

City of Ashland - Housing Committee Meeting Notice

A meeting of the Ashland Housing Committee will be held on **Wednesday July 15th, 2020 at 8:00 a.m. via GoTo Meetings.**

Please join my meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/123320493>. You can also dial in using your phone at United States (Toll Free): [1 866 899 4679](tel:18668994679) or United States: [+1 \(312\) 757-3117](tel:+13127573117) using **Access Code: 123-320-493.**

Agenda

- 1) Consent Agenda
- 2) Approval of minutes from the June 10, 2020 Housing Committee meeting
- 3) Citizen Comments
- 4) Old Business
 - a) Update on progress with CDBG, HIP and property maintenance
 - b) Final discussion of RFP for housing development on the City-owned Timeless Timber site
- 5) New business
 - a) Updates on WHEDA Housing Grant Program application
 - b) Updates and recommendations on strategic demolition projects
- 6) Announcements
 - a) Updates on discussion related to housing vouchers
- 7) Adjournment

It is possible that members of and a possible quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information or speak about a subject, over which they have decision-making responsibility. Any governmental body at the above stated meeting will take no action other than the governmental body specifically referred to above in this notice.

The City of Ashland does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Ashland will accommodate the needs of disabled individuals through auxiliary aids or services. For additional information or to request this service, contact Megan McBride at (715) 682-7041.

City of Ashland - Housing Committee Meeting Minutes

A meeting of the Ashland Housing Committee was held on **Wednesday, June 10, 2020 at 8:00 a.m. via GoTo Meetings**).

Committee Members Present: Sam Ray, Ana Tochtermann, Kathy Beeksma, Eric Lindell, Kaas Baichtal, Liz Franek, and Megan McBride

Committee Members Absent: N/A

Staff Present: Chris Luebben, Mayor Lewis

Mayor Lewis opened the meeting at 8:06 a.m.

Agenda

1) Consent Agenda

Motion to approve the agenda by Liz Franek. Seconded by Eric Lindell. Passed unanimously.

2) a.) Approve minutes from the May 13th, 2020 Housing Committee meeting

Motion to approve minutes from May 13th, 2020 Housing Committee meeting by Eric Lindell, seconded by Liz Franek. Passed unanimously.

3) Citizen Comments

None.

4) Old business

a) Updates on property maintenance, HIP and CDBG

Chris Luebben provided updates on the process of property maintenance and noted that the only types of property maintenance cases she is currently following up on are those involving junk and garbage in yards, and posting door hangers where grass needs to be cut and weeds eliminated.

Megan McBride provided updates on the City's CDBG Revolving Loan Fund, informing the committee that there are currently four (4) projects which have either completed or scheduled inspections and will be moving forward. Northwest Regional Planning Commission recently posted an advertisement for the program in both the Ashland Daily Press and on social media.

b) Discussion of Request for Proposals (RFP) for housing development on the City-owned Timeless Timber site

Megan McBride presented the updated project goals based on feedback from the previous meeting. The main point of discussion was if the Request for Proposals should solicit housing to provide rentals, affordable single-family homeownership opportunities, or a mixture as was presented in the current RFP draft.

Mayor Deb Lewis proposed the Housing Committee take time to review. She asked what the timeline would be for releasing the RFP.

Megan McBride explained that wetland delineation had taken place on the site in 2019 to identify any wetlands present. It was determined by the firm that completed the delineation that all identified wetlands were a result of the construction activities on-site, and therefore exempt from wetland mitigation requirements. Exemption requests have been filed with the WI Department of Natural Resources and Army Corps of Engineers, and approval has been obtained from the DNR to date. Once approval is received from Army Corps, this will improve the marketability of the site by reducing overall development costs by tens of thousands of dollars. At that time, the RFP will be ready for release. Megan McBride will bring back the draft RFP for final approval at the next Housing Committee meeting.

Mayor Deb Lewis discussed the need for supportive housing, and reaching out to Becki Schillinger with Northwest Wisconsin Community Service Agency (NWCSA) to discuss this.

5) New business

- a) Discussed request to relieve Jill Spagnolo of her responsibility to CDBG-RLF debt
Megan McBride explained that a request had been brought forward from Jill Spagnolo to have her name removed from a CDBG loan for a property she previously co-owned with the other party on the existing loan. She had not lived at the property for six (6) years, and the other person on the loan qualified per CDBG requirements and had communicated in writing to the City the willingness to take on full responsibility for the outstanding loan.

Motion made by Eric Lindell to approve request, seconded by Ana Tochtermann. Passed unanimously.
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- b) Discussed providing hotel vouchers for at-risk individuals related to COVID-19.
Megan McBride explained that the Wisconsin Department of Administration has announced the "Routes to Recovery" grant program which provides community allocations, scaled to population, for all cities and counties in the state. Reimbursement requests can be submitted for expenses incurred through October 31, 2020. An eligible category for reimbursement is costs incurred providing hotel vouchers to infected or high risk individuals to self-isolate. This is obviously not a long-term solution to the City's housing needs, but McBride requested feedback from the committee on the need, feasibility, and general desire to further explore this opportunity.

Questions and concerns that were raised included:

- Who will determine when a person needs to be isolated, and for how long?
- Who would directly administer the program?
- How would basic needs such as grocery shopping be met for individuals who receive vouchers to self-isolate?

Follow-up actions suggested included:

- Reaching out to Ashland County Health, who would need to be involved in setting policy, determining criteria for people receiving vouchers, and possibly administering the program; and
- Reaching out to other organizations such as NWCSA and The BRICK to assess needs, receive feedback, and potentially establish partnerships.

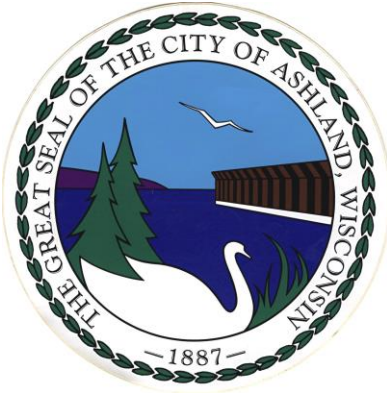
- c) Set next meeting date
The next meeting will take place on Wednesday, July 8, 2020 at 8:00 am.
[Meeting was rescheduled to July 15, 2020 at 8:00am.]

6) Announcements
None.

7) Adjournment

Motion to adjourn by Eric Lindell. Seconded by Sam Ray. Passed unanimously.

Meeting was adjourned at 9:10 am. Minutes by Chris Luebben.



City of Ashland
REQUEST FOR PROPOSALS

RFP #20-??

**Timeless Timber
Residential Redevelopment**

Issue Date

The City of Ashland, Wisconsin will be receiving proposals for the above noted project until _____. Proposals must be submitted in electronic format (email or flash drive preferred) with ten (1) printed hard copy mailed or delivered to:

City of Ashland
Attn: Megan McBride, Planning & Development Director
601 Main Street West
Ashland, Wisconsin 54806
Email: mmcbride@coawi.org

The City of Ashland reserves the right to reject any and all proposals not judged to be in the best interest of the City.



**Timeless Timber Residential Redevelopment
RFP #20-??**

Date of Request: TBD

Project Title: Timeless Timber Residential Redevelopment

Submittal Due: TBD. There will not be a public opening for this RFP.

Late Proposals: Any proposal received by the City after the exact time and date specified will not be considered.

Submittal Format: One (1) Paper Copy and One (1) Electronic File (email or flash drive) of the proposal are to be submitted for evaluation by the City. *Label submittal: Timeless Timber Residential Redevelopment*

Submit to: City of Ashland
Attn: Megan McBride, Planning & Development Director
601 Main Street West
Ashland, Wisconsin 54806
mmcbride@coawi.org

Withdrawal: Proposals may be withdrawn by written notice received at any time prior to the proposal closing date and time. Proposals may also be withdrawn in person by an officer or by a representative of the firm, provided that the representative signs a receipt for return of the proposal.

INTRODUCTION

PROJECT SUMMARY

The City of Ashland, Wisconsin, seeks competitive development proposals from qualified developers to help the City attain the sustainable vision set forth in its Comprehensive Plan for the Timeless Timber Redevelopment Site. The existing parcel #201-03611-0200 will be subdivided into 2 parcels, with the northern ~4.5 acres abutting US Hwy 2 designated for commercial development and the southern ~22.5 acres for residential uses. Of those 22.5 acres intended for residential redevelopment, approximately 16.5 acres are developable as an existing creek runs diagonally along the east and southeast corner of the property (see aerial maps for reference). The site is located adjacent to the 24th Avenue pedestrian corridor which connects to the Lake Superior Waterfront Trail. It is also located near both a Regional Commercial corridor with existing uses including Kwik Trip, Walmart, and St. Luke's Clinic, and adjacent to an existing residential neighborhood. The City is seeking a developer to deliver a project that complements the surrounding neighborhood and meets existing community housing needs as identified in the City's 2018 Housing Report (attached).

REDEVELOPMENT PROJECT GOALS

The City of Ashland's goals for this urban infill development site include the following:

1. Facilitate an appropriate density of urban infill development;
2. To provide housing that meets the diverse needs of the City, offering options for a mix of ages and incomes with priority given to developments that incorporate affordable housing;
3. Strives to further diversify Ashland's existing housing stock in terms of density, accessibility, affordability and populations served;
4. Can include a variety of ownership opportunities including rental housing, rent-to-own, community land trust, or other creative housing types which help expand affordable access to property rental and ownership;
5. Creates additional housing to support identified community needs (see attached 2018 Housing Study), including housing that is attractive and accessible to seniors and supports aging in place, rental and ownership options for young families, and/or supportive housing or housing that includes some level of services;
6. Design approach that integrates the development with the surrounding neighborhood area and anticipated commercial development, enhances community character, and provides connectivity;
7. To provide a development that is sustainable, including environmentally sensitive, energy efficient, and with appropriate stormwater management to protect water quality of the existing floodway on site which leads to Lake Superior; and
8. To generate additional tax base that positively contributes to Tax Incremental District #9 in which the property is located.

TENTATIVE PROJECT SCHEDULE

RFP Release Date	TBD
Proposals Due	TBD

Evaluation Period by Housing Committee	TBD
Interviews	TBD
Selection by Housing Committee	TBD
City of Ashland Plan Commission Meeting	TBD
City of Ashland Common Council Meeting	TBD
City staff & Developer Negotiate Sales Contract and Development Agreement	TBD
Zoning items/site planning approvals	TBD
Construction begins	TBD

BACKGROUND

THE CITY

Ashland is a small city with an outstanding collection of natural, cultural and historical assets. The economy of this regional economic hub is driven by a diverse mix of manufacturing, educational, medical, professional services, locally-owned retail, and tourism-related services. These assets, coupled with the varied economic base, give the city a foundation for a vibrant future that draws, retains, and nurtures people from diverse backgrounds because of the lifestyle and economic activities it offers. Ashland's location on the shores of Chequamegon Bay, in the heart of an outdoor recreational paradise centering on Lake Superior, defines the community of 8,200. Ashland utilizes the waterfront with a marina, walking/biking trails, parks, three beaches, boat launches, a pier and a vision for development of a nearly 2,000 foot ore dock base into a unique civic space. Historical influences shaping the present include educational institutions that reflect a commitment to ecology and place, including Northland College and Wisconsin Indianhead Technical College (WITC); a downtown filled with history and creativity, with numerous historical architectural landmarks, a historic district on the National Register, and a growing tradition of local public art; and a grid street network that provides the building blocks for a walkable, neighborly and well-connected community.

The City of Ashland recently completed a Housing Market Study of the City in March, 2018 (copy of study attached). The report identifies various housing deficiencies in the City which need to be met, including: affordable housing, new market rate rentals (2-3 bedrooms), and housing to serve Ashland's aging population (senior, assisted).

PROPERTY DESCRIPTION

Property Summary

The Timeless Timber Residential Redevelopment area consists of a ~22.5 acre parcel (see attached map) located directly south of the City's Regional Commercial corridor, with approximately 16.5 acres being developable outside of the existing floodplain. A remediated brownfield which has remained unused for 5+ years, and therefore qualifies for WEDC Idle Sites Grant funding to assist with development costs. Located in close proximity to the pedestrian corridor, commercial uses and restaurants, St. Luke's Clinic,

and City-owned waterfront Bayview Park, this site offers a unique blend of access to both commercial and natural amenities of the beautiful Chequamegon Bay. Public transportation and pedestrian trail access from the site are also amenable to a wide range of housing uses that serve diverse income and age ranges.

Development Incentives

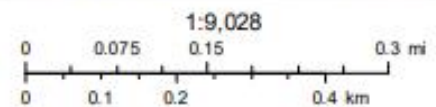
Available development incentives to support new residential development on the site, in addition to any state or federal tax credits or other available resources available to developers, include:

- Land provided at reduced or no cost to developer;
- WEDC Idle Sites Grant funding to assist with build out of utilities; and
- WHEDA Housing Grant funding if housing serves identified vulnerable populations.

Timeless Timber Residential Redevelopment Site
Ashland, Wisconsin



6/5/2020, 2:41:10 PM



City of Ashland Public Works Department, GIS Division
PICTOMETRY INTL

Department of Public Works Engineering
Copyright 2018 City of Ashland

SITE SPECIFICATIONS

- **Location:** East side of Ashland, WI along 6th Street East spanning to approximately 3rd Street East. Located just south of Kwik Trip and anticipated commercial development (TBD based on RFP), and north of an existing residential neighborhood. The site is located approximately 1,200' south of Lake Superior.
- **Parcel ID:** #201-03611-0200
- **Legal Description:** Lot 2 of CSM #670 (attached)
- **Size:** The site for which residential proposals are being sought is approximately 22.5 acres in size, with ~16.5 acres being developable and not located in the floodplain from the existing stream on site.
- **Existing Improvements:** Vacant property
- **Comprehensive Plan Future Land Use Designation:** Commercial/Mixed-Use/Traditional Neighborhood Districts, allowing flexibility in future use of the site within those parameters.
- **Current Zoning** Currently zoned Regional Commercial (RC) with Floodplain Overlay (F-O) along the ravine corridor. The site can be rezoned to best accommodate proposed development, or a Planned Development District could be approved, and would be consistent with the City's future land use plan.
- **Topography:** A stream that drains to Lake Superior (Chequamegon Bay) is present along the eastern boundary of the property.
- **Flood Plain Status:** A portion of the eastern boundary of the property is within a floodway, associated with the stream.
- **Wetland Status:** Wetland delineation of the site was completed in 2019, and exemption of all identified wetlands has been granted by both the Wisconsin DNR and Army Corps of Engineers.
- **Utilities:** Water, Sanitary, Storm and electric services are available to the site from the adjacent 23rd Avenue East, 22nd Avenue East and/or 6th Street East.
- **Site Access:** Dependent upon site design, access can be obtained from 23rd Avenue East which connects to center of the site on the north side, 22nd Avenue East to the west, and/or 6th Street East from the south.
- **Environmental Conditions:** The site has had several environmental assessments completed over the past 20 years, with the most recent having been completed in December, 2017 after removal of the buildings and concrete/asphalt from the site just north of the residential redevelopment area. Executive summaries of the most recent environmental assessments are included in the Appendices (full reports available upon request). The City and WDNR are great partners and will work together to address any environmental conditions that may need further

work, which is dependent upon the proposed final use(s) for the property and locations of such uses on the site.

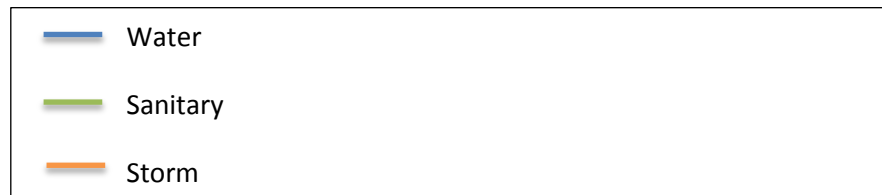
There is indication that some soil on the site has been identified to contain compounds above the RCL, and will need to be managed appropriately. However, exceedance levels are not substantial, and in working with the WDNR there is indication that if such soils are encountered as part of the redevelopment, they may be able to be reused on-site such as moved to a different location and capped to serve as open space(s), or they may be covered by a building/and or pavement. None of the detected contamination is anticipated to cause a vapor intrusion issue in proposed buildings at the site. One controlled REC (CREC) exists on the site and has already been remediated, capped, and is documented on the WDNR Registry. This approx. 50' x 120' area must remain capped or be remediated with approval of the WDNR.

- **Appraised Value:** The property has not been appraised.

Existing Utility Locations



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1:9,028

0 0.075 0.15 0.3 mi

0 0.1 0.2 0.4 km

City of Ashland Public Works Department, GIS Division
City of Ashland Public Works Department

Department of Public Works Engineering
Copyright 2018 City of Ashland

PROPOSAL FORMAT AND REQUIREMENTS

Proposals that do not address the items listed in this Request for Proposals may be considered incomplete and may be deemed non-responsive by the City of Ashland at its sole discretion. It is the responsibility of the consultants submitting proposals to determine the actual efforts required to complete the project. Interested entities should submit a proposal that includes the following:

- 1) A cover letter indicating your interest in the project and identifying why the firm is uniquely qualified for this project.
- 2) A brief description of the firm including its structure, capabilities, length of time in business, and experience with similar projects. Provide the name, address, phone number and email address of the key contact person. Also identify any proposed subcontractors.
- 3) Provide information about relevant completed development projects undertaken with concentration on those comparable in scale, nature, process and function to this project. Provide the name, email address, and phone number of at least two community references.
- 4) Project Description: Provide a brief narrative describing what is proposed for construction, including as applicable: number of housing units, unit sizes, bedroom mix, for sale/rent, approximately sale/lease rates, incomes served, ages served. Include estimated timetable for construction and phasing plan. Also identify any commercial/institutional uses proposed and explain. Explain how the proposed project will achieve the desired project goals. Include approximate development costs anticipated to complete the project.
- 5) Identify the proposed purchase price for the land.
- 6) Concept plan: Submit a ***conceptual*** site plan showing initial ideas for site layout, uses, streets, access drives, parking, utilities/infrastructure, stormwater, landscaping and other features. Also provide conceptual elevations and floor plans.
- 7) Identify the anticipated financial investment required for the development (broken down by phases if applicable). Also provide a statement of Developer's financial ability.
- 8) If any responding firm wishes to subcontract any portion of this project, the information contained in item 3 should also be provided for the subcontractor.

SUBMITTAL REQUIREMENTS

Proposals must be received by _____. The submittal must include one (1) paper copy and one (1) Electronic File (email/pdf or flash drive). ***Label submittal: Timeless Timber Residential Redevelopment***

Submit to: City of Ashland
Attn: Megan McBride, Planning & Development Director
601 Main Street West
Ashland, Wisconsin 54806
mmcbride@coawi.org

EVALUATION AND SELECTION PROCESS

The City of Ashland Housing Committee will evaluate proposals and make a recommendation to the City Plan Commission and Council for award based on a variety of factors, such as:

- Overall Concept Plan proposed and satisfaction of goals for the project area
- Extent to which proposed development maximizes the use of the site and provides for taxable value
- Qualifications and Experience of the firm and key personnel
- Demonstrated relevant experience in similar development projects and positive references

- Estimated level of investment and financial capability of developer
- Anticipated project timeframe for completion/phasing

The City's Housing Committee will evaluate the proposals received and conduct any desired interviews. The Housing Committee will then recommend one proposal to the Plan Commission, which will then make a final recommendation to the Common Council. If interviews are desired by the Housing Committee, firms will be given ample time to prepare.

RIGHTS RESERVED by the CITY OF ASHLAND

This Request for Proposals does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract.

The City of Ashland reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals without prejudice
- Issue subsequent Requests for Proposal
- Postpone opening for its own convenience
- Remedy technical errors in the Request of Proposal process
- Approve or disapprove the use of particular sub-consultants
- Negotiate with any, all, or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposal
- Request clarification of the information submitted
- Request additional information

INQUIRIES

Questions regarding this RFP must be in writing and sent via the U.S. Mail or e-mail to Megan McBride (mmcbride@coawi.org) up to ten (10) days before the proposal is due. After this date questions involving the content or intent of the proposal will not be answered. All questions will be responded to in writing, provided to all parties requesting an RFP for which the City has contact information, and treated as an addendum to the proposal packet.

PROPOSER RESPONSIBILITY

Interested proposers have the responsibility of understanding what is required by this solicitation. The City shall not be held responsible for any firm's lack of understanding. This solicitation contains a brief description of the project site. The City makes no representations as to the conditions of the project site and no employee or any other representative of the City of Ashland has authority to make any oral or written representations as to the conditions of the project site. Proposers are responsible to assure delivery prior to the deadline. Do not assume that a guarantee by a mailing service will ensure that the proposal is received by the deadline.

CONTRACT

No contract shall be in effect until the City executes a signed contract agreement.

Additional Information

1. City of Ashland Housing Market Study, March 2018
2. Wetland exemption approvals from WDNR and Army Corps
3. Final Case Closure Letter and Map of Residual Soil Contamination
4. Existing Zoning Map of Surrounding Area
5. Excerpts from Authentic Ashland 2035 Comprehensive Plan Regarding Site Disposition
6. Vicinity Map



Existing Zoning

Timeless Timber Residential Redevelopment Site & Surrounding Area

Wisconsin Housing and
Economic Development Authority
Foundation, Inc.
201 West Washington Avenue
Suite 700 | P.O. Box 1728
Madison, Wisconsin 53701-1728

T 608.266.7884 | 800.334.6873
F 608.267.1099



June 29, 2020

Dear Housing Provider:

The Wisconsin Housing and Economic Development Authority (WHEDA) and the WHEDA Foundation, Inc. are pleased to announce the 2020 Housing Grant Program competition. The Foundation will award \$1,040,000 to assist in the development and improvement of housing facilities throughout our state that provide housing for people in crisis.

Applications are due August 21, 2020. The maximum individual award available is \$40,000. There is no minimum grant award and small funding requests are allowed. Grant awards will be announced on or about December 18, 2020.

Beneficiaries of this program include: the homeless, runaway youth, youth in 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, people living with HIV disease, and persons without access to traditional housing.

We encourage you to examine the application materials and apply for this year's competition. Together, we can assist those in Wisconsin who need access to quality housing.

Sincerely,

A handwritten signature in black ink, appearing to read "Joaquín J. Altoro".

Joaquín J. Altoro
Chief Executive Officer
WHEDA



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.

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 (most recent Form 990, Audited Financial Statement, Wisconsin Department of Revenue Financial Report, or an Annual Financial Statement).	NameFinancial	<i>AbcHousingFinancial</i>
Required	Bids or an Offer to Purchase (A minimum of two bids for each use of funds is required. If you are purchasing property, a signed offer to purchase is required).	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.