**Wisconsin Interagency Council on Homelessness**

**Disbursement of 2019 WHEDA Dividends Funding**

**Request for Proposals**

**Introduction and Background**

The Wisconsin Interagency Council on Homelessness (the “Council”) is a statutory body created under Section 15.107(19) of the Wisconsin Statutes. The Council is chaired by Governor Tony Evers and contains 12 other members: the Secretaries of the Departments of Administration, Health Services, Children and Families, Workforce Development, Veterans Affairs, and Corrections, the Executive Director of the Wisconsin Housing and Economic Development Authority, the State Superintendent of Public Instruction, and representatives or directors from the Wisconsin Balance of State Continuum of Care, Inc., the Milwaukee Continuum of Care, the Continuum of Care for the City and County of Racine, U.A., and the Homeless Services Consortium of Dane County.

The Council is charged with establishing policies to prevent and end homelessness in Wisconsin. As a member of the council, the Wisconsin Housing and Economic Development Authority (“WHEDA”) is also committed to this goal. WHEDA, through approval from the Members of the Board, has recently made available $500,000 in statewide funding to programs that help the homeless (the “Grant Program”).

WHEDA 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. WHEDA is wholly self-supporting from program revenues and earnings on its investments.

The $500,000 will be distributed directly from WHEDA to selected grant recipients. Individual contracts will be executed between WHEDA and the grant recipients.

The Council, through a vote by its members, will determine the recipients and amounts of the grant awards.

**Project Eligibility**

**Eligible uses of funds include new construction, building acquisition, rehabilitation, handicapped accessibility improvements, conversion of or additions to buildings, site acquisition and other development activities**. Grant applicants should demonstrate how the use of these funds will enable proposed projects and programs to support the provision of housing to residents who are homeless or recently homeless.

**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 application
* Costs incurred prior to the Grant Program award date

**Availability of Funds**

The Council will approve a plan for the disbursement of $500,000 through the Grant Program. There is no minimum or maximum Grant Program award.

Projects are expected to be completed within the time frame indicated by the applicant. Generally, project completion shall not exceed a 9-month period following receipt of funds.

**Application Submission**

Applicants wishing to compete for a grant award must submit their application and supporting documents on or before **Friday, August 9th, 2019** to the Director of the Wisconsin Interagency Council on Homelessness. Applications must be completed according to the format established in the Application available through the Wisconsin Interagency Council on Homelessness. Applications that are not properly completed or not received, postmarked or identified by a commercial carrier processing date on or before **Friday, August 9th, 2019** will be rejected without further consideration. A properly completed application will have the application form filled out entirely and accurately. Once received by the Council, all applications are considered final.

If using the U.S. Postal Service, applications should be mailed to:

Michael Basford

Wisconsin Interagency Council on Homelessness

c/o Department of Administration – DEHCR

P.O. Box 7970

Madison, WI 53707-7970

If using a commercial carrier, applications may be delivered to:

Michael Basford

Wisconsin Interagency Council on Homelessness

c/o Department of Administration – DEHCR

101 East Wilson Street, 9th Floor – 926.13

Madison, WI 53703

Applications may also be scanned and emailed to mike.basford@wisconsin.gov.

**Application Review, Evaluation and Selection**

Complete applications will be reviewed according to, but not limited to, the following criteria: need, implementation, impact and budget. The Council will make final award decisions. In making their selections, the Council 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 in the state. Grant award amounts may differ from original application requests.

Each applicant whose proposal is reviewed by the Council will receive written notice on or about **September 15th, 2019** of the approval or rejection of the application.

**Other Considerations**

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

Acceptance of any Grant Program funds by the Applicant shall be conclusive evidence of its agreement to: use the Grant solely for the purposes stated in the Application; comply with applicable federal, state, and local laws; and satisfy and meet all other terms and conditions specified in the Grant Program Application Form and the contract between WHEDA and the successful applicant.

Please refer any questions to Michael Basford, Director of the Wisconsin Interagency Council on Homelessness. In fairness to all applicants, the Council staff cannot provide direct guidance in completing applications. However, in the event it becomes necessary to explain or clarify this Request for Proposals or the application, all interested parties that have registered their interest by sending an e-mail [mike.basford@wisconsin.gov](mailto:mike.basford@wisconsin.gov), will be provided with such information via e-mail.

**For assistance, applicants should contact:**

Michael Basford

Director, Wisconsin Interagency Council on Homelessness

(608) 266-3633

[mike.basford@wisconsin.gov](mailto:mike.basford@wisconsin.gov)

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