

THE WHEDA FOUNDATION, INC.

2020 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 has been attached for each element of the project. Please contact us at WHEDA.Foundation@wheda.com if you cannot obtain the necessary bidding.</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 <input type="checkbox"/> Audited Financial Statement (most recent) <input type="checkbox"/> Wisconsin Department of Revenue Financial Report (municipalities) <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; <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.

	Search your status here: https://www.wdfi.org/apps/CorpSearch/Search.aspx?
	APPLICATION
●	Section 1: Application Information
●	Section 2: Project Information
●	Section 3: Grant Information
●	Section 4: <ul style="list-style-type: none"> <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 <ul style="list-style-type: none"> <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.