

State of Wisconsin Department of Administration
Division of Energy, Housing and Community Resources

FLEXIBLE FACILITIES PROGRAM IMPLEMENTATION HANDBOOK

CHAPTER 1: INTRODUCTION



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CHAPTER 1: INTRODUCTION

1.0 Introduction

The purpose of the *Flexible Facilities Program (FFP) Implementation Handbook* is to provide grantees (local and tribal governments), subrecipients, and grant administrators with information and compliance requirements to guide them in successfully implementing their FFP project. A listing of the attachments for each chapter of the *Handbook* are provided in the *FFP Implementation Handbook Chapter Attachments List* (Attachment FFP-01-01 for this chapter of the *Handbook*).

1.1 Definitions of Key Terms

Definitions of key terms for the FFP that are referenced in this and other chapters of the *FFP Implementation Handbook* are provided below.

Definitions of Key Terms for the FFP	
2 CFR Part 200	The Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly referred to as ‘Uniform Guidance.’ As of 12/10/2024, the Uniform Guidance <i>2 CFR Part 200</i> updates released by the Office of Management and Budget (OMB) on 10/1/2024 do not apply to the Capital Projects Fund grants, with the exception of updates to the single audit requirements raising the threshold from \$750,000 to \$1,000,000. When referencing Uniform Guidance <i>2 CFR Part 200</i> (ecfr.gov) make sure to use the most recent version available prior to 10/1/2024.
American Rescue Plan Act of 2021 (ARPA)	Law enacted by the U.S. government in response to the public health emergency with respect to the Coronavirus Disease (COVID-19), which established the funding source for the FFP, awarded to the State of Wisconsin and disbursed through the U.S. Department of Treasury Capital Projects Fund (CPF)

Definitions of Key Terms for the FFP	
Broadband	High-speed Internet access using high-speed transmission technology where service reliably meets or exceeds 100 Mbps download speeds and between 20 Mbps and 100 Mbps upload speeds and be scalable to a minimum of 100 Mbps symmetrical for download and upload speeds (source: <i>FCC</i>)
Capital Projects Fund (CPF) Program	Coronavirus Capital Projects Fund , as defined by the U.S. Department of the Treasury
Community Center or Multi-purpose Community Facility	Any public meeting place that provides academic, cultural, educational, or social services, such as those under the statutory definitions of “senior citizen center,” “youth center,” or “community center” [<i>Exception: Facilities owned or operated by public or private K-12 schools and institutions of higher education are <u>ineligible</u> for FFP funding.</i>]
DOA	State of Wisconsin Department of Administration, the awarding State agency of the FFP
DEHCR	Division of Energy, Housing and Community Resources, the division within DOA serving as the administrator of the FFP on behalf of the State and DOA
Flexible Facilities Program (FFP)	State of Wisconsin Department of Administration Flexible Facilities Program, a grant program funded with by the U.S. Department of Treasury Capital Projects Fund
Grantee	Local or tribal government that was awarded FFP funding from the State of Wisconsin DOA
Program	Flexible Facilities Program (FFP)

Definitions of Key Terms for the FFP	
Subrecipient (of the grantee)	A government or legal entity that enters into an agreement with the grantee to carry out part or all of the federally funded project; is accountable to the grantee for the use of the funds; and is subject to compliance with applicable program requirements <i>[Note: An FFP subrecipient is the government or non-profit entity for which the Grantee applied for the FFP funding. It is separate from and <u>not</u> an entity of the Grantee’s government and not a contractor. The Grantee is serving as the pass-through agency and disburses the FFP funds to the subrecipient, which implements part or all of the project.]</i>

1.2 The Program

The State of Wisconsin’s Flexible Facilities Program (FFP) is funded through the U.S. Department of Treasury. The American Rescue Plan Act of 2021 (ARPA) appropriated \$10 billion to Treasury to provide payments to states, territories, freely associated states, and tribal governments to carry out critical capital projects in response to the Coronavirus (COVID-19) pandemic public health emergency. This established the *Coronavirus Capital Projects Fund (CPF)* aims to:

- directly support recovery from the COVID-19 public health emergency by strengthening and improving the infrastructure necessary for participation in work, education, and health monitoring that will last beyond the pandemic;
- enable investments in capital assets designed to address inequities in access to critical services; and
- provide the modern infrastructure necessary to access critical services, including a high-quality and affordable broadband internet connection.

The State of Wisconsin was awarded \$115 million from Treasury for the FFP to address the needs of residents living in communities disproportionately impacted by the COVID-19 pandemic.

To be eligible for grant award consideration, FFP applicants needed to demonstrate that their project would include the following:

- construction, renovation and/or expansion of a public library, community center, or multi-purpose community facility that is open and accessible to the general public; *and*

- provisions for public access to high-speed internet (defined as internet that reliably meets or exceeds 100 Mbps download speeds and between 20 Mbps and 100 Mbps upload speeds and be scalable to a minimum of 100 Mbps symmetrical for download and upload speeds), including the purchase and/or installation of digital connectivity technology, devices and/or equipment to facilitate broadband internet access, *and*
- provisions for the public’s direct access to work, education *and* health monitoring related opportunities.

Awards were made on October 7, 2024 to the highest scoring applicants with projects that met the FFP criteria, which included thirty-five (35) local and tribal governments throughout Wisconsin. A total of \$115,036,955 was awarded, including \$93,405,493 for projects that include the construction, renovation and/or expansion of libraries and multi-purpose facilities that have library spaces within them; and the remaining \$21,631,462 for other multi-purposes community facilities.

2.0 Granting Agency

The FFP Grant Announcement was issued, the grant agreement shall be executed, and the Program administration is managed by the State of Wisconsin Department of Administration (DOA). The DOA Division of Energy, Housing and Community Resources (DEHCR) will oversee Program and grantee project implementation, compliance monitoring, and reporting. DEHCR is the sole point of contact for the State during a grantee’s FFP project implementation. Grantees should direct communications and correspondence to their assigned DEHCR project representative (listed in their FFP award letter) or to the FFP email address at: FlexibleFacilitiesProgram@wisconsin.gov.

3.0 Grant Agreement

A required grant agreement between the Grantee and DOA will cover, among other things, the performance period, payment requirements, documentation requirements, reporting requirements, and budget. The terms of the grant agreement shall be effective as of the award date of October 7, 2024, and shall be in force until all eligible activities are completed and all required documents are submitted to DOA. The grant “performance period” is the award date through October 31, 2026. Costs may only be incurred according to the dates specified for each type of cost in the grant agreement and Chapter 8: *Financial Management* of the *FFP Implementation Handbook*, to be eligible to be reimbursed or paid with the FFP funds.

4.0 ARPA Compliance and Funding Information

A grantee is solely responsible for demonstrating that payments it receives under the FFP meet the eligibility requirements set forth under the American Rescue Plan Act of 2021 and other applicable state and federal laws, in addition to the Treasury guidance, grant agreement, *FFP Grant Announcement*, and *FFP Implementation Handbook*. The grant agreement requires that the grantee hold DOA and the State harmless for any audit disallowance related to the eligibility of costs or revenues, irrespective of whether the audit is ordered by federal or state agencies or by the courts and grantees will be solely responsible for repaying the ineligible amounts (plus any assessed interest, costs, or fees) to the State or the federal government.

DOA provides the following information regarding the ARPA source of funds:

Federal Award Identification Number: N/A

Federal Award Date: December 14, 2023

CFDA #: 21.029 Coronavirus Capital Projects Fund

Federal Awarding Agency: Department of the Treasury

Total Amount of the Federal Award: \$189,354,516.00

Amount of Federal Funds Obligated by this Award: \$115,036,955.00

Total Amount of the Federal Funds Obligated: Refer to Program Allocation

Research & Development: No

Indirect Cost Rate: N/A

5.0 Chapter Attachments List

The attachment for Chapter 1: *Grant Administration* of the *FFP Implementation Handbook* is listed below. This document is available on the *FFP Implementation Resources website* under the “Chapter Attachments/Fillable Forms” section.

ATTACHMENT FFP-01-01 FFP IMPLEMENTATION HANDBOOK CHAPTER
ATTACHMENTS LIST