four letters of support written expressly to support your project application to The WHEDA Foundation, Inc.
- Your organization's recent annual report that includes narrative program information and contributed income sources summary.
- A list of your organization's Board of Directors.

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APPLICATION SUBMISSION REMINDER

NEW FOR 2020: An application may be submitted electronically at www.wheda.com/wheda-foundation. **Mailed** applications must include 4 complete copies of the prescribed WHEDA Foundation application form and 4 copies of the additional supporting application documents.

Completed application packages must be postmarked or delivered no later than **August 21, 2020**.

Application packages **should be** stapled or clipped in upper left-hand corner. An application transmittal letter, cover page or index **is not required**. **Do not** submit application packages assembled in 3-ring binders, pocket folders or with spiral binding.