

Homeownership Counseling Grant Program

Wells Fargo Housing Foundation Application Guide

January 2018

Together we'll go far

www.cybergrants.com/wellsfargo/HGP/quiz

Homeownership Counseling Grant Program - Eligibility Quiz

Do you represent a U.S. based IRS qualified charitable 501(C)(3) organization with a valid Tax ID #? If so, do you certify that you are an official representative and have authority to submit an application on behalf of the organization?



No

If No:

Your responses to the quiz questions have indicated that your proposal does not meet our funding guidelines. Please refer to the Housing Foundation website for complete program guidelines: http://www.wellsfargo.com/about/corporate-responsibility/community-giving/housing-foundation.

If Yes:

Does the program/project serve low- to moderate-income individuals/families? (Low- to moderate-income defined by HUD as 80% or less of the Area Median Income (AMI) adjusted for family size).

Yes

No

If No:

Your responses to the quiz questions have indicated that your proposal does not meet our funding guidelines. Please refer to the Housing Foundation website for complete program guidelines: http://www.wellsfargo.com/about/corporate-responsibility/community-giving/housing-foundation.

If Yes:

Has your organization completed at least two consecutive years of operations as of the date of application?

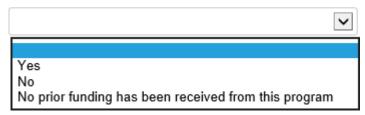


If No:

Your responses to the quiz questions have indicated that your proposal does not meet our funding guidelines. Please refer to the Housing Foundation website for complete program guidelines: http://www.wellsfargo.com/about/corporate-responsibility/community-giving/housing-foundation.

If Yes:

If your organization has received prior Homeownership Counseling Grant Program funding, an online impact report must be submitted for consideration of future funding. Any applications submitted from an organization that has an outstanding impact report will be declined. If prior funding was received through this program, was an impact report submitted as stated in the Grant Agreement?



If No:

If you received grant support in the last two years, you must submit a Nonprofit Online Impact Report prior to applying for new grant funding. If you have questions about this requirement, please contact the Housing Foundation at 612-667-5131.

If Yes, or No prior funding has been received from this program:

I agree that no goods and/or services were promised, in whole or in part, for contributions that may be received as a result of this application.





If I disagree:

Please contact the Wells Fargo Housing Foundation at (612)667-5131 for further information. Thank You.

If I agree:

Congratulations! You are eligible to apply to the Homeownership Counseing Grant Program. Please click here to be directed to the Login and Registration page.

Registration / Log In

Online Grant Application

www.cybergrants.com/wellsfargo/HGP/application

Homeownership	Counseling	Grant P	rogram

First time user? Create your password

Please Log In

indicates required field

NOTE: If you have not previously registered on the Wells Fargo site, please click on the link above for first time users. This will take you to the registration page which is required in order for you to complete an application. If you have previously registered, you may use your existing login credentials. If you need your password reset, please click on the "Forgot your password?" link below. Applications from nonprofits are accepted during set application submission periods, posted on the Homeownership Counseling Grant Program website.

For more information about the Homeownership Counseling Grant Program, please visit our website at: Wells Fargo

Click here to download the Homeownership Counseling Grant Program Application Guide to know what information will need to be provided to request grant funding. HCGP

Application Guide

Click here to download the Homeownership Counseling Grant Program Impact Report Guide. Review the Impact Report Guide to know what information is required to be provided within one year of grant award. HCGP Impact Report Guide

* E-mail Address:	
* Password:	
Invitation Code (optional):	
	Log In

Forgot your password?

Click here if you forgot your password.

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

Click here for technical assistance; available on every page.

► Need Support?

Registration Information

	* indicates required field
* First Name:	
* Last Name:	
* Telephone Number:	
* E-mail Address:	Please enter your e-mail address, e.g. yourname@yourdomain.com. You will need your e-mail address to log in.
* Password:	The password must be between 7 and 12 characters. Any letter or number is valid. The following special characters are also allowed '!#\$'. The password 'password' is not valid.
* Confirm Password:	
Invitation Code:	Enter the invitation code if you were provided with one by the grantmaking organization. Not required
* Organization Name:	Enter the legal name of the organization for which you are applying.
* Zip/Postal Code:	
Information	
Tax ID/Charity ID (if applicable):	Enter the nine digit U.S. Tax ID of the 501(c)(3) non-profit organization for which you are applying. If you do not know the organization's Tax ID, please contact the business office of the organization or call the IRS toll-free at 1-877-829-5500. If your organization is not located in the United States or otherwise does not have a U.S. Tax ID number then leave this field empty. Tax ID # is required
	Save Cancel

Welcome Page

Homeownership Counseling Grant Program

Edit Profile | Logout

Welcome, mimi phillips!

Ensure correct organization selected.

Welcome, mimi phillips!

The organization you are currently associated with is CyberGrants TEST Organization.

If you work with multiple organizations, click here to add a new organization to your account.

Application Overview

The Wells Fargo Housing Foundation Homeownership Counseling Grant Program grant application consists of eight sections, each of which must be completed for your proposal to be considered. Please be sure to save your work as you complete the application as it will time out after 30 minutes of inactivity and all unsaved work will be lost.

- Contact information pertaining to your organization
- 2. Basic information pertaining to your organization
- 3. Detailed information about your organization
- The proposal your organization is submitting for approval
- Demographics
- Attachments relevant to your proposal
- 7. Community Development Support
- Final Agreement

Once submitted, your application cannot be modified, so you may wish to familiarize yourself with a READ-ONLY version of the online application before beginning.

READY TO BEGIN? Click the "Start a New Application" link at the end of these instructions.

Helpful Hints

Before you begin, we recommend that you review the following:

- . To save an in-progress application and return to work on it later: Close your browser after clicking the "Save and Proceed" button.
- To return to your saved application: Type the following URL in your browser's address bar to gain access the login screen directly:

www.cybergrants.com/wellsfargo/HGP/application

You may wish to bookmark this link for future reference.

Bookmark URL to return to or preview HCGP application(s).

Once you've logged in again, click the "Continue" link to the left of the application's Project Title, below.

- To delete an incomplete or erroneous application that you've started: Click the trash can icon next to its Project Title, below.
- To print a paper copy of your completed application: Prior to submitting your application you will see a summary screen of your entire application. Select "Print" from your web browser's "File" menu.
- To review an application that your organization has previously submitted: Click the "View" link next to the appropriate Project Title below.

NEED HELP? If you have technical questions regarding this application, use the "Need Support" link located at the bottom of every page to contact our support team.

Welcome Page



Action	Project Title	Application Date	Application Amount
View	Homeownership Grant Program	01/03/2014	\$3,000.00
View	Community Connection Grant Program to support general operating expenses	01/22/2014	\$1,000.00

» Start a New Application «

Click here to start a new application.

Need Support?

Click here for technical assistance.

Navigation

Each section of the application will have a timeline like the one below to help you monitor your progress. The arrows (>>)indicate your current position. Clicking a link in the timeline will take you to that section.

Welcome Page	Contact Information	Organization Profile	Organization Details	Project/Program Information	Demographics	Attachments	Community Development Support	Agreement
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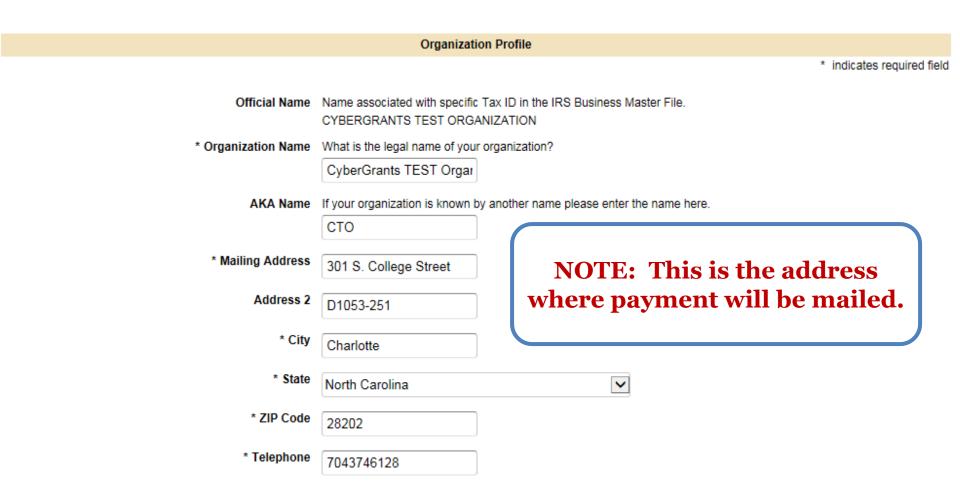
Request for Proposal

Community Organization Organization Project/Program Contact Welcome Page Attachments Demographics Development Agreement Information **Profile** Details Information Support Contact Information indicates required field Match: Check the box to associate this individual Name: JOHN DOE Telephone Number: 7043746128 with this application. E-mail Address: john.doe@aol.com Name: MIMI PHILLY Match: Check the box to associate this individual Telephone Number: 123 with this application. E-mail Address: marian.phillips@wellsfarqo.com Save and Proceed Create New

Need Support?

Select an existing contact or create a new contact. Please select <u>one</u> primary contact only.

Organization Profile



Organization Profile

* Website Address	org@website.org	
* Year Founded	2000	
Brief History of Organization	brief	
	(1995 character(s) remaining)	
* Mission Statement	Provide a brief mission statement for your organization.	
	support lmi	
	(689 character(s) remaining)	
* IRS W-9 Form and 501(c)3 determination letter	Note that the December 2014 v Click here to download IRS W	a copy of the organization's IRS 501(c)3 determination letter is required to be uploaded ersion of the W-9 form must be uploaded. /-9 form. IB any file format, except HTML, is acceptable.

• w9 dec 2014.pdf (116.53 K), uploaded by mimi phillips on 02/11/2016 [Delete File]

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Organization Profile

* Is your organization classified as a 509(a)3 supporting organization by the IRS?

If Yes:

Please upload one of the following: (1) IRS letter stating that the organization is Type I or Type II; or (2) external legal opinion stating that the organization is Type I or Type II with a reasoned explanation that references the IRS tax code and illustrates how their organization's governing structure fits into Type I or Type II.

Upload File

Save and Proceed

Need Support?

Organization Details

* Request Date	Request Date
	12/27/2016
	e, ethnicity, color, gender, national origin, religion, age, sexual orientation, gender identity, genetic information, physica protected veteran or any other status protected by federal, state or local law?
If yes, please explain basis for discrimination (e.g. organization serves only one gender).	Note that organizations who respond 'yes' may be subject to additional review.
* Organization's Programs and Services	List programs and services offered by organization
	~
	(2000 character maximum)
* Organization's Long Range Goals	List the top 5 strategic goals for your organization.
	~
	(2000 character maximum)
board role of President/Chair, VP, Secretary,	Include any professional affiliation and title. For example: John Smith/Chair - ABC Foundation; Sue Brown/Treasurer - ABC Foundation
	Add to List

Organization Details

* Is your organization part of a national organization affiliate network?



If Yes:

If you are a member of a National Organization, please select the appropriate organization from the list below.

If you are a member of a National Organization, please select the appropriate organization from the list below.



Organization Details

	(ex: Wells Fargo - \$10,000; ABC Foundation - \$5,000)
Amounts - Limit to Top 5	
	(2000 share the residence)
	(2000 character maximum)
* Notification Information	Please indicate who at grantee organization should be notified of check delivery (enter name and email address) if grant is awarded. This information will display on electronic payment notification sent to grant seeker.
	<u></u>
	(100 character maximum)
* Organization's Primary Contact at Wells Fargo	Indicate the name and email address of the organization's primary contact at Wells Fargo, if any. Enter "N/A" of no applicable. This question is intended for informational purposes only. The existence of a business relationship with Wells Fargo will not affect an organization's consideration for grants by the Wells Fargo Foundation.
	^
	→
	(100 character maximum)

Need Support?

Save and Proceed

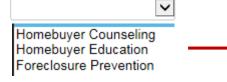
Project/Program Information

* indicates required field

* Program	Homeownership Counseling Grant Program
* Event/Project/Program Area Served	Select the area where the event/project/program area is being served.
* Requested Grant Amount	(In U.S. dollars)
* Impact	Enter the number of member organizations/affiliates that will benefit from this grant funding. If not applicable, enter 0.
* Sub-granting	If awarded grant funding, will these funds be sub-granted?
Total Amount of sub-grant(s)	
* Total Budget Amount	Provide the total amount budgeted for the event/project/program.
* Detailed Budget	Attach a detailed project budget specific to this grant request. Note: Maximum file size is 10 MB any file format is acceptable, except html Upload File

* Provide a list of staff and their roles associated with	(ex: Jane Doe/Project Manager; Manages project)	
the event/project/program.		
	Add to List	
	Remove from List	
* Event/Project/Program Description	Brief description of event/project/program that is specific to this funding request.	
	^	
	(2000 character maximum)	
* Detailed Event/Project/Program Information	Upload a detailed project summary that specifically explains the event/project/program for which funding is being requested. Explain why your organization is requesting grant dollars for this purpose. Upload a brochure if appropriate	
	Upload File	
* Describe the success metrics you will use to ensure		
a successful project/program, including expected outcomes and impact. Be specific.	^	
	(2000 character maximum)	

* Program Segment (?) Select an area where the majority of the grant funds would be spent.



Homebuyer Counseling: Counselor-to-client assistance that addresses unique financial circumstances and housing issues, and focses on overcoming specific obstacles to achieve housing goals such as repairing credit, locating cash for a down payment, recognizing predatory lending practices, understanding fair lending and fair housing requirements, avoiding foreclosure, or resolving a financial crisis. -Includes credit and budget counseling efforts Homebuyer Education: Education with an established curriculum and instructional goals, provided in a group or classroom setting or via other formats (online), that covers such homeownership topics as the home-buying process, how to maintain a home, budgeting, the importance of good credit, and other home buying related subjects. -Pre homebuyer education includes 4-8 hour workshops -Post homebuyer education includes reverse mortgage education efforts Foreclosure Prevention: Counseling efforts designed to help families keep homes that are facing foreclosure and stabilize the overall housing market. Provides information and assistance to avoid foreclosure.

Counseling/Education	If this project focuses on Counseling/Education, complete this section of the application. If not applicab continue to the next section.	
Funding Purpose Category	only. All values must total to 100%.	
	% Pre-Purchase Counseling and Education	
	% First Time Homebuyer	
	% Post-Purchase Counseling and Education	
	% Foreclosure Prevention	
	% Other	
If Other selected above, indicate the type of pre- purchase workshop/session this grant will focus on.		

Pre-Purchase Counseling/Education

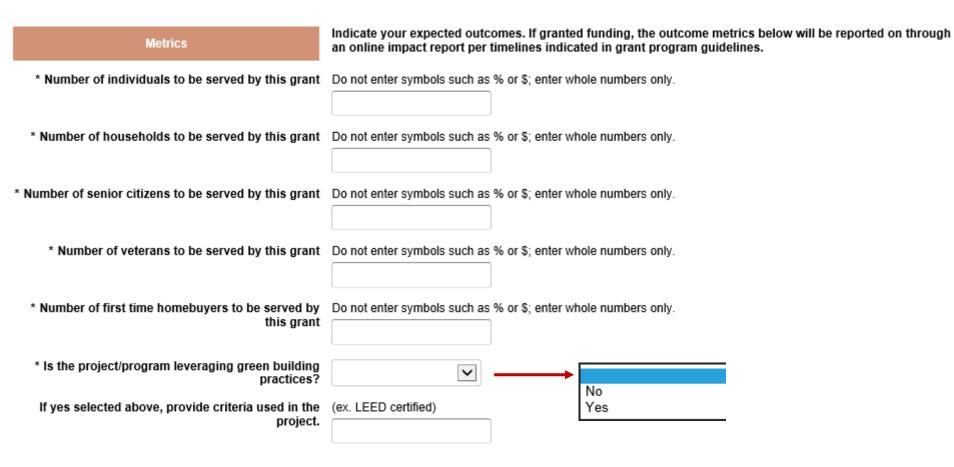
Indicate the number of <u>pre-purchase</u> workshops/sessions to be provided with this grant funding, if awarded. Enter whole numbers only. If this project does not focus on pre-purchase counseling/education, skip to next section.

Budgeting/Financial Education	Do not enter symbols such as % or \$; enter whole numbers only.
Credit Counseling	Do not enter symbols such as % or \$; enter whole numbers only.
First Time Homebuyer	Do not enter symbols such as % or \$; enter whole numbers only.
Homebuyer Workshops	Do not enter symbols such as % or \$; enter whole numbers only.
Other	Do not enter symbols such as % or \$; enter whole numbers only.
If Other selected above, indicate the type of pre- purchase workshop/session this grant will focus on.	

purchase workshop/session this grant will focus on.

Post-Purchase Counseling/Education/Foreclosure Prevention	Indicate the number of <u>post-purchase and foreclosure prevention</u> workshops/sessions to be provided with this grant funding, if awarded. Enter whole numbers only. If this project does not focus on post-purchase counseling/education/foreclosure prevention, skip to next section.
Budgeting/Financial Education	Do not enter symbols such as % or \$; enter whole numbers only.
Foreclosure Prevention	Do not enter symbols such as % or \$; enter whole numbers only.
Home Maintenance	Do not enter symbols such as % or \$; enter whole numbers only.
Reverse Mortgage, Home Equity Loan, etc.	Do not enter symbols such as % or \$; enter whole numbers only.
Other	Do not enter symbols such as % or \$; enter whole numbers only.
If Other selected above, indicate the type of post-	

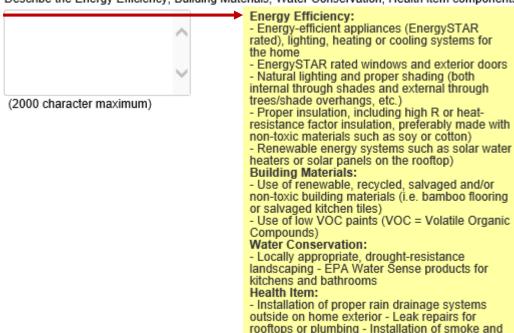
Type of Workshops/Sessions	Indicate the number of workshops/sessions to be provided with this grant funding, if awarded. Enter who numbers only.
Counselor-to-Client Assistance (1:1)	Do not enter symbols such as % or \$; enter whole numbers only.
Face-to-Face via Group Education (Classroom)	Do not enter symbols such as % or \$; enter whole numbers only.
Online/Internet	Do not enter symbols such as % or \$; enter whole numbers only.
Telephone Counseling	Do not enter symbols such as % or \$; enter whole numbers only.



the green component(s) of your project. (?)

If yes selected above, provide information regarding Describe the Energy Efficiency, Building Materials, Water Conservation, Health item components of this project.

carbon monoxide monitors to ensure indoor air quality - Installation of kitchen/bathroom fans for air ventilation and to prevent mold - Sealing home cracks to prevent pests and rodents



* If the project/program is located in a rural area,, indicate the Census Tract Code location of the project. If not Rural, enter N/A.

* Is the project/program rehabbing a Real Estate Owned Property?

If yes, who was the REO property acquired from? Provide the full name of the company or municipality. (city, bank, etc.)

Census Tract Code information can be obtained	ed from https://geomap.ffiec.gov/F	FIECGeocMap/GEOcodeMap1.aspx
<u> </u>	No Voc	

Save and Proceed

Attachments

Attachments

* indicates required field

In order to fully process this application, financial documentation covering the past two years must be provided.

- 1. Click on the "Browse" button
- 2. Go to the location of the document on your computer
- 3. Highlight the document and click "OK"
- 4. Click "Upload"

Note: The maximum size allowed is 10MB (i.e. 10485760 Kilobytes). If your file is larger than the maximum size allowed, please click here to access instructions on how to resize your file.

* Form 990 and Audited Financial Statement Attach a copy of the organization's most recently filed IRS form 990 including schedule A, if applicable, (can be downloaded from guidestar.org); and most recent audited financial statement. We encourage you to upload bothdocments in order for us to be able to fully review your application. Note: Macimum file size is 10 MB any file format is acceptable, except HTML. If you file exceeds the maximum file size, please break your document down into more than one file in order to upload.

Upload File

Save and Proceed

Need Support?

Demographics

Demographics

* indicates required field

We gather the following data for tracking purposes only and do not base our grant decisions on the information collected. We do not share your specific information with any other organization. We refer to this information as we seek to measure our giving history against our diversity mission. Our diversity mission encompasses a commitment to being an inclusive company where all people are treated fairly, recognized for their individuality, promoted based on performance, and encouraged to reach their full potential. We believe in recognizing, understanding, and respecting differences among all people.

ecognizing, understanding, and respecting differ		ng all people.	r encouraged to reach their full potential. We believe i
* Ethnicity	/Race (?)	What is the breakdown of those to be served by this grant, if aw Enter whole numbers only. All values must total 100 percent.	varded?
Hispanic or Latino (Ethnicity): Cuban, Mexican, Chicano, Puerto Rican, South or Central American, or other Spanish culture or origin,		Click on the "?" to the left for category definitions and please protracked by your organization.	ovide your best estimate if this number is not officially
egardless of race.		% Hispanic or Latino	
American Indian/Alaskan Native (Race): Origins in any of the original peoples of North America, people who maintain cultural		% American Indian/Alaskan Native	Complete all demographic information, if known.
dentification through tribal affiliation or ommunity recognition; not of Hispanic or Latino		% Asian	If not become plants amount
rigin. Asian (Race): Origins in any of the original Beoples of the Far East, Southeast Asia, or the		% Black or African American	If not known, please provide a best estimate.
ndian subcontinent, including, for example, cambodia, China, India, Japan, Korea, Malaysia,		% Native Hawaiian or Other Pacific Islander	Enter whole numbers only.
Pakistan, the Philippine Islands, Thailand, and Vietnam, not of Hispanic or Latino origin.		% White	Do not enter % sign in any field.
lative Hawaiian or Other Pacific Islander Race): Origins in any of the original peoples of		% Two or More Races	
eoples of Europe, North Africa, or the Middle	* Gender	What is the gender breakdown of those to be served by this gra Enter whole numbers only. All values must total 100 percent.	ant, if awarded?
ast; not of Hispanic or Latino origin. wo or More Races: People who identify with		% of Men Served	
nore than one of the above five races; not of lispanic or Latino origin.		% of Women Served	

Demographics

* Age Group	What is the age breakdown of those to be served by this grant, if awarded? Enter whole numbers only. All values must total 100 percent.	
	% Children (Birth-17 yrs)	
	% Young Adults (18-24 years)	
	% Adults (25-64 yrs)	
	% Senior Citizens (65 yrs+)	
	% All Ages	
% of LGBTQ Population Served	If this does not apply, leave blank.	
* Support for Persons with Disabilities (PWD)	D) Enter the percentage of support for Persons with Disabilities (PWD) to be served by this grant, if awarded Entries must total 100%.	
	% PWD	
	% Non-PWD	
* Support for Military/Veterans	Enter the percentage of Military/Veteran personnel to be served by this grant, if awarded. Entries must total 100%.	
	% Military/Veteran Personnel	
	% Non-Military/Veteran	
	0	
	Save and Proceed	

Need Support?

Community Development Support

Community Development Support

* indicates required field

Please determine if your project/program benefits low- and moderate-income populations (those earning 80% or less of the area median family income) in one of the following Community Development categories:

- Affordable Housing The project/program will support the creation or promotion of affordable housing (including rental and owner occupied), provide services or technical
 assistance such as credit counseling, homebuyer and home maintenance counseling, financial planning, or other financial services related to homeownership targeted to lowand moderate-income populations.
- Community Services The project/program will provide community services targeted to low- and moderate-income populations, including but not limited to educational services, health and essential services; job training, day care services, etc.
- Economic Development (Small Business/Small Farm) The project/program will promote economic development by providing financing, services or technical
 assistance that targets businesses or farms with annual revenues of \$1 million or less.
- Neighborhood Revitalization/Stabilization The project/program will support activities that stabilize or revitalize low- and moderate-income neighborhoods, designated disaster areas; or distressed, underserved middle-income areas.
 - * Community Development Category

NOTE: Select one of the following two categories: Affordable Housing or Neighborhood Revitalization/Stabilization. Other categories listed do not apply to this program.

~

Affordable Housing
Community Services
Economic Development (Small Business/Small Farm)
Neighborhood Revitalization/Stabilization
Not Applicable

Community Development Support

		_
* Community Development Description	Describe how Development	w your project/program benefits low-and moderate-income populations in the selected Community t category.
		^
	(2000 charac	cter maximum)
* Low to Moderate Income Group Served?	earning 80%	ect/program funded by the grant proceeds primarily benefit low- and moderate-income populations (those or less of the area median family income)? Please refer to the FFIEC's website fiec.gov/geocode/default.aspx) to determine the HUD Estimated MSA/MD/non-MSA/MD Median Family
		No Yes
		Tes
If yes, please provide the percentage moderate-income cli	e of low- and ents served:	Enter the percentage of LMI clients served. Do not include the percentage sign; please only include numerals.
This in	formation is:	
LMI data is o	current as of:	MM/DD/YYYY
* Please provide the <u>name, title, pho</u> <u>address</u> of the individual supplying this		
		(255 character maximum)
		Save and Proceed

Grant Seeker Acknowledgments

Agreement
* indicates required fie
You must agree to the statements below in order to submit this application.
* Confirmation Selecting this field confirms your agreement that no goods or services will be provided exclusively to any Wells Fargo organization and/or its team members as a result of receiving this donation, if awarded.
☐ No goods/services/benefits are provided exclusively to Wells Fargo, its affiliates or team members.
Acknowledgement On behalf of the organization(s) for which I am submitting this information, I represent that the information submitted in this application is true and correct, and I agree that it may be relied upon by Wells Fargo for its intended purpose. This information has been reviewed and approved by a staff member of the nonprofit organization.
☐ I agree
Coursed Deserved

Need Support?

Review and Submit

Review Your Application

- At this time, you will have the opportunity to review your application. This is your opportunity to edit any of the information that has been entered before submitting the application.
- If edits are necessary, please click on that individual section. Once that change is made select save and proceed until you return to the "Review Your Application" page.

Submit Your Application

Submit your application by selecting the "Submit" button at the bottom of the page.

Email Confirmation

You will receive an email confirmation acknowledging our receipt of your application.

Resources

- Program Questions
 - Michelle Grier at michelle.grier@wellsfargo.com
- Application, Report and Compliance Questions
 - The Wells Fargo Housing Foundation at wfhf@wellsfargo.com
- Technical Assistance
 - "Need Support" link within application site
 - Marian Phillips at <u>marian.phillips@wellsfargo.com</u>