

# Welcome to Application Training!

**We'll begin at 9:30AM Central.**

If you lose your connection, please completely back-out and re-enter via the meeting link you received.

*If you didn't register but want to receive any/all follow-up announcements, please email [FlexibleFacilitiesProgram@Wisconsin.gov](mailto:FlexibleFacilitiesProgram@Wisconsin.gov) and request to be added to the list.*

Please:

- Mute your microphone,
- Turn off your webcam, and
- Submit your questions using the meeting's **CHAT** feature.

*We'll pause after each topic to check for questions.*



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## 2024 APPLICATION TRAINING

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State of Wisconsin  
**Flexible Facilities Program (FFP)**

*Funding from the U.S. Dept. of Treasury  
Capital Projects Fund (CPF)*

**Webinar: May 9, 2024**

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## AGENDA\*

9:30am – 9:35am	Welcome & Introductions
9:35am – 10:25am	Capital Projects Fund (CPF) and Flexible Facilities Program (FFP) Overview
	Program Eligibility, Applicant Requirements and Application Documents
10:25am – 10:30am	Break
10:30am – 11:30am	Flexible Facilities Program Application Documents (continued)
	Q & A

*\*Times are approximate*



DOA.WI.GOV<sup>3</sup>

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## Introduction: Department of Administration Staff

### APPLICATION TRAINING PRESENTERS:

- Amanda Knack, Grants Specialist – Advanced
- Sally Smarzinski, Grants Specialist – Advanced

### ADDITIONAL STAFF:

- Mark Staff, Director, Bureau of Community Development
- Angela Davis, Community Development Section Chief
- Tamra Fabian, Housing Section Chief
- Ben Lehner, Grants Specialist – Advanced
- Casey Dobson, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced
- Juli Speck, Grants Specialist – Advanced
- Samantha Larsen, Grants Specialist – Advanced



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## Introduction: Training Goals

- Inform potential applicants about the program.
- Explain project and applicant eligibility requirements.
- Explain the FFP application submission and review processes.
- Explain the FFP application requirements and contents of the application packets.
- Answer questions.

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## Flexible Facilities Program Overview

- **U.S. Department of Treasury's Capital Projects Fund (CPF) Program** funding established through the American Rescue Plan of 2021
- **CPF Program 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 healthcare 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.

DOA.WI.GOV<sup>6</sup>

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## Flexible Facilities Program Overview (continued)

- State awarded \$107 million for grants.
- Grants awarded to local and tribal governments.
- For projects that enable work, education, and healthcare monitoring, including remote options, in public libraries, community centers, and multi-purpose community facilities to address the needs of residents living in communities disproportionately impacted by the COVID-19 pandemic.



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## Flexible Facilities Program Overview (continued)

- Highest scoring public library projects will receive prioritization of funding for up to \$20 million of the FFP funds available.
- The remaining amount of the \$107 million in FFP funds available will be awarded to the highest scoring projects, regardless of category, that include the construction, expansion or renovation of a
  - public library,
  - community center or
  - multi-purpose community facility,
- That meet the requirement of providing high speed internet and other digital connectivity equipment/devices that will enable work, education, and healthcare monitoring.



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## Eligibility Criteria

- Unit of general local government (UGLG) or tribal government must be FFP Applicant (a non-profit subrecipient must partner with local or tribal government to receive project funding); ***and***
- Project must include the construction of a new or the expansion or renovation of an existing public library, community center, or multi-purpose community facility that serves as a public meeting space that is open and accessible to the public;

Exclusion:

General construction or improvement of traditional schools (e.g., public and private K-12 schools, institutions of higher education – colleges, universities), including school libraries, are not eligible FFP projects.

***and...***



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## Eligibility Criteria (cont.)

- Facility must provide for 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 devices and/or equipment to facilitate broadband internet access; ***and***
- Facility space and digital connectivity resources must directly enable work, education ***and*** healthcare monitoring; ***and***
- Facility must continue to be owned by the local or tribal government (or qualifying subrecipient) and provide the FFP project services for 5 years following the closeout of the FFP project.



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## Eligible Projects

### Examples of eligible projects include, but are not limited to:

- Construction of new community center or expansion of an existing public library, which includes providing publicly accessible computer labs with public Wi-Fi that allow users to:
  - Access job workshops, work programming, virtual job fairs, meetings with workforce development groups, virtual job interviews, job interview guidance and materials, and/or resources to compose resumes and apply for jobs; ***and***
  - Access educational opportunities such as online classes/sessions, educational and work partnership events and/or internships, resources for completing college applications, registering for classes, virtually visiting with an academic advisor, reviewing study materials, and/or conducting research for educational classes; ***and***
  - Attend telehealth or wellness appointments, virtually meet with a healthcare provider, access online materials relating to a health condition, and/or review instructions for an upcoming health appointment.

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## Applicant Criteria

- Must identify a need impacted by or created as a result of the COVID-19 pandemic.
- Must demonstrate how the project is reasonably likely to respond to it.
- Must certify that the proposed or existing project site will provide new or improved Broadband (high-speed internet) and digital connectivity that will directly enable work, education and healthcare monitoring upon project completion.

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## FFP Program Funding

- Maximum award per project: \$4,250,000
- No minimum Match required – must demonstrate funding of total project cost
- Two (2) categories of funding:
  - **Category A:**  
Capital projects for the construction of a new facility that meets the other project requirements.
  - **Category B:**  
Capital projects for the renovation or expansion of one or more existing facilities that meet(s) the other project requirements.
- Application/project may only be for one (1) category type.
- An Applicant is eligible to submit one (1) application per category.

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## FFP Program Requirements

### Upon Award (if awarded FFP funds):

- Award Acceptance
- Pre-Agreement Documents
- Execution of Grant Agreement
- Implementation Training(s) (as scheduled)
- Compliance with Grant Agreement & current FFP requirements – Including:
  - Policies and Regulations
  - Reporting and Recordkeeping Requirements and Documents
  - Project Milestones, Deadlines and Processes
- Compliance required regardless of subrecipient or grant administration arrangements.

DOA.WI.GOV<sup>14</sup>

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## FFP Program Requirements (cont.)

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Non-compliance may result in cancellation of grant and/or payback of FFP funds.



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## FFP Program Requirements (cont.)

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### Environmental Requirements:

- Subject to completing environmental review process specific to FFP.
- Not subject to National Environmental Policy Act (NEPA) unless environmental review reveals NEPA requirements are triggered or other funding source(s) for project require(s) it.
- Environmental review approval from DOA-DEHCR required ***prior to*** the **start of construction** and **acquisition of property** for the project (if property is being acquired for the FFP project site).



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## FFP Program Requirements (cont.)

### Acquisition and Relocation:

- Subject to Uniform Acquisition Relocation Assistance and Real Property Acquisition Policies Act of 1970 (i.e., URA) and State of Wisconsin eminent domain laws/statutes for acquisition and relocation requirements.



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## FFP Program Requirements (cont.)

### Procurement:

- FFP Funded Costs:
  - Construction: Must comply with 2 CFR Part 200.320, WI state statutes, and local or tribal government's policies.
  - Non-Construction Costs (including Professional Services): Must comply with 2 CFR Part 200.320 and local policies.
- Match Funded Costs:
  - Construction: Must comply with WI state statutes and local policies.
  - Non-Construction: Must comply with local policies.



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## FFP Program Requirements (cont.)

### Procurement (cont.):

- Sole source procurement requests will be reviewed after award (during pre-agreement process) on an individual case basis; requires justification (no general waiver for CPF FFP funding).
- Grant application preparation costs are ineligible for FFP funding so no procurement requirements apply.
- Contract language/insertions specifying FFP compliance will be required for all contracting.

### Financial Management:

- Subject to Uniform Guidance (2 CFR Part 200) for financial management systems, processes and internal controls; and program income.



## FFP Program Requirements (cont.)

### Fair Labor Practices:

- Subject to Contract Work Hours and Safety Standards Act (CWHSSA) (overtime rules).
- Subject to Fair Labor Standards Act (wage and hour rules).
- Subject to fair wage and other fair labor practices (requires payroll reporting to confirm compliance).
- Not subject to Davis-Bacon and Related Acts (DBRA) and federal prevailing wage rates unless other funding source(s) for the project require(s) it.



## FFP Program Requirements (cont.)

### Reporting:

- Quarterly reports summarizing the use of funds, describing the project's impact on the community(ies), and providing requested data.
- Final completion/closeout report and final grant payment request documentation required no later than 10/31/2026.
- Timing and conditions of grantee reporting are subject to change based on anticipated reporting guidance from Treasury.



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## FFP Program Requirements (cont.)

### 5-Year Sustainability/Continued Services Requirement:

- Must demonstrate the capacity to continue the program services for five (5) years after the FFP project closeout, and local/tribal government (or subrecipient) must retain ownership.
- Contact DEHCR with any questions pertaining to these restrictions.



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## FFP Program Requirements (cont.)

### FFP Grant Funded Costs Eligibility:\*

- Prior to Award Date: (may be reimbursed with FFP funds):
  - Architectural/Engineering (A/E) Costs (incurred on or after 3/15/2021 through 10/31/2026)
- On or after Award Date:
  - Grant Administration and other Professional Services (through 10/31/2026)
  - Non-Construction Costs (excluding Acquisition/Relocation) (through 9/30/2026)
- On or after signed Grant Agreement and Environmental Compliance Approval:
  - Acquisition/Relocation (through 10/31/2026)
  - Construction (through 9/30/2026)

*\*Contingent upon compliance with all FFP procurement and other requirements and providing the required documentation. Costs must have been incurred and invoiced for FFP draw-down.*




DOA.WI.GOV<sup>23</sup>

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A graphic featuring a yellow lightbulb with a white question mark inside, viewed through a magnifying glass. The background is a dark blue gradient. The text "Questions? FFP Program Overview" is displayed in white and yellow. A small Wisconsin Department of Administration logo is in the bottom right corner.

Questions?  
FFP Program  
Overview

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# Flexible Facilities Projects



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## FFP Projects: Eligible Facilities



Public Libraries



Community Centers



Multi-purpose Community Facilities





Senior Centers





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## FFP Projects: **ELIGIBLE Activities**

### **ELIGIBLE FFP Projects & Costs:**

- Construction costs for new construction and renovation or expansion of qualifying building facilities and spaces
- Purchase and installation of digital connectivity devices, equipment, materials, etc.
- Acquisition of real property and relocation (if applicable)
- Professional services for A/E, grant administration, acquisition/relocation, etc.



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## FFP Projects: **ELIGIBLE Activities (cont.)**

### **Notice regarding Multi-Purpose Community Facilities:**

- Treasury Guidance: “Projects must be designed to jointly and directly enable work, education, and health monitoring, but these activities need not be the exclusive function or purpose of the Project.”
- While other parts of a building may be deemed eligible, the extent to which the FFP funds are being used to achieve the goals of the FFP will be a factor in scoring for the Project Reach section of the FFP Application. Projects for which the FFP funding is used for costs unrelated to the FFP project goals may score lower in this category accordingly.



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## FFP Projects: **INELIGIBLE Activities**

### **INELIGIBLE FFP Projects & Costs:**

- General construction or improvement of traditional schools and school facilities (including school libraries)
- Infrastructure (streets, utilities, bridges, ports, etc.)
- Operational and staffing costs
- Internet and other service subscriptions and fees
- Grant Application preparation costs
- Any costs prior to March 15, 2021
- Refer to previous slides and Grant Announcement for other ineligible pre-Award and pre-Grant Agreement execution costs.



## Max. FFP Award, Match, and Allowable Admin.

	Category A: Construction of New Facility OR Category B: Renovation/Expansion of Existing Facility:
Maximum FFP Award Amount	up to \$4,250,000
Minimum Grantee Match	No Minimum Match Required
Maximum Grant Administration Cost (using FFP Award)	\$10,000 or 2% of FFP Award, whichever is greater (up to/not to exceed \$50,000)



## FFP & Application Process Overview

	Flexible Facilities Program (FFP)
Grant Type	Competitive
Available Department of Treasury Funding	Approx. \$107 million
Awards	Applications scored, ranked, and awarded based on available funding. Highest scoring library projects receive prioritization of funding for up to \$20 million. Remaining amount of the \$107 million available will be awarded to the highest scoring projects, regardless of category.
Denials	Appeal of a denial decision must be made by the UGLG within thirty (30) days of the date of the decision letter. NOTE: Must document that DEHCR made a scoring mistake. <i>Disagreeing</i> with a score assigned is <u>not</u> acceptable grounds for an appeal.



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## Timeline: FFP Grant Process

APPLICATION PROCESS:	TARGET/DUE DATE(S):
	<b>Flexible Facilities Program (FFP)</b> <i>Competitive Cycle</i>
Applications Available	April 26, 2024
Application Training	May 9, 2024
Application Questions	June 27, 2024 @ 2:00 PM CDT
Applications Due to DOA	July 11, 2024 @ 2:00 PM CDT
Award Letters	October 1, 2024 (on or before this date)
Acceptance of Award	Within 45 days of Award Letter
Implementation Training	To Be Determined
Pre-Contract Process; Contracts Drafted, Negotiated, & Executed	December 30, 2024 (on or before this date)*

\*Contingent upon Grantee's timely completion and submission of required pre-agreement documentation.



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## Additional Applicant Expectations

FFP Awards Project Timeline Requirements	
Pre-Construction Activities Start:	<b>On or after Award</b>
Construction Start:	<b>On or after</b> execution of FFP Grant Agreement and DOA approval of the Grantee's Environmental Review <i>(and On or after completion of acquisition activities if applicable to project)</i>
Construction Completion:	<b>No later than September 30, 2026</b>
Project Completion Documents & Final Payment Request:	<b>No later than October 31, 2026</b>



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## FFP Application



### PowerForm Signer Information

Enter the name and email address for each signing role listed below. The signer(s) will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

#### Applicant

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

#### Receives a completed copy (1)

Name:

Email:

#### Receives a completed copy (2)

Name:

Email:




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## FFP Application Form: **DocuSign Form**

Prior to starting and while completing the application in DocuSign, review and follow the guidance provided:

- [\*\*FFP Grant Announcement\*\*](#)
- [\*\*FFP Application PDF “courtesy copy”\*\*](#)
- [\*\*FFP Application Instructions for DocuSign Form\*\*](#)
- [\*\*FFP Scoring Rubric\*\*](#)

Access on the [FFP website](#).


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## FFP Application: **DocuSign Form**

### PowerForm Signer Information

- Form linked on the [FFP website](#).
- Follow the guidance in the [FFP Application Instructions for DocuSign Form](#).
- “Applicant” must be the chief elected official (CEO) or other authorized signer (employee or official) for the Applicant – cannot be Subrecipient or other 3<sup>rd</sup> party.

PowerForm Signer Information

Enter the name and email address for each signing role listed below. The signer(s) will receive an email inviting them to sign this document.

Please enter your name and email to begin the signing process.

Applicant

Your Name: \*

Your Email: \*

Please provide information for any other signers needed for this document.

Receives a completed copy (1)


Name:

Email:

Receives a completed copy (2)

Name:

Email:


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## FFP Application Form: **Section 1**

### Section 1 – Applicant Information

- Applicant Information:
  - Local or tribal government information and officials.
- Application Contact:
  - Person DOA is to contact for requests/questions on FFP application.
- Subrecipient Contact:
  - Required if Applicant is applying on behalf of a non-profit or another governmental entity.
  - List additional subrecipients if applicable in the space provided.

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## FFP Application Form: **Section 1 (cont.)**

### Section 1 – Applicant Information (cont.)

#### Advisory Notes:

- **SAM.gov Unique Entity Identification (“UEI”) number:**
  - Applicant and Subrecipient (if applicable) must have a UEI number (issued through Federal System for Award Management (“SAM”) [at <http://SAM.gov/content/home>].
  - Awardees will be required to have Active Registration on SAM.gov.
- **Project Site Address(es):**
  - Generally different project sites may constitute separate projects.
  - Some exceptions with renovation/expansion where multiple sites may be getting the same improvement (e.g., multiple library satellite locations).
  - New construction cannot be combined with renovation/expansion – considered separate projects.

DOA.WI.GOV<sup>38</sup>

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# FFP Application Form: Section 1 (cont.)

## Section 1.3 – Subrecipient Information (if applicable):

<p><b>1.3 Subrecipient Information (if applicable):</b></p> <p><i>If Applicant is applying for funds on behalf of a non-profit or another governmental entity that will be implementing the project and expending the funds, then provide the subrecipient information requested in this section. If there is more than one subrecipient, provide the subrecipient name(s) below and attach their UEI registration record in Section 8 of this application.</i></p> <p>Subrecipient Organization/Entity Name (if applicable): <input type="text"/></p> <p>Chief Executive/Official Name: <input type="text"/></p> <p>Chief Executive/Official Title: <input type="text"/></p> <p>Subrecipient Street Address: <input type="text"/></p> <p>Subrecipient City: <input type="text"/></p>	<p><b>1.3 Subrecipient Information (if applicable):</b></p> <p><i>If Applicant is applying for funds on behalf of a non-profit or another governmental entity that will be implementing the project and expending the funds, then provide the subrecipient information requested in this section. If there is more than one subrecipient, provide the subrecipient name(s) below and attach their UEI registration record in Section 8 of this application.</i></p> <p>Subrecipient Organization/Entity Name (if applicable): <input type="text" value="Village of Yourville"/></p> <p>Chief Executive/Official Name: <input type="text"/></p> <p>Chief Executive/Official Title: <input type="text"/></p> <p>Subrecipient Street Address: <input type="text"/></p> <p>Subrecipient City: <input type="text"/></p>
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*Some entry fields within Application are conditional and only appear after other data entry fields within form are filled in by Applicant.*



# FFP Application Form: Section 2

## Section 2 – Project Overview

- **Project Type** – Select Category A *or* Category B.
- **Facility Type** – Select Library, Community Center (specify type), *or* Multi-Purpose Community Facility (specify type).
- **Project Title** – Enter short name/brief phrase.
- **Feature Type(s)** – *Must* select at least 1; fill in required fields.
- **Equipment type(s)** – *Must* select at least 1; fill in required fields.
- **Number of beneficiaries** – Must enter a number; add method for calculation in next text box.
- **Facility location** – Enter miles range for location in relation to where majority of beneficiaries live; and facility accessibility through public transportation.
- **Program fees disclosure** – Indicate if fees will be charged.

Check Here to Select Feature Type:	Feature Type:	Enter Number of This Type of Feature:	Enter Square Footage of Added Space (as applicable):
<input checked="" type="checkbox"/>	Classroom[s]	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	Computer lab[s]	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	Multi-purpose space[s] (specify):	<input type="text"/>	<input type="text"/>



## FFP Application Form: **Section 3**

### Section 3 – Project Narrative

- **Project Description**

- Describe project scope of work.
- Describe mission, goals, and experience (of Applicant, and of subrecipient(s) if applicable) as they relate to the community services that will be made possible through the FFP project.

- **Project Need**

- Describe existing problem that demonstrates need for the project and how the community will benefit.



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## FFP Application Form: **Section 3 (cont.)**

### Section 3 – Project Narrative (cont.)

- **Project Reach**

- Describe project reach for work, education, and health monitoring, including how it will improve access to these areas.

- **Sustainability Plan**

- Describe capacity and plan (of Applicant, and/or of subrecipient(s) if applicable) to maintain and sustain the services proposed for at least 5 years after project completion.



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## FFP Application Form: **Section 4**

### **Section 4 – Community Engagement**

- Must demonstrate efforts were made and will continue after award to solicit community input on FFP project.
- Describe how solicited community input prior to application submission.
- Summarize plan for ensuring continued community engagement and input during the project implementation.

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## FFP Application Form: **Section 5**

### **Section 5 – Budget**

- Enter budget amounts – grant amount requested + match (if applicable); “Total Cost” field automatically calculates.
- Attach FFP Project Budget Form – include ALL costs to complete the project; activities to be paid with FFP grant must be eligible costs .
- Reminder:
  - All eligible construction, equipment/devices and installation must be completed by 9/30/2026.
  - Services or activities that directly enable work, education, and health monitoring must be provided for at least 5 years from the completion of the project.

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## FFP Application Form: **Section 5** (cont.)

### Section 5 – Budget (cont.)

#### 5.1 Attachment A – Project Budget:



Attach your Project Budget here.

Please download and fill out the Project Budget Form on the Flexible Facilities Program website at:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>  
(under the “Application Materials” section).

Save and upload the file here with the following file name:

(Applicant Name)\_Attachment\_A\_Budget



## FFP Application Form: **Section 5** (cont.)

### Section 5.3 – Professional Services Contract Costs

#### 5.3. Professional Services Contract Costs:

In the spaces provided below, list the professional services contracts that have been or potentially will be executed for the FFP project and provide the procurement information requested, and indicate whether a request for non-competitive procurement will be made if the applicant is awarded funds. Refer to the Grant Announcement for further guidance regarding this section.

Professional Service Type: <i>(e.g., Architectural, Engineering, Grant Administration, Acquisition, etc. – Excluding Grant Application Preparation Assistance)</i>	Contract Executed? <i>(Check Yes or No to indicate whether contract is executed)</i>	Applicant will be requesting approval of non-competitive procurement, if awarded FFP funds, from DEHCR for this contract under the provisions of 2 CFR § 200.320(c)? <i>(Check Yes or No. A request would only be required if the applicant plans to request the use of FFP funds to cover all or part of the contract cost and it was or will be non-competitively procured.)</i>
1) Grant Administration	<input type="radio"/> YES <input type="radio"/> NO	<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> TBD
2) _____	YES    NO	YES    NO    TBD
3) _____	YES    NO	YES    NO    TBD



## FFP Application Form: **Section 6**

### Section 6 – Matching Funds

- No minimum match required *unless* the total project cost exceeds the FFP grant amount being requested.
- If total project cost exceeds the FFP grant amount being requested, then documentation is required to show the status of match funds (committed, secured, pending, etc.).
- Match documentation is used to evaluate Applicant’s project readiness in terms of financial capacity, funding availability, and financial risk to complete the entire project as proposed.
- Attach Match Funding Source(s) Supporting Documentation.



## FFP Application Form: **Section 6 (cont.)**

### Section 6 – Matching Funds (cont.)

- If multiple Match documents, combine into one PDF file.
- Must demonstrate 100% of the funds needed to cover total project cost (the amount exceeding the proposed grant amount requested) is *committed and secured* to receive the maximum 10 points for the Match score.
- “Pledged” funds or “pending” loan/grant/credit applications ***do not*** qualify as match funds “secured”.
- “Secured” funds are only those in the bank/on-hand or a loan, grant, or credit line that the funding source has officially confirmed is “approved” or “awarded”.





## FFP Application Form: **Section 7**

### Section 7 – Financial Audit Information

- Purpose – Show Applicant’s financial management audit history & responsibility.
- Additional entry fields appear based on responses .
- Generally, a non-Federal entity that expends  $\geq$  \$750,000 in federal funds in a calendar year must have a single audit (i.e., a federally funded program(s)-specific audit) for that year per [2 CFR § 200.501](#).
- If awarded, Applicant and Subrecipient(s)(if applicable) will be subject to audit requirements for FFP project.

Did the applicant submit a single audit report for calendar year 2021 and/or 2022 to the FAC?  
Check the appropriate box(es) below and provide the additional item(s) requested for the response selected.

- YES. A single audit report was submitted to the FAC for (check each that is applicable):  
CY2021 – Enter date of report submission to FAC:  
CY2022 – Enter date of report submission to FAC:
- NO. A single audit report was *not* submitted to the FAC for CY2021 and/or CY2022.  
Enter the date of the most recent standard financial audit (auditing of the applicant’s financial records, procedures and processes):



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## FFP Application Form: **Section 8**

### Section 8 – SAM Unique Entity Identification (UEI)

- Must provide record from Federal System for Award Management (SAM) that shows Applicant name, address, and assigned Unique Entity Identification (UEI) number.
- Must provide SAM record for Subrecipient(s) if any for the FFP project.
- Cannot be debarred from federal awards
- Grantees (and their subrecipient(s) if applicable) awarded funds will be required to have complete, “Active” registration in SAM.



Provide a PDF copy of the record in SAM showing the applicant’s name, address, UEI number, and registration expiration date.

Save and attach the file here with the following file name:

(Applicant Name)\_Attachment\_C\_SAM\_UEI\_Record\_Applicant



Provide a PDF copy of the record in SAM showing the subrecipient name(s), address(es), UEI number(s), and registration expiration date(s) (if there is one or more subrecipient entities for the project). If there are multiple subrecipients, save the SAM records for all of them in one document and upload it here.

Save and attach the file here with the following file name:

(Applicant Name)\_Attachment\_C(2)\_SAM\_UEI\_Record\_Subrecipient

Access SAM records and get UEI # at:

<https://sam.gov/content/entity-information>



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## FFP Application Form: **Section 9**

### Section 9 – Designation of Confidential and Proprietary Info.

- Designation of Confidential and Proprietary Information (DOA-3027) form – Use form linked on [FFP website](#) (**Attachment D**).
- Applicable only if Applicant has CPI they seek to designate within their FFP Application.
- Check the box to indicate if the form is attached.
- Complete and attach/upload the form where specified in the application, if applicable.

**SECTION 9. DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION**

*Check the item below if it is attached and then attach the document, if it is applicable to your project.*

Designation of Confidential and Proprietary Information (DOA-3027) (optional)

Provide a copy of the Designation of Confidential and Proprietary Information form (if applicable)

Save and attach the file here with the following file name:

(Applicant Name)\_Attachment\_D\_Designation\_of\_CPI

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## FFP Application Form: **Section 10**

### Section 10 – Subrecipient Survey

- Check the box provided in Section 10 if applying for funds on behalf of Subrecipient(s).
- Complete Subrecipient Survey in Section 10 for (primary) Subrecipient.
- If multiple Subrecipients, complete a Subrecipient Survey for each one.
- Access the Subrecipient Survey form (for additional Subrecipients) on [FFP website](#) – **Attachment E**).
- Attach/upload 1 PDF at the end of Section 10.

**SECTION 10. SUBRECIPIENT SURVEY**

Check here if the applicant (local or Tribal government) is applying for the funds on behalf of a nonprofit organization or another government entity that will be the subrecipient of the funds to implement the project. Then complete the subrecipient survey in this section. If there are multiple subrecipients, complete the checklist for each subrecipient and include the additional checklist(s) in the attachment link provided below.

SUBRECIPIENT SURVEY			
Administrative	Yes	No	Unknown
1 Does the organization currently have a federal grant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.1 If no, has the organization had a federal grant within the last 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Does the organization currently have one or more staff members with experience in managing a federal grant?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.1 If no to question #2, will a third party be hired to manage this grant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 If yes to question #2, how many years of experience do they			

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## FFP Application Form: **Section 11**

### **Section 11: Attestations and Required Signatures**

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 and Capital Projects Fund Grant Announcement provisions, eligible Applicants must certify compliance with all statements in the attestation.

Applicants shall review each attestation (#1-11) and enter the Applicant's authorized representative's initials to certify agreement and acceptance of such requirements and the terms of the grant application and funding (if awarded funds).



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## FFP Application Form: **Section 11** (cont.)

### **Section 11: Attestations and Required Signatures** (cont.)

- Applicant's authorized representative must initial all attestations and sign the application.
- Space is provided to add the name and contact information of a second Applicant authorized representative – applicable only if local or tribal government policy or governing body requires it.
- Must complete, sign and upload the Applicant 2<sup>nd</sup> Authorized Representative Signature form (Attachment F) if applicable.
- Form is linked on FFP website.



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## FFP Application **Scoring** Summary

### Scoring Summary:

- |                                                            |                         |
|------------------------------------------------------------|-------------------------|
| ■ Project Description and Mission,<br>Goals and Experience | Awarded up to 10 points |
| ■ Project Need:                                            | Awarded up to 40 points |
| ■ Project Reach:                                           | Awarded up to 30 points |
| ■ Sustainability Plan:                                     | Awarded up to 10 points |
| ■ Match Funding:                                           | Awarded up to 10 points |

TOTAL

Maximum Score: 100 points



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## FFP Application **Scoring** Categories

### Scoring Categories

- **Section 3** – Project Narrative (90 points possible)
- **Section 6** – Matching Funds (10 points possible)



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## FFP Application **Review** Categories

### **Review Categories** (reviewed for eligibility – **NOT** scored)

- Section 1 – Applicant Information
- Section 2 – Project Overview
- Section 4 – Community Engagement
- Section 5 - Budget
- Section 7 – Financial Audit Information
- Section 8 – SAM Unique Entity Identification Number
- Section 9 - Designation of Confidential and Proprietary Information
- Section 10 – Subrecipient Survey
- Section 11 – Attestations and Required Signatures

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## FFP Application Submission

### **FFP Application Submission:**

- Must submit one (1) electronic copy of all materials no later than **July 11, 2024 at 2:00 PM CDT** through the online (DocuSign) application accessed on the DOA-DEHCR [Flexible Facilities Program website](https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx) at <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>.
- DOA **will not** accept applications by email, mail, hand delivery or facsimile machine (fax).
- ***Late submissions will NOT be accepted.***

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# Questions?

Application Forms  
&  
Submission Process



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# Application Attachments



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# Application Attachments

## Appendix A: FFP Project Budget Form

- Required.
- Form linked on the [FFP website](#).
- Enter ALL costs for the entire project on p. 1.
- “Total Costs” column automatically calculates.
- Match funding source(s) and status of each match source are to be listed on p. 2.
- Values should be the same as those entered in Section 5 of the Application.
- Attach/upload form in Section 5.1 of Application where specified.

FLEXIBLE FACILITIES PROJECT BUDGET FORM			
GRANTEE: _____		CONTRACT #: _____	
DATE: _____		_____	
BUDGET ITEM	GRANT FUNDS	MATCH FUNDS <i>(if applicable)</i>	TOTAL COSTS <i>(By Activity)</i>
CONSTRUCTION			\$0.00
DIGITAL CONNECTIVITY			
INFRASTRUCTURE MATERIALS			\$0.00
INSTALLATION			
COMPUTER P.C.U(S)			\$0.00
COMPUTER MONITOR(S)			\$0.00
COMPUTER			\$0.00
LAPTOPS/NOTEBOOK(S)			\$0.00
COMPUTER SOFTWARE			\$0.00
PRINTER(S)			\$0.00
COMPUTER ACCESSORIES			\$0.00
ARCHITECTURAL/ENGINEER/IN			\$0.00
SURVEY SERVICES			\$0.00
GRANT ADMINISTRATION			\$0.00
OTHER PROFESSIONAL			\$0.00
SERVICES - SPECIFY:			
OTHER PROFESSIONAL			\$0.00
SERVICES - SPECIFY:			
ADD ADDITIONAL ITEMS BELOW IF APPLICABLE:			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Sub-Total(s):</b>	\$0.00	\$0.00	<b>\$0.00</b>



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# Application Attachments (cont.)

- Attachments D, E, and F (may be applicable to some projects – refer to Instructions).
- Attachments and other FFP documents listed here are linked on the [FFP website](#).

Application Materials:

- [Flexible Facilities Program Grant Announcement \(includes Application Instructions\)](#)

**Flexible Facilities Program Grant Application**


- [Flexible Facilities Program Grant Application \(Courtesy Copy\)](#)
- [Flexible Facilities Program Grant Application Instructions for DocuSign Form](#)
- [Flexible Facilities Program Scoring Rubric](#)

Flexible Facilities Program Application Attachments:


- [Project Budget Form \(Attachment A\)](#)
- [Designation of Confidential and Proprietary Information Form DOA-3027 \(Attachment D\)](#)
- [Subrecipient Survey Form \(Attachment E\)](#)
- [Applicant 2nd Authorized Representative Signature Form \(Attachment F\)](#)
- [Frequently Asked Questions \(FAQs\)](#)



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**Questions?**  
Application Attachments




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**Thank you for your time & participation.**

Please direct questions to:

**[FlexibleFacilitiesProgram@Wisconsin.gov](mailto:FlexibleFacilitiesProgram@Wisconsin.gov)**



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