

2019 NOFA Proposal Checklist

Thank you for your interest in submitting a proposal for the Office of Economic Development (OED), Division of Housing 2019 Notice of Funding Availability (NOFA). The following instructions and checklist of attachments are provided as tools to assist you in ensuring that adequate information is available as you begin the application submission process. The online application includes requests for attachments that must be uploaded to the *WizeHive* system to complete your proposal.

A. *WizeHive* System Requirements

In order to begin, you must:

- Have a valid email address, and
- Use a computer with Internet Access to complete the online application. If you do not have a computer, visit a Denver Public Library or a Denver Workforce Center Resource Room. Locations are listed here: <http://www.denvergov.org/content/denvergov/en/denver-office-of-economic-development/jobs-employers.html>

Also, we recommend that you:

- Utilize Internet Explorer 9 or above, Mozilla Firefox, or Google Chrome,
- Use Microsoft Office 2007 or above, and
- Adjust the resolution on your computer screen to a minimum of 1024 x 768.

B. Using the *WizeHive* System to Create an Application

The first time you enter the *WizeHive* system (<https://app.wizehive.com/apps/nofa2019Hsg>), you will be instructed to enter an email and create a password in the “Signup” area. In subsequent visits, you will be required to enter the same email and password in the “Login” area.

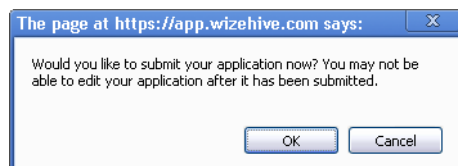
In an effort to help you save the data that you’ve entered into the application, the *WizeHive* system will automatically save your work every ten (10) minutes. This action will create a pop-up box in the middle of the screen that indicates that the form is being saved and will fade away in a few seconds.

In addition, on an intermittent basis, we recommend that you take the following two steps to be sure to save all of your work:

1. Select **BOTH** “Save Draft” **AND** “Continue Editing” by clicking the (radio) button to the left of each of those options, and
2. **ALSO PRESS** the “Save Draft and Continue Editing” button.

Once you have completed the application and uploaded all attachments, you may proceed to submit your application by following the next two steps:

1. Select “Submit Application”. The (radio) button will automatically appear selected next to “**AND** Submit Application”.
2. Proceed to **ALSO PRESS** the “Submit Application and Submit Application” button. The following message will display:



NOTE: WizeHive will not allow you to submit the application until you have completed all required fields. It will indicate the missing information with the following message after the first incomplete field: **Please enter all required fields.** Once all fields have been completed, you may try to submit the application again.

- When you click “OK”, you will be redirected to the *WizeHive* entry confirmation page. It will display as:



- Your submission is now complete. Print a copy of this page that displays your Order ID for your records. At this point you can either click the “Return to Main Menu” or “Logout”. If you click the “Return to Main Menu” you will be directed to this screen:



C. Creating Multiple Applications in the *WizeHive* System

Organizations may submit more than one program proposal. We recommend that you submit the first application utilizing the complete process outlined in “B.” above. Additional proposals for different programs can be created from the Main Menu by clicking the “Create a New Submission” button. As an aid in creating additional applications, basic information from the prior application will pre-populate in several of the text fields. Review the pre-populated data fields, as one or more may be incorrect and will need to be adjusted for the new application. Some uploads will transfer to the new application. If new uploads are attached, it will replace the previously uploaded attachment.

D. Uploading Attachments in the *WizeHive* System

The attachments below are itemized according to the Section names at the top of each part of the application. Multiple pages must be uploaded as a single attachment in .pdf format. Be careful when uploading an attachment, as the *WizeHive* system will only accept one attachment per individual response. If a document is uploaded incorrectly, press the “Select a File” button to replace the incorrect document. You may then browse the documents on your computer to select and upload the correct document (the system will only retain the last attachment uploaded per response).

- Section I: Program Details – No attachment required
- Section II: Organization Information – J. Attach Federal Tax Exemption Determination Letter
- Section II: Organization Information – K. Attach Certificate of Good Standing with the Secretary of State
- Section II: Organization Information – L. Attach IRS W9 Form
- Section III: Contact Information – No attachment required
- Section IV: Executive Director / CEO information – J. Attach ED/CEO Résumé
- Section V: Organizational Capacity – A. Attach Board of Directors list
- Section V: Organizational Capacity – B. Attach certification/resolution authorization
- Section VI: Financials – A. Attach most recent fiscal year-end financial statements (audited statements preferred)
- Section VI: Financials – B. Attach most recent fiscal Single Audit (organizations expending more than \$750,000 in federal funds in the fiscal year)
- Section VI: Financials – C. Attach most recently filed IRS Form 990 (if applicant is non-profit organization)
- Section VI: Financials – E. Attach Funding History spreadsheet
- Section VI: Financials – G. Attach Schedule of Federal Awards
- Section VI: Financials – J. Attach CFO’s Résumé
- Section VII: Program Information – C. Program Funds, 1. Attach Budget Document
- Section VII: Program Information – C. Program Funds, 2. Attach Budget Narrative
- Section VII: Program Information – D. Program Staff, 1. Attach Entity Organizational Chart
- Section VII: Program Information – D. Program Staff, 2. Attach Résumés
- Section VIII: Outcomes – A. General Outcomes Questions – No attachment required
- Section VIII: Outcomes – B. Program-Specific Outcomes: Neighborhood Development – No attachment required
- Section VIII: Outcomes – B. Program-Specific Outcomes: Housing Services – RHAMP – Attach Draft Sec 3 Plan
- Section VIII: Outcomes – B. Program-Specific Outcomes: Housing Services – CHDO – Attach documents required for CHDO Certification:
 - 3. Bylaws
 - 4. Sponsor Statement
 - 5. Key Development Staff
 - 6. Low Income Input Process
 - 7. Planned Housing Development Projects
 - 8. In-Progress Housing Development Projects
 - 9. Active Rental Properties
 - 10. For-Sale Units
- Section IX: Required Certifications – C. Attach Lobbying Certification
- Section IX: Required Certifications – E. Attach Drug-free Workplace Certification
- Section X: Optional Information – A. Community Support Letters (not required)
- Section X: Optional Information – C. Program Brochures, Marketing Materials, etc. (not required)