

# THE WHEDA FOUNDATION, INC.

## 2020 Housing Grant Program Competition Checklist

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

	<b>REQUIRED MATERIALS</b>
●	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: <b>Handicapped Accessibility improvements, Rehabilitation or New Construction:</b></p> <p><input type="checkbox"/> A minimum of two bids has been attached for each element of the project. Please contact us at <a href="mailto:WHEDA.Foundation@wheda.com">WHEDA.Foundation@wheda.com</a> if you cannot obtain the necessary bidding.</p> <p><b>UPDATE (8/17/20):</b> 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.</p> <p style="text-align: center;"><b>OR</b></p> <p><b>For Acquisition of Property:</b></p> <p><input type="checkbox"/> An <b>Offer to Purchase</b> is submitted with your application.</p>
●	<p><b>One</b> of the following forms is attached to your application:</p> <p><input type="checkbox"/> Form 990</p> <p><input type="checkbox"/> Audited Financial Statement (most recent)</p> <p><input type="checkbox"/> Wisconsin Department of Revenue Financial Report (municipalities)</p> <p><input type="checkbox"/> Annual financial statement (nonprofits organized under Chapter 187)</p>
●	My organization is <b>one</b> of the following:

	<input type="checkbox"/> Nonprofit or cooperative organized under Chapters 181, 185 or 187 of the Wisconsin Statutes; <input type="checkbox"/> Community development, redevelopment or housing authority; <input type="checkbox"/> Local unit of government; <input type="checkbox"/> Native American tribal authority.
●	<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: <a href="https://www.wdfi.org/apps/CorpSearch/Search.aspx?">https://www.wdfi.org/apps/CorpSearch/Search.aspx?</a></p>
	<b>APPLICATION</b>
●	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.