

**Wisconsin Department of Administration
Capital Projects Funds**

**FLEXIBLE FACILITIES PROGRAM
FREQUENTLY ASKED QUESTIONS [FAQs]**

Updated 4/29/2024

This document contains answers to frequently asked questions [FAQs] regarding the Flexible Facilities Program [FFP]. The program is funded through a Coronavirus Capital Projects Fund [CPF] grant from the U.S. Department of Treasury and administered by the State of Wisconsin Department of Administration Division of Energy, Housing and Community Resources [DEHCR]. DEHCR will be updating this document periodically in response to questions received from stakeholders; and updates will be clearly marked. Recipients and stakeholders should consult the [Flexible Facilities Program website](#) for additional guidance. Information about the CPF may be found on the [U.S. Department of Treasury CPF website](#).

1.0 Eligibility & Awards

1.1 Who is eligible to apply for the FFP grant?

Wisconsin local governments and tribal governments are eligible to apply.

1.2 What types of projects and activities are eligible to be funded with the grant?

The applicant must demonstrate a critical need for the project as a result of the COVID-10 pandemic; and the project must include constructing a new or renovating or expanding an existing library, community center, or multi-purpose community facility **and** the purchase and/or installation of broadband infrastructure and/or other digital connectivity technology (e.g., digital connectivity equipment, devices, services) that provide public access to high speed internet and directly enable work, education, **and** healthcare monitoring. Note: General construction or improvement of traditional schools is ineligible for this program.

Eligible Community Facility Examples: Libraries, senior citizen centers, youth centers, general community centers, and similar types of facility buildings.

Ineligible Facility Examples: General construction or improvement of traditional schools; general public facility infrastructure improvement projects (e.g., for streets, utilities, bridges, ports, etc.).

1.3 May the grant be used for only facility improvements without providing digital connectivity equipment improvements or vice versa (i.e., can the grantee choose to do one or other, rather than both)?

No. The project scope of work must include both the construction or renovation/expansion of a facility and purchasing or acquiring digital connectivity equipment, supplies, etc. Including one without the other is ineligible.

1.4 What if our project will include new construction, high-speed internet, and digital connectivity equipment improvements in response to a critical need resulting from the COVID-19 pandemic, which will directly enable one of the three focus areas of work, education and health monitoring – may we qualify for a partial grant?

No. All three focus areas of work, education and healthcare monitoring must be directly enabled and addressed with the project for it to be eligible for funding consideration.

1.5 Is grant administration an eligible cost?

Yes (for costs incurred after award), contingent upon compliance with local, state and federal procurement and contracting requirements. Refer to the Grant Announcement linked on the [FFP website](#).

The amount of the FFP grant allowed to be used towards administrative costs is the greater of \$10,000.00 or 2% of the grant award up to (not to exceed) \$50,000.00, contingent upon the grantee providing the required documentation to verify the costs were incurred and are reasonable (i.e., detailed itemization of costs, including hourly rates, dates, number of hours, and nature of tasks), and meeting all other FFP requirements.

1.6 Is acquisition of real property (land, buildings, etc.) and eligible cost?

Yes, contingent upon compliance with applicable state and federal acquisition and relocation policies and regulations. Refer to the Grant Announcement linked on the [FFP website](#).

1.7 What if construction has already started on the project – it is eligible?

No. The FFP requirements include construction not starting on the project until after the grant award is made, the grant agreement is executed, and the environmental review requirements are completed and approved by DOA-DEHCR.

1.8 When will grant awards be announced?

DOA anticipates announcing awards no later than October 1, 2024.

1.9 How long does the grantee have to implement the project (how long is the grant period)?

The grant performance period will be from the Award Date (anticipated to be no later than October 1, 2024) through October 31, 2024. Construction must begin no later than July 1, 2025. All construction and purchasing for the project must be completed no later than September 30, 2026. The final grant payment request is due to DOA-DEHCR no later than October 31, 2026.

1.10 Are application preparation costs eligible to be paid or reimbursed with FFP funding if the applicant is awarded funds.

No. All application costs must be borne by the applicant.

1.11 Are other pre-award costs eligible for grant funding if a FFP award is made?

Architectural/engineering services costs may be reimbursed with the FFP funding after award, contingent upon the procurement requirements of the Program begin met.

2.0 Funding Availability

2.1 How much funding is available?

Approximately \$107,000,000 is available to be awarded to grantees through the FFP. 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 FFP funds available will be awarded to the highest scoring projects, regardless of category, that include the construction of, or the expansion or renovation to, a public library, community center or multi-purpose community facility and that meet the requirement of providing high speed internet and other digital connectivity equipment/devices that will enable work, education, and healthcare monitoring.

2.2 What are the minimum and maximum grant award amounts?

There is no minimum award amount. The maximum award amount is \$4,250,000 per project.

If the project cost totals more than the FFP grant amount being requested by the applicant, then they must provide documentation that verifies they have the matching funds available to cover the costs required to complete the project.

3.0 Applications Process

3.1 Where do I find the application materials and guidance for completing the application?

Links to the application materials are on the [FFP website](#). These include:

- FFP Application form link (which is to be completed and submitted through the DocuSign form created by DOA-DEHCR)
- Grant Announcement (which includes details about the program and instructions for the grant application)
- Application DocuSign Form Instructions (a supplement to the Grant Announcement to provide additional guidance for completing the application within DocuSign)
- Scoring Rubric
- Application Attachments (FFP Project Budget Form, Disclosure of Confidential and Proprietary Information, Subrecipient Survey, Applicant 2nd Authorized Representative Signature Form)

Links to the press releases and the FFP Application Training webinar (to be held 9:30 a.m. – 11:30 a.m. on May 9, 2024 via Microsoft Teams) and the registration form (registration is optional) are also on the [FFP website](#).

3.2 What is the application process? Is it first-come first-awarded or competitive process or some other process?

The application process is competitive, with the highest scoring applications being awarded. Applicants must access the application materials on the [FFP website](#) and submit the application by the deadline (no later than 2:00 PM on July 11, 2024) following the guidance and requirements specified in the Grant Announcement and application instructions posted on the [FFP website](#). Applications will be scored and the highest scoring applications will be awarded funds.

3.3 Is there a limit on the number of applications that may be submitted by an applicant?

Yes. The applicant may submit one (1) application for a project that includes the construction of a new facility that meets the other FFP criteria of responding to a critical need in response to the COVID-19 pandemic, and providing high-speed internet and other digital connectivity equipment/services that directly enable work, education and healthcare monitoring; and one (1) application for a project that includes the renovation or expansion of an existing facility that meets the other FFP criteria.

3.4 When are the applications due?

The application is due no later than 2:00 PM on July 11, 2024. No applications will be accepted for award consideration after this deadline.

3.5 When is the highest application score needed to receive an award?

This is unknown and dependent upon the number and quality of applications for eligible projects received and the amount of funds that the highest scoring applicants are requesting. As a new program just launched on April 26, 2024, the State has no application score history of past applicants to provide.

4.0 Project Proposals

4.1 How are Multi-Purpose Community Facilities defined?

For the FFP, 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” is considered a multi-purpose community facility. *[Exception: traditional schools (e.g., public and private K-12 schools, institutions of higher education (i.e., colleges, universities)) are ineligible for FFP funding.]*

4.2 Are municipal administration buildings such as a Village Hall or City Hall eligible as a multi-purpose facility?

Municipal buildings are not excluded from eligibility but any building/facility must be open to the public for use of spaces, equipment, etc. that enable work, education and healthcare monitoring to be eligible. Buildings/facilities that would provide spaces, services, equipment, etc. that meet the criteria of the FFP may be eligible for a grant. The extent to which the FFP funds will be used to meet the criteria of the FFP and provide the affiliated services to the public (i.e., community residents) will be considered in the scoring of the application.

4.3 Our library is not owned by the local government. May the library apply directly to the State or is the library ineligible?

No, the library cannot apply to the State directly for the FFP funding. The library project may still be eligible if the local government agrees to apply for the FFP grant on the library’s behalf. The local government may opt to submit the application and the library would be considered the “subrecipient” entity that will implement the project scope of work. Note that the local government remains the “grantee” and is the entity fully responsible for ensuring grant compliance.

Added 4/29/2024 [4.4 – 4.6]:

4.4 If we are building a multi-purpose facility that will have municipal offices, a senior center, a community center, police and fire stations, and a food bank, would the entire facility construction be eligible for FFP funding or only the portion of the building open to the public where the FFP criteria will be met (e.g., where the critical need (in response to the COVID-19 pandemic) is being addressed through offering the high-speed internet, digital connectivity, and program/services that directly enable work, education and healthcare monitoring to community residents)?

The guidance from the U.S. Department of Treasury for the Capital Projects Fund [CPF], which is the funding source for the FFP, allows for using the funding to cover the cost of the entire multi-purpose facility construction. Please be advised that the extent to which the FFP funds will be used to meet the criteria of the FFP and enable work, education and healthcare monitoring for community residents will be a consideration in the scoring of the application.

4.5 We seek to build a new library. Is the entire library construction eligible for FFP funding or only the portion of the building open to the public where the FFP criteria will be met (e.g., where the critical need (in response to the COVID-19 pandemic) is being addressed through offering high-speed internet, digital connectivity, and program/services that directly enable work, education and healthcare monitoring to community residents)?

Please see the response in 4.4 above. While the entire building construction may be eligible, the extent to which the FFP funds will be used to meet the FFP criteria will be a consideration in the scoring of the application.

4.6 Our project will include the renovation and expansion of an existing multi-purpose facility. The expansion will include adding space and infrastructure for offering improved high-speed internet access, a larger computer lab with more equipment, and private rooms for virtual job interviews, virtual health appointments, and online high school and college class participation. The renovation to the existing space will include redesigning the bathrooms, installing an elevator, upgrading the HVAC system, and installing new carpeting and flooring throughout the building. Is the full cost of the entire renovation and expansion eligible for FFP funding, or only the portion of the building open to the public where the FFP criteria will be met (e.g., where the critical need in response to the COVID-19 pandemic is being addressed through offering improved high-speed internet, digital connectivity equipment and devices, and new spaces for programs/services that we will directly enable work, education and healthcare monitoring to community residents)?

Please see the response in 4.4 and 4.5 above. While the entire building expansion and renovation may be eligible, the extent to which the FFP funds will be used to meet the FFP criteria will be a consideration in the scoring of the application.