

THE WHEDA FOUNDATION, INC.
2020 Housing Grant Program Competition



Request for Proposals

Introduction

The WHEDA Foundation, Inc. and the Wisconsin Housing and Economic Development Authority (Authority) announce the availability of funds totaling \$1,040,000 through the 2020 Housing Grant Program competition. The program's mission is to assist in the improvement of the state's housing for the following special-needs populations; homeless, runaway youth, youth-in-crisis and/or out-of-home placement, veterans, alcohol or drug dependent persons, persons in need of protective services, domestic abuse victims, developmentally disabled, low-income or frail elderly persons, chronically mentally ill, physically impaired or disabled persons, people living with HIV disease, and individuals or families who do not have access to traditional or permanent housing.

Background

The Authority is a public body, corporate and politic, created by state law to finance programs which meet the housing needs of low-and moderate-income Wisconsin residents and encourage economic development and job creation. The Authority is wholly self-supporting from program revenues and earnings on its investments.

In 1983, the Authority established the WHEDA Foundation, Inc. This organization is responsible for receiving and administering housing grant funds on behalf of the Authority.

Grant Program Categories

The WHEDA Foundation will make awards through the following competitive grant program:

Housing Grant Program Fund: \$1,040,000 to support the development or improvement of emergency, transitional, or permanent housing facilities for low-income persons with special needs (see page 5 for details). This fund will support two separate competitions: an emergency/transitional housing category, and a permanent housing category.

For flexibility in awarding grants to the "best of the best," review teams will be able to allocate more or less than 50% of the pool to each category depending on the quality of applications. However, no category will be allocated less than 25% or more than 75% of the total available pool.

Applicant and Project Eligibility

Grant recipients that received three consecutive funding awards through the WHEDA Foundation 2017, 2018 and 2019 Housing Grant Program competitions are not eligible to apply for the 2020 WHEDA Foundation Housing Grant Program. At the time of grant submission, applicants must fall into one of the following organizational categories:

- Nonprofit organizations or cooperatives organized under Chapters 181, 185, or 187 of the Wisconsin Statutes.
- Community development, redevelopment and housing authorities.
- Local units of government.
- Native American tribal authorities.

Nonprofit organizations and cooperatives who are required to register with the Wisconsin Department of Financial Institutions (DFI) must be in good standing, not delinquent.

Grant applicants should demonstrate how the use of WHEDA Foundation grant funds will enable proposed projects and programs to benefit residents whose incomes do not exceed 80 percent of the county's median income as defined by the Department of Housing and Urban Development (HUD). HUD's low-income eligibility guidelines can be referenced here:

<https://www.huduser.gov/portal/datasets>.

Ineligible Use of Grant Funds

- Market studies
- Feasibility studies
- Down payment assistance
- Ongoing project operating costs
- Housing-related services
- Vehicles and other transportation services
- Costs incurred in the preparation of the 2020 Housing Grant Program application
- Costs incurred prior to the 2020 Housing Grant Program award date

Availability of Funds

The WHEDA Foundation expects to award \$1,040,000 through the 2020 Housing Grant Program competition. Applicants may submit only **one** application per housing category. The maximum grant award is \$40,000 per project; however, there is no minimum WHEDA Foundation grant award and smaller funding requests are allowed.

Projects are expected to be completed within the time frame indicated by the applicant. Generally, a project completion shall not exceed a 12-month period following receipt of WHEDA Foundation grant funds. An extension of up to three additional months may be requested by submitting a Grant Completion Extension Form. Please email WHEDA.Foundation@wheda.com to request an extension.

Application Bids & Other Required Forms

Grant applications with activities falling into the categories of Handicapped Accessibility Improvements, Rehabilitation, or New Construction, must attach ~~two bids~~ for the project listed on the application. If the project has multiple elements (use of funds) two bids are required for each element. Please contact the grant administrator if you cannot obtain two bids. If a project involves the acquisition of property, an **Offer to Purchase** must be submitted with your application.

UPDATE (8/17/20): We are offering increased flexibility with respect to bidding. 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 submit a Form 990 or their most recent Audited Financial Statement. A unit of government without an independent audit may submit their annual Wisconsin Department of Revenue Financial Report. 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.

Required Documentation:

- Handicapped Accessibility Improvements, Rehabilitation or New Construction activities.
 - Two bids for each grant funded activity.
 - Required financial statements (see above).
- Acquisition
 - Signed Offer to Purchase.
 - Required financial statements (see above).

Application Submission

NEW FOR 2020: In addition to submitting applications by mail, an application may now be submitted electronically through WHEDA’s website!

Instructions for Electronic Submission

Applications that are not properly completed or not received, electronically submitted on or before **August 21, 2020 at 11:59 P.M.** will be rejected without further consideration. A properly completed application will have the application form filled out entirely and accurately (please note page 3 and 4, the “Total Cost” has to equal). Applications should attach a minimum of two bids for the project listed on the application. Please contact us if you cannot meet the bid requirement. Applications with projects that acquire property will meet the bid requirement by submitting an Offer to Purchase. The applicant will be checked with the Wisconsin Department of Financial Institutions and shall be in good standing, not delinquent. Once received by the WHEDA Foundation, all applications are considered final.

Applications can be submitted electronically here: www.wheda.com/wheda-foundation.

Electronically submitted applications and supporting documents must follow the naming conventions outlined below:

Required/Optional Document	Submission	Naming Convention	Example
Required	Completed Application Form	NameAPP	<i>AbcHousingAPP</i>
Required	Financial Statement <i>(most recent Form 990, Audited Financial Statement, Wisconsin Department of Revenue Financial Report, or an Annual Financial Statement).</i>	NameFinancial	<i>AbcHousingFinancial</i>
Required	Bids or an Offer to Purchase <i>(A minimum of two bids for each use of funds is required. If you are purchasing property, a signed offer to purchase is required).</i>	NameBID1, NameBID2, etc. Or NameOffer2Purchase	<i>AbcHousingBID1, AbcHousingBID2, etc.</i> Or <i>AbcHousingOffer2Purchase</i>

Optional	Letters of Recommendation	NameLetters1, etc.	<i>AbcHousingLetters1, etc.</i>
Optional	Annual Report	NameAnnualReport	<i>AbcHousingAnnualReport</i>
Optional	Written evidence of commitment of funds	NameFunds1	<i>AbcHousingFunds1, etc.</i>
Optional	List of Board of Directors	NameBoardList	<i>AbcHousingBoardList</i>
Optional	Additional supplemental information	NameSupplemental1	<i>AbcHousingSupplemental1, etc.</i>

Instructions for Submitting Applications by Mail

Applicants must submit four copies of their application and supporting documents on or before **August 21, 2020**, to the Authority’s headquarters in Madison. Applications must be completed according to the format established in the accompanying WHEDA Foundation 2020 Housing Grant Program Application Package. Applications that are not properly completed or not received, postmarked or identified by a commercial carrier processing date on or before August 21, 2020 will be rejected without further consideration. A properly completed application will have the application form filled out entirely and accurately (please note page 3 and 4 in the application, the “Total Cost” must equal). Applications should attach a minimum of two bids for the project listed on the application. Please contact us if you cannot meet the bid requirement. Applications with projects that acquire property will meet the bid requirement by submitting an Offer to Purchase. The applicant will be checked with the Wisconsin Department of Financial Institutions and shall be in good standing, not delinquent. Once received by the WHEDA Foundation, all applications are considered final.

Applications can be mailed to:

Housing Grant Program
 WHEDA Foundation, Inc.
 P.O. Box 1728
 Madison, WI 53701-1728

Due to the COVID-19 pandemic, the WHEDA Foundation cannot accept hand delivered applications.

Application Review, Evaluation and Selection

Complete eligible applications will receive an initial screening by Authority staff before undergoing an evaluation on a competitive basis by a team of reviewers. Applications will be reviewed according to, but not limited to, the following criteria: need, implementation, impact and budget.

The WHEDA Foundation Board will make final housing grant award decisions. In making their selections, the board reserves the right to make grant awards that provide for a distribution of funds among potential sponsors, a variety of project types, and geographic areas of the state. Grant award amounts may differ from original application requests. An applicant’s participation and performance in prior WHEDA Foundation grant programs may be considered as a factor in the selection of grant awards.

The Members of the Authority approve the allocation of \$1,040,000 through the Dividends for Wisconsin Plan to the WHEDA Foundation, Inc. for the purpose of awarding grants through the 2020 Housing Grant Program competition.

Each applicant whose proposal is reviewed by the WHEDA Foundation will receive written notice on or about December 18, 2020 of the approval or rejection of the application.

Other Considerations

The Authority and WHEDA Foundation reserve the right to amend, modify or withdraw the Request for Proposals and any of the grant program instructions or procedures contained herein and may exercise such right at any time and without notice and without liability to any applicant or other parties for their expenses incurred in the preparation of a proposal or otherwise.

The Authority and WHEDA Foundation reserve the right to announce the award winners and to publish information about those projects selected. All material submitted remains the property of the Authority and WHEDA Foundation and will not be returned to the applicant.

Acceptance of any Grant funds by Applicant shall be conclusive evidence of its agreement to use the Grant solely for the purposes stated in the Application; reporting requirements; record-keeping requirements; compliance with all applicable federal, state, and local laws; and other terms and conditions specified at Page 9 of the Housing Grant Program Application Form.

In fairness to all applicants, the Authority and the WHEDA Foundation staff cannot provide direct guidance in completing the prescribed Application Package. However, staff will answer questions tending to explain or clarify this Request for Proposals and the Application.

For assistance, applicants should contact:

John Vogt | 608.267.4543
WHEDA.Foundation@wheda.com

Please note, to protect staff at this unique time many WHEDA employees are working remotely. Contacting us by email will have a quicker response time.

Wisconsin Housing and Economic Development Authority
P.O. Box 1728
Madison, WI 53701-1728
800.334.6873 (toll free)
800.943.9430 (TTY)

Housing Grant Program Fund

An amount, up to \$1,040,000, has been allocated to the Housing Grant Program Fund. This allocation will support two separate competitions: 1) emergency shelter and transitional housing facilities, and 2) permanent housing facilities. To provide for flexibility in awarding grants to the “best of the best,” review teams will be able to allocate more or less than 50% of the pool to each category depending on the quality of applications. However, no category will be allocated less than 25% or more than 75% of the total pool.

Emergency shelter/transitional housing facilities are defined as housing serving households who will reside in the facility up to 24 months. Permanent housing facilities are defined as housing serving households who will reside in the facility for a period greater than 24 months.

Examples of types of projects that can be supported through the Housing Grant Program include, but are not limited to the following: emergency shelter facilities, halfway houses, community based residential facilities, group homes, congregate living facilities, shelter or shared living apartments, independent apartments, housing cooperatives, boarding rooms, single room occupancy units, transitional housing facilities, and retirement centers.

Examples of the target populations to be addressed are: homeless persons, runaways, youth in out of home placement, veterans, alcohol or drug dependent persons, persons in need protective services, domestic abuse victims, developmentally disabled persons, low-income elderly or frail elderly persons, chronically mentally ill persons, physically impaired or disabled persons, people living with HIV disease and/or individuals/families who do not have access to traditional or permanent housing.

Frail elderly is defined as persons age 60 or over who have one or more chronic health conditions and need at least some assistance with daily activities. Low-income elderly is defined as persons age 60 or over with incomes that do not exceed 80 percent of county median income as adjusted for household size.

Examples of eligible grant fund uses include:

- New construction, building acquisition, rehabilitation, handicapped accessibility improvements, conversion of or additions to buildings or units.
- Site acquisition and other development activities.

WHEDA Foundation grant funds **cannot** be used for market or feasibility studies, nursing homes, ongoing project operating costs, down payment assistance, housing-related supportive services, vehicles, and/or transportation services.

Emphasis is placed on projects with the greatest potential for creating or improving affordable housing or shelter opportunities for the target groups. Projects that show evidence of financial viability through sufficient funding commitments and describe the applicant’s ability to proceed competently and promptly toward completion of the proposed project are encouraged. Projects should show that appropriate resident support services are available where applicable.