



2024 FFP Implementation Training

December 12, 2024 (Webinar)


Presenters: **Amanda Knack, Stacey Miller, & Sally Smarzinski**

Division of Energy, Housing and Community Resources (DEHCR)
Bureau of Community Development (BCD)

1

Training Will Begin at 1:30pm

- Please **MUTE** your microphone
- Please **TURN OFF** your camera (to minimize used bandwidth)
- Try logging off and logging back in if the session **FREEZES**.
- Asking or Submitting Questions
 - Please utilize the **CHAT** feature during the presentation.



DOA.WI.GOV

2



2024 FFP Implementation Training

December 12, 2024 (Webinar)

Presenters: Amanda Knack, Stacey Miller, & Sally Smarzinski

Division of Energy, Housing and Community Resources (DEHCR)
Bureau of Community Development (BCD)

3



Welcome to Training!

- Agenda / Logistics
- Purpose
- Staff Introductions



4

Training Agenda

- | | |
|------------------|--|
| 1:30 – 2:25 p.m. | <ul style="list-style-type: none"> ▪ Welcome & Introductions ▪ Program Overview and Reminders ▪ Grant Administration ▪ Key Areas of Compliance / Handbook Chapters |
| 2:25 – 2:35 p.m. | BREAK (10 minutes) |
| 2:35 – 3:30 p.m. | <ul style="list-style-type: none"> ▪ Key Areas of Compliance / Handbook Chapters (continued) ▪ Best Practices ▪ Implementation Resources ▪ Participant Questions (Q&A) |



DOA.WI.GOV

5

Training Logistics



Teams Navigation

- Please **MUTE** your microphone.
- Please **TURN OFF** your camera (to minimize used bandwidth).
- Try logging off and logging back in if the session **FREEZES**.

Asking/Submitting Questions

- Please utilize the **CHAT** feature during the presentation.



DOA.WI.GOV

6

Training Logistics (continued)

Implementation Training Handouts:

- Agenda
- Training Slides
- [FFP Implementation Handbook](#)
- *FFP Implementation Handbook Chapter Attachments List (Attachment 01-01)*



DOA.WI.GOV

7

Purpose of Today's Training

- Introduce Bureau of Community Development (BCD) staff
- Provide an overview of requirements for administering Flexible Facilities Program (FFP) grant
- Provide an overview of the key areas of compliance and [FFP Implementation Handbook](#) chapters



DOA.WI.GOV

8

Staff Members

- Tamra Fabian, **Bureau Director**
- Angela Davis, **Bureau Section Chief**
- Casey Dobson, Grants Specialist – Advanced
- Amanda Knack, Grants Specialist – Advanced ← **Presenter / Trainer**
- Samantha Larson, Grants Specialist – Advanced
- Ben Lehner, Grants Specialist – Advanced
- Stacey Miller, Grants Specialist – Advanced ← **Presenter / Trainer**
- Sally Smarzinski, Grants Specialist – Advanced ← **Presenter / Trainer**
- Juli Speck, Grants Specialist – Advanced
- Joanna Storm, Grants Specialist – Advanced



DOA.WI.GOV

9



Flexible Facilities Program

Handbook Chapter 1:
Introduction

10

Flexible Facilities Program (FFP)

- Flexible Facilities Program (FFP) Background
 - U.S. Department of Treasury
 - Wisconsin Department of Administration
- Flexible Facilities Program (FFP) Requirements
 - Grantee's Requirements – “Next Steps”
 - Key Areas of Compliance / FFP Implementation Handbook
- 5-Year Sustainability Plan Requirement



DOA.WI.GOV

11

FFP Background Information

- **U.S. Department of Treasury’s Capital Projects Fund (CPF) Program**
Funding established through the American Rescue Plan of 2021
- **Capital Projects Fund Program aims to:**
 - Directly support recovery from the COVID-19 public health emergency
 - By strengthening and improving the infrastructure necessary for:
 - work, education, and health monitoring that will last beyond the pandemic
 - Enable investments in capital assets to address inequities in access to critical services
 - Provide the modern infrastructure to access critical services, including a high-quality and affordable broadband internet connection



DOA.WI.GOV

12

FFP Background Information

- State awarded \$115 million to Flexible Facilities Program grantees.
- FFP Grants awarded to 35 of the 100 local and tribal government applicants.
- Awarded for projects that will:
 - include the construction, renovation or expansion of a public library, community center, or other multi-purpose community facility,
 - provide high-speed internet, computers and other technological devices, equipment and infrastructure that will enable work, education, and health monitoring, including remote options, and
 - address the needs of community residents disproportionately impacted by the COVID-19 pandemic.



DOA.WI.GOV

13

FFP Program Requirements

Grantee Requirements *Upon Award:*

- Award Acceptance
- Pre-Agreement Documents
- Implementation Training
- Execution of Grant Agreement
- Compliance with FFP Grant Agreement, Policies and Requirements
 - Compliance required regardless of subrecipient or grant administration contract arrangements



DOA.WI.GOV

14

FFP Program Requirements

Key Areas of Compliance Include:

- Procurement and Contracting
- Environmental Review
- Acquisition and Relocation
- Equal Opportunity
- Fair Labor Practices
- Financial Management
- Reporting
- Monitoring
- Project Completion



DOA.WI.GOV

15

FFP Program Requirements

5-Year Sustainability Plan Requirement:

- Grantee or subrecipient must demonstrate capacity to continue facility services pertaining to FFP requirements for five (5) years after FFP project completion certification
- Grantee or subrecipient must retain ownership* of the FFP site and facilities during 5-year sustainability period
- Grantee's must update 5-Year Sustainability Plan from FFP application (using [FFP Implementation Handbook – Attachment 09-05](#) Template), detailing:
 - Operational Capacity
 - Financial Capacity

**(exception provision regarding 15-year long-term lease in lieu of ownership)*



DOA.WI.GOV

16



Flexible Facilities Program


Handbook Chapter 2:
Grant Administration

17

Grant Administration

Overview of Grant Administrator Responsibilities

- Pre-Agreement Documents Preparation & Submission
- Grant Agreement & Amendment Processes
- Quarterly Reporting
- Single Audit Statement and Single Audit Report Related Submissions



DOA.WI.GOV

18

Grant Administration

Overview of Grant Administrator Responsibilities (continued)

- FFP Grant Compliance (by the Grantee, Prime Contractors, and Subcontractors)
- Grant Payment Request Preparation, Submission, & Disbursement
- Program Income Compliance Tracking & Reporting
- Project File Management and Records Retention (7 years by Grantee)



DOA.WI.GOV

19

Grant Administration

Next Steps – Grant Agreement

- **Finalize submissions** of pre-agreement documentation, if incomplete
- **Read, review, summarize feedback, and return** the **Draft** FFP-specific grant agreement “Attachments A-G” to assigned Project Representative.
- **Read, review, sign and return** the **Final/Complete** grant agreement to DEHCR Fiscal.
- **Avoid** incurring construction, equipment/goods/ supplies purchasing, and acquisition costs before the grant agreement is executed



DOA.WI.GOV

20

Grant Administration

Next Steps – Grant Agreement

- **Avoid** incurring costs (continued)
 - Such costs prior to FFP grant agreement execution are the Grantee's responsibility and could result in project ineligibility
 - Consider including a clause in allowable contracts, indicating contingent upon FFP grant agreement execution
 - All contracts exceeding \$10,000 must have clause addressing termination for cause per [2 CFR 200 Appendix II \(B\)](#).
- **Implement and Accomplish** the project deliverables in accordance with scope of work and timetable in Attachment A of grant agreement
- **Manage** FFP project files and retain records for **7 Years** after project completion



DOA.WI.GOV

21

Grant Administration

Grant Agreement – Future Amendments

- If an *Amendment* is anticipated, contact your FFP Representative **ASAP**
 - Issues should be reported as they occur on Quarterly Reports
- Amendment requests must be received by DEHCR at least **30-days** prior to end of performance period; earlier is recommended) – Refer to Chapter 2
- Amendments involving *scope* changes **may** be considered
 - Review on case-by-case basis
 - Consideration given to consistency with application, implications to award eligibility, program goals and requirements, activity eligibility
- Amendments involving *time* extensions generally may **not** be considered
 - Current federal regulations for CPF restrict timeline



DOA.WI.GOV

22

Grant Administration

Next Steps – Reporting

- *Quarterly Reports*
 - 1st Quarterly Report is due January 7, 2025
- *Single Audit Statements*, and *Single Audit Reports* (if applicable)
 - 1st Single Audit Statement (for FY 2024) is due January 15, 2025
- Become familiar with grant agreement – refer to scope of work and timetable in Attachment A; and Chapter 9 of [FFP Implementation Handbook](#)



DOA.WI.GOV

23

Grant Administration

Next Steps – Construction Timeline Reminder

- **July 1, 2025** is the required **Construction Start Date**
 - Date is firm – any exception must be through written approval from DEHCR
 - Without approval, FFP Award may be rescinded
- **September 30, 2026** is the required **Construction End Date**
- **October 31, 2026** is the required **Performance Period End Date**
 - *Final FFP Payment Request* due
 - *Project Completion Report* due



DOA.WI.GOV

24

Grant Administration Requirements

Next Steps – Implement Project / Grant Compliance

- Compliance with grant agreement and the [FFP Implementation Handbook](#)
 - *policies and regulations*
 - *reporting, recordkeeping, and documenting*
 - *project milestones, deliverables, timelines, and processes*
 - *monitoring by DEHCR (will occur after construction starts; before it ends)*
- Compliance is required regardless of local Subrecipient or Grant Administration arrangements (e.g., third-party contracts)



DOA.WI.GOV

25

Grant Administration

Next Steps – Grant Payments

- Includes collecting, maintaining, and submitting required financial documentation
- Submitting FFP Payment Requests – allowed only after grant agreement is executed
- Ensuring timely disbursement of grant funds
- Following guidance in Chapter 8 of the [FFP Implementation Handbook](#)



DOA.WI.GOV

26

Grant Administration

Program Income Tracking & Reporting:

- *Program Income* is gross income received by a Grantee or Subrecipient that was generated from the use of the FFP funds
 - regardless of when the FFP funds were appropriated, or the project has been closed out.
- Examples of *Program Income*:
 - income from rental use
 - income from program revenue or services
 - income from the sale of real property or equipment



DOA.WI.GOV

27

Grant Administration

Program Income Tracking & Reporting (cont.)

- Generated revenue is **not** “program income” if it was:
 - previously generated at the project site through existing spaces, materials, equipment, etc. **prior** to the FFP project implementation; and/or
 - generated in/through spaces, materials, equipment, etc. in the facility that were *not* created/purchased/improved with FFP funding.
- *Program Income* must be tracked, reported, and *reinvested* back into the *FFP facility* from which the income was generated.
- Must be reported on the **Quarterly Report (Attachment 09-01)** and a final reporting **through** December 31, 2026



DOA.WI.GOV


28



Flexible Facilities Program


Handbook Chapter 3:
Procurement and Contracting

29



Getting Started

- Bidding / Procurement
- Applicability
- Options & Processes
- Related Requirements



30

Procurement & Contracting

2024 FFP Award – Bidding Reminders:

- Start as soon as possible to ensure timely construction start (and subsequent on-time project completion)
- Bidding in “phases” in the 2 separate construction seasons is not permitted unless DEHCR approves exception
- Refer to the “*Prior to Construction*” section of the timetable in Attachment A of the FFP grant agreement, which includes:
 - Construction bidding and contracting related documents due to DEHCR
 - Activities which need to be completed
- If you already conducted bidding, contact assigned DEHCR Project Rep. to determine actions required and next steps

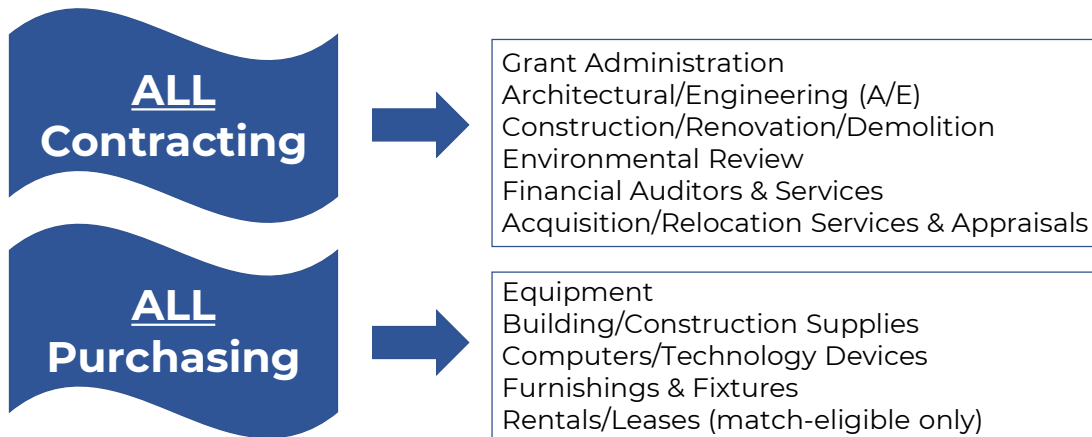


DOA.WI.GOV

31

Procurement for FFP Projects

Requirements Apply to ALL aspects of Project:



DOA.WI.GOV

32

Procurement & Contracting

Procurement/Selection and the Funding Source:

- **FFP-funded Costs:** Must comply with FFP requirements and grantee's local policies
- **Match-funded Costs:**
 - For **Construction** Activities – Must comply with FFP requirements and grantee's local policies
 - For **Non-Construction** Activities – Must comply with grantee's local policies*

****Some FFP contracting and other requirements still apply.***



DOA.WI.GOV

33

Procurement & Contracting

Competitive Procurement Using FFP Funds is **Not** Required* for:

- Work completed by the grantee's or subrecipient's employees or volunteers
- Contracts not exceeding \$10,000
- Contracts with government entities
- Contracts with Regional Planning Commissions (RPCs)
- Contracts with most publicly-funded non-profit Economic Development Organizations (EDOs)
- Contracts for professional services for which DEHCR has approved for an exception to competitive procurement

****Contingent upon compliance with grantee's local policies; and some FFP contracting and other requirements still apply.***



DOA.WI.GOV

34

Procurement & Contracting

Procurement Methods and Types:

- Procurement Method Options – see [Attachment 03-02](#) for overview:
 - 1) Small Purchase/Simplified Acquisition (including Micro-Purchasing)
 - 2) Competitive Bidding (sealed bids, public bid opening)
 - 3) Competitive Proposals (RFP and RFQ)
 - 4) Non-Competitive Procurement
- Refer to [2 CFR 200.320](#) and Chapter 3 of the [FFP Implementation Handbook](#) for details and guidance
- Applicable for Contracts & Purchases funded in whole or in part with FFP grant funds



DOA.WI.GOV

35

Non-Competitive Procurement

- **May be considered** for **professional services**, contingent upon:
 - A Request for Non-Competitive Procurement of Professional Services form ([Attachment 03-09](#)) being submitted with sufficient justification for DEHCR's consideration and DEHCR approving the request;
 - Local procurement policies in securing the services is followed.
- Generally **not allowed** for **construction and purchasing of goods, equipment, etc.** *unless* it falls under qualified exemptions mentioned previously, or sufficient justification and substantial documentation of sole source availability is submitted to and approved by DEHCR prior to contracting/purchasing

Unauthorized non-competitive procurement will result in the cost being ineligible for the FFP grant funds and may disqualify all or a portion of the FFP project.



DOA.WI.GOV

36

Prohibited Procurement Practices

No Loss-Leader Arrangements:

- No discounted or free grant application preparation or preliminary engineering estimates *in exchange for a contract award* upon the Grantee receiving the FFP award

Conflicts of Interest – Ineligibility to Compete:

- If a contractor or firm helps prepare specifications for the bid packet, RFP, or RFQ, that contractor/firm is not eligible to compete for the contract due to conflict of interest restrictions.



DOA.WI.GOV

37

Procurement: Other Considerations

Other Regulations:

- **Potential Conflicts of Interest** – Mechanisms for Disclosure and Review (*Attachment 03-01* or similar; follow local policies/ordinances and Chapter 3 of *FFP Implementation Handbook*)
- **Lobbying activity** restrictions certification and disclosure (*Attachment 03-04 and 03-05*)
- **Debarred contractors** – check System for Award Management (SAM): <https://sam.gov/content/entity-information>
- **Other Federal Procurement Standards** – Refer to [2 CFR 200.317 through 2 CFR 200.327](#)
- **Documentation and Recordkeeping** – Refer to Chapters 2-3 for requirements and documentation list.



DOA.WI.GOV

38

Procurement: Other Considerations

Contracts, Bidding & Solicitation Documents:

- **All Contracts and Subcontracts** – must include *FFP Contract Terms & Conditions - Contract Insertion (Attachment 03-03)*
- *Advertisement for Bids Template (Attachment 03-07)* – suggested
- Required for **Bid Packets** – *Attachment 03-03* (recommended for other solicitation packets)



DOA.WI.GOV

39

Procurement: Other Considerations

Contracts, Bidding & Solicitation Documents (cont.):

- Required for **Contractors (Primes and Subs)** – inserted in contract or provided separately:
 - *Lobbying Certification form (Attachment 03-04)*
 - *Disclosure of Lobbying Activities form (Attachment 03-05)*
 - *Potential Conflicts of Interest Disclosure form (Attachment 03-01)* – **prime** contracts only; customize template for project or use other similar form
 - *FFP Project Site Sign Specifications (Attachment 03-06)*



DOA.WI.GOV

40

Procurement: Potential Pitfalls

- Not following local procurement policy requirements
- Not competitively procuring professional services intended to be paid with FFP funds; and not requesting and receiving approval from DEHCR for an exception (with justification)
- Not making competitive proposal solicitations for professional services publicly available and advertised for professional services intended to be paid with FFP funds
- Not obtaining 3 written quotes for a simplified acquisition procurement of construction items (required regardless of funding source) or other non-construction items intended to be paid with FFP funds



DOA.WI.GOV

41

Procurement: Potential Pitfalls (cont.)

- Not including FFP Contract Terms & Conditions insertion/language “in”/as part of all prime contracts **and** all subcontracts
- Not complying with conflict-of-interest restrictions and review requirements
- Not conducting SAM debarment check prior to contract execution or not having copies of SAM records on file
- Not having all procurement solicitations, bids, and proposals documentation on file



DOA.WI.GOV

42

Helpful Websites

- **2 CFR 200.317 through 2 CFR 200.329 (Federal Procurement Standards):**
<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR45ddd4419ad436d?toc=1>
- **Wisconsin Supplier Diversity Program (MBE/WBE/DVB Resource):**
<https://doa.wi.gov/Pages/DoingBusiness/SupplierDiversity.aspx>
- **Wisconsin State Statutes:**
<http://legis.wisconsin.gov/rsb/stats.html>
(see 66.0901, 59.52(29)-(31), 60.47, 61.50, 61.54-61.57, 62.15)



DOA.WI.GOV

43



Flexible Facilities Program

Handbook Chapter 4:
Environmental Review

44

Environmental

National Environmental Protection Act (NEPA) does not apply to FFP Projects *(unless triggered by other funding source)*

Flexible Facilities Program (FFP) Environmental Report *(Attachment 04-01 Template)*

Submit to DOA Environmental Desk for review and approval

Division of Energy, Housing and Community Resources (DEHCR)
U.S. Dept. of Treasury ARPA Capital Projects Fund – Flexible Facilities Program Environmental Report

FLEXIBLE FACILITIES PROGRAM	
ENVIRONMENTAL REPORT	
Project Information	
Grantee Name (Local or Tribal Government):	<input type="text"/>
Sub-Recipient Organization(s)/ Entity Name(s) (if applicable):	<input type="text"/>
Project Name:	<input type="text"/>
<hr/>	
Preparer Full Name:	<input type="text"/>
Preparer Position Title:	<input type="text"/>
Preparer Company/ Entity Name:	<input type="text"/>
Preparer Phone Number:	<input type="text"/>
Preparer Email Address:	<input type="text"/>
Preparer Signature:	<input type="text"/> Date Signed: <input type="text"/>



DOA.WI.GOV

45

Environmental Report

The **Environmental Report** must be reviewed and approved:

- **prior** to Construction start
- **prior** to Acquisition closing and Relocation payments (exception for match-funded costs at Grantee's own risk)

Non-compliance may result in **disqualification** of project site and entire project.

<p>Prior to Construction and Acquisition</p>	<ul style="list-style-type: none"> • Execute Grant Agreement. • Establish record keeping system. • Establish financial management system. • Procure architectural/engineering services, if contracting with third-party firm(s) for the services. Maintain executed contract(s) in the FFP project file. • Procure grant administration services, if contracting with a third-party for the services. Submit executed contract to DEHCR. • Enter into an agreement with the subrecipient for the project, if applicable. Maintain the executed subrecipient agreement in the FFP project file. • Complete Environmental Report and obtain official approval from DOA-DEHCR Environmental Desk. Submit copy of approval from Environmental Desk to DEHCR Project Representative. • Submit "Notice of Acquisition/Relocation to DEHCR" form if any acquisition (including easements) and/or relocation will be required for the FFP Project. • Complete acquisition and relocation requirements for property purchase, easement(s), etc., if applicable to Project. • Prepare and solicit construction and/or demolition related bids. • Submit detailed bid tabulation summary. • Submit copy of the advertisement for bids with the publisher's affidavit to DEHCR. • Obtain all necessary permits. • Hold pre-construction meeting (pre-construction meeting is optional but strongly recommended). Submit meeting minutes/notes to DEHCR if a pre-construction meeting was held. • Ensure required Project sign is posted at the Project site in accordance with the requirements set forth in the FFP implementation policy materials issued by DEHCR (prior to or within the first week of starting construction).
---	--



DOA.WI.GOV

46

Environmental Review Contact

Email: DOAEnvironmentalDesk@wisconsin.gov

The Environmental Report (Template) is available on the [FFP Implementation Handbook](#) website (*Attachment 04-01*)



DOA.WI.GOV

47



Flexible Facilities Program

Handbook Chapter 5:
Acquisition & Relocation

48

A/R: Relevant Laws & Regulations

- 42 U.S.C. Ch. 61: Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) of 1970, as amended
- 49 CFR Part 24: Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-assisted Programs (FHWA)
 - FHWA Published URA New Rule (effective 6/3/2024)
- Wis. Stat. Ch. 32: Eminent Domain
- Wis. Admin. Code Ch. 92: Relocation Assistance



DOA.WI.GOV

49

URA and State A/R Laws Applicability

- Publicly funded projects (Buyer may be a grantee or another entity)
- Real Property
 - Acquisition (includes Easements)
 - Rehabilitation
 - Demolition
- Relocation Assistance for Displaced Persons (persons, businesses, farms, non-profits – including personal property)
 - Different requirements for voluntary and involuntary acquisition, as well as owner-occupied and tenant-occupied
- URA does **not** apply to government-to-government sales of real property



DOA.WI.GOV

50

Types of Acquisition

Voluntary

- No threat of use of eminent domain authority (condemnation)
- Any acquisition for which the Buyer does not have eminent domain powers
- Must meet specific criteria for Voluntary Acquisition

A willing seller or donated property does not constitute a voluntary acquisition!

Involuntary

- Any acquisition that does not qualify as Voluntary
- Any time *Potential* for use of eminent domain authority (condemnation)

Easements (may be Voluntary or Involuntary)

- Temporary or Permanent



DOA.WI.GOV

51

Voluntary Acquisition

Voluntary Acquisition Determination (all apply)

- Not a specific site needed for the FFP project; **and**
- Property not part of an intended, planned or designated project area where other properties will be acquired within *specific* time limits; **and**
- Must inform owner property will not be acquired by condemnation if negotiations fail; **and**
- Must inform owner in writing of the property's current fair market value (*Attachment 05-05* Template for initial informational notice to owner)



DOA.WI.GOV

52

Easement Acquisition

- **Easement Definition:** The right to use the real property of another for a specific purpose without profit
- **Temporary Easements:** Are granted for a specific period-of-time
 - Exception to URA applicability:
Temporary limited easement for **sole benefit** of the owner/resident
Email Letter to DEHCR and maintain in file (*Attachment 05-06*)
- **Permanent Easements:** Are attached to a deed and continue to affect the land through subsequent changes in ownership

Follow same A/R processes as for other types of property acquisition.



DOA.WI.GOV

53

Acquisition and Relocation Timing

- Must notify DEHCR prior to starting acquisition process or immediately upon award if started or completed it prior to award (*Attachment 05-01*)
- Must not close on the property until grant agreement is executed and Environmental Report is certified by DEHCR
 - *Exception: If non-FFP funds are/were used for the acquisition, the grantee may close on the property 'at their own risk' (environmental review may reveal property is ineligible)*
- Construction cannot begin on property being acquired until:
 - Acquisition and relocation processes are complete;
 - Environmental Report is completed by grantee and certified by DEHCR
 - FFP grant agreement is fully executed



DOA.WI.GOV

54

Acquisition / Relocation Processes

Voluntary Acquisition Process: *Attachment 05-02*

Involuntary Acquisition Process: *Attachment 05-03*

Relocation Process: *Attachment 05-04*

If persons **will or potentially will** be displaced, then relocation notices and assistance activities may occur throughout the acquisition process and after acquisition is complete (and after FFP project is complete).



DOA.WI.GOV

55

Acquisition and Relocation

Monitoring and Documentation

- Acquisition and Relocation Monitoring Checklist (*Attachment 05-11*) completed and on file
- Checklist is to be submitted to DEHCR at the time of our monitoring of the FFP project
- Other A/R documents are to be submitted for payment requests (pertaining to cost reimbursements) and/or as requested during the monitoring



DOA.WI.GOV

56

Potential Pitfalls

- *Incorrect classification* of Acquisition Type
- *Failure to submit* Notice of Acquisition/Relocation (05-01) **prior** to starting acquisition/relocation processes
- *Insufficient records* for FMV determination (unallowable source, incomplete documentation, not obtaining Appraisal Review if required)
- Failure to obtain signed waiver of appraisal for donated property
- *Failure to provide* required notices to Owners and Tenants and having approval for Relocation Plan **prior** to initiation of negotiations
- *Incomplete records* of communications/assistance with Owners and Tenants



DOA.WI.GOV

57

QUESTIONS

Any questions on topics covered so far?



DOA.WI.GOV

58



Flexible Facilities Program

Handbook Chapter 6:
Equal Opportunity

59

Equal Opportunity

Small Business, MBE/WBE/DVB/LSAB Objective:

Provide economic opportunities through contracting for federally funded projects to:

- small businesses,
- minority-owned business enterprises (MBEs),
- woman-owned business enterprises (WBEs),
- disabled veteran-owned businesses (DVBs), and
- labor surplus area businesses (LSABs).



DOA.WI.GOV

60

Equal Opportunity

Small Business:

Business entity meeting “small business” definition for their category and industry according to the Small Business Administration*

MBE:

Business that is at least 51% owned, controlled, and actively managed by one or more members of eligible minority racial ethnic categories*

WBE:

Business that is at least 51% owned, controlled, and actively managed by one or more women*

**See [Chapter 6](#) for more detailed definitions, additional criteria, and resources.*



DOA.WI.GOV

61

Equal Opportunity

DVB:

Business that is at least 51% owned, controlled, and actively managed by one or more service-disabled veterans per [Wis. Stat. 16.283\(1\)\(b\)](#)*

LSAB:

Business operating in a labor surplus area as designated by U.S. Dept. of Labor (USDOL)

**See [Chapter 6](#) for more detailed definitions, additional criteria, and resources.*



DOA.WI.GOV

62

Equal Opportunity

Reporting

Quarterly Reports – report contractors’ status as a small business, MBE, WBE, DVB, and/or LSAB

Contracting

Promoting participation through:

- Procurement solicitations language and outreach, and
- Contract language insertion (*Attachment 03-03*), which includes language and requirements pertaining to:
 - Small business, MBE, WBE, DVB, and LSAB
 - Civil Rights
 - Equal Opportunity



DOA.WI.GOV



Flexible Facilities Program

Handbook Chapter 7:
Labor Standards

Labor Standards

Fair Labor Compliance on FFP Projects:

- **Contract Work Hours and Safety Standards Act (CWHSSA)** – Applicable to all prime contracts over \$100,000 and their associated subcontracts
 - Standard work week of 40 hours
 - Time and a half for hours exceeding 40 hours in the work week
 - No working conditions that are unsanitary, hazardous, or dangerous to health or safety

- **Fair Labor Standards Act (FLSA)** – All grantees, subrecipients, contractors:
 - Must comply with FLSA and all other labor laws applicable to the company/ entity and industry
 - Wage + Overtime rate requirements by industry and job



DOA.WI.GOV

65

Labor Standards

FFP Fair Labor Wage Rate for Laborers & Mechanics:

- If a member of a collective bargaining agreement, then shall be paid:
 - Wages + fringe benefits rate per collective bargaining agreement
- If not a member of a collective bargaining agreement, then entitled to the **higher rate** of the following:
 - Their regular hourly wage + fringe benefits rate from the contractor; or
 - An hourly wage + fringe benefits rate consistent with Federal Executive Order 14026 (\$17.75/hour effective January 1, 2025; increases annually)
- Apprentices shall be compensated according to:
 - their Federal/State recognized apprentice documentation



DOA.WI.GOV

66

Labor Standards

Construction prime contractor and subcontractor compliance requirements:

- Must submit payroll records each pay period (use WisDOT or USDOL templates in [Attachment 07-01](#), [07-02](#), and [07-03](#) or similar documents); also include:
 - List and amounts for fringe benefits and deductions
 - Apprenticeship documentation
- Must have additional payroll supporting documentation on file, to be provided upon request
- Must verify all contractors with which they subcontract are eligible and not debarred – with SAM.gov records provided and on file (refer to Chapter 3)
- *Contractors'* records retention period is **3 years** (*Grantee's* is **7 years**)



DOA.WI.GOV

67

Labor Standards - Additional Items

- Pre-Construction meeting ← ***strongly recommended***
- Grantee compliance monitoring of contractors and subcontractors (*Reviewing payrolls, wages, overtime, fringe benefits, deductions*)
- Monitoring preparation and documentation submissions to DEHCR
- Documentation and file contents maintenance and records retention
- Review of timetable in Attachment A of grant agreement – determine which documents are applicable and due for reporting



DOA.WI.GOV

68

Construction Contracts

Additional Subcontract Requirements:

Must be in writing and include:

- Name of subcontractor
- Dollar amount of contract
- Goods/services to be provided
- Terms/conditions, including scope, required *Attachment 03-03*, and clause addressing termination for cause

Copy of executed subcontracts (including all attachments and *signed* addendums) must be in the grantee's FFP project file



DOA.WI.GOV

69



Flexible Facilities Program

Handbook Chapter 8:
Financial Management

70

Financial Management

- FFP recordkeeping requirements are provided in Chapter 2 and Chapter 8 of [FFP Implementation Handbook](#)
- Responsibility of the chief financial officer (CFO), such as finance director, treasurer or clerk, and the grant administrator
- Procedures consistent with Generally Accepted Accounting Principles (GAAP) and federal requirements
- Must use *separate* non-interest-bearing account, or an account that is non-interest-bearing and has a *separate account register* that provides for automated tracking and reporting of the FFP grant funds
 - Match funds and other non-FFP funds must be kept separate



DOA.WI.GOV

71

Financial Management

- Designate the FFP project's financial manager
- Establish separate ledger accounts and accounting records for the project
- Establish procedures for:
 - Approving invoices
 - Submitting FFP payment requests
 - Disbursing project funds (issuing payments to vendors and/or reimbursing the grantee and subrecipient, if applicable)
- Review the grant agreement terms, conditions, and specifications



DOA.WI.GOV

72

Financial Management - Reminders

Important Reminders

- Purchases and contracts that do not comply with applicable FFP procurement requirements **cannot** be paid with FFP funding.
- Grantee must have an **active** registration in SAM (at [SAM.gov](https://sam.gov)) to be eligible for payments (must maintain until after receiving final payment).
- Authorized approvers entered on FFP Payment Request form must be persons designated by chief elected official (CEO) on [Signature Certification](#) form ([Attachment 08-01](#)); update during grant period as needed. A payment request “authorized approver” **cannot** be the CEO.



DOA.WI.GOV

73

Financial Management – Payments

- Payments disbursed by DOA to grantee via direct deposit (unless grantee submits a request form for paper check disbursements)
- Payments may be withheld until:
 - the grantee is current with all reporting requirements;
 - supporting documentation for expenditures has been received, reviewed, and approved by DEHCR; and
 - any grant non-compliance issues are resolved, if applicable
- FFP funding payments issued – must be disbursed by grantee within **ten (10) business days** of receipt from DOA



DOA.WI.GOV

74

Financial Management – Payments

Grant Payments & Cost Eligibility*

- Allowable FFP costs incurred **prior** to Award Date:
 - Architectural/Engineering (A/E) services from March 15, 2021 through grant period
- Allowable FFP costs incurred **on/after** Award Date:
 - All professional services

****Subject to compliance with procurement and other FFP requirements***



DOA.WI.GOV

75

Financial Management – Payments

Grant Payments & Cost Eligibility* (cont.)

- Allowable FFP Project costs incurred **on/after** the Execution of Grant Agreement:
 - Purchasing of non-construction goods, supplies, equipment, services
- Allowable FFP Project costs incurred **on/after** the Execution of Grant Agreement *and* DEHCR Certification of Environmental Report:
 - Acquisition/Relocation
 - Construction

****Subject to compliance with procurement and other FFP requirements.***



DOA.WI.GOV

76

Financial Management – Payments

Documents Required:

1. *FFP Payment Request* form – includes list of budgeted activities and grant amount allocated to each
2. *Cash Control Register* – shows the deposit and disbursement of FFP funds in and out of the FFP account during the project
3. *FFP Disbursements Journal* – shows the payments and obligations of FFP funds made throughout the project
4. *Matching Funds Journal* – shows the payments and obligations of Match funds made throughout the project
5. *Supporting documentation* – provides verification of costs and payments included in your request and financial journals (invoices, receipts, cancelled checks, bank statements, etc.)



DOA.WI.GOV

77

Financial Management – Payments

Additional Terms and Requirements:

- The amount of each *FFP Payment Request* must be at least **\$25,000.00**
- *FFP Payment Request* documentation and financial journals must **clearly** identify the breakdown of:
 - FFP grant and match funds that were or will be used to pay **each invoice**.
 - FFP grant and match funds that were or will be used to pay for **each item on each invoice** for which FFP and match funds are going to be expended



DOA.WI.GOV

78

Financial Management – Payments

Additional Terms and Requirements:

- If multiple funding sources are being used to pay an invoice, include breakdowns that are provided in and support financial journal entries for:
 - FFP Eligible Costs
 - Match Costs
 - Ineligible Project Cost (deemed ineligible for, or not part of the FFP project costs)

- All invoices must support and be consistent with financial journal entries for:
 - Totals
 - Invoice Dates
 - Invoice Numbers
 - Eligible Expenses/Services



DOA.WI.GOV

79

Final Payment Request

- DEHCR will retain/withhold 10% of the total FFP funds, **up to \$25,000**, until the *Project Completion Report & Certification (Attachment 10-01)* and supporting documentation have been received, reviewed, and approved by DEHCR

- Final FFP payment requests received **after October 31, 2026 deadline** listed in the grant agreement **will not be eligible** for processing or payment



DOA.WI.GOV

80

Final Payment Received

The Grantee **must** submit the *Financial Certification of Completion* (*Attachment 10-02*) and supporting documentation **within 30 days** of receiving the final FFP payment. (*refer to Chapter 10*)



DOA.WI.GOV

81



Flexible Facilities Program

Handbook Chapter 9:
Reporting

82

Reporting

Reports the Grantee Will Prepare and Submit

Quarterly Report

- Prepared by the grantee and submitted to DEHCR

Single Audit Statement

- Prepared by the grantee and submitted to DEHCR, indicating whether a Single Audit Report is required for previous year

Single Audit Report (if required)

- Prepared by an independent auditor selected by grantee and submitted to the Federal Audit Clearinghouse (FAC) for year for which it applies
- Record of submission from FAC website submitted by grantee to DEHCR



DOA.WI.GOV

83

Quarterly Report – Forms 1 - 3

- Three “tabs” in *Quarterly Report Microsoft Excel* document (*Attachment 09-07*)
 - Form 1 – Treasury Data Reporting
 - Form 2 – Grant Agreement Timetable Data
 - Form 3 – Contracting Data

GRANTEE: [ADD GRANTEE NAME HERE]		FLEXIBLE FACILITIES PROGRAM QUARTERLY REPORT FORM 1: TREASURY DATA REPORTING	
REPORTING FIELD:	GRANTEE RESPONSE:		
Reporting Quarter			
Project Name (e.g. Yourville Library Renovation)			
Grant Agreement # (e.g., FFP 24-99)			
Grantee UEI # (from registration in SAM.gov)			
Grantee TIN			
Project Description (e.g. Yourville Library renovations and technology upgrades)			
Baseline	FORM 1 Treasury Data	FORM 2 Timetable Data	FORM 3 Contracting Data



DOA.WI.GOV

84

Quarterly Report – Form 1

Form 1 – Treasury Data Reporting:

- Grant expenditures
- Program Income (PI)
- Construction status
- Facility operations status
- Match funding expenditures
- Project site location(s)
- Rooms and Spaces
- Computers and Technology

GRANTEE (ADD GRANTEE NAME HERE)		FLEXIBLE FACILITIES PROGRAM QUARTERLY REPORT FORM 1: TREASURY DATA REPORTING		Page 1 of 6
REPORTING FIELD:		GRANTEE RESPONSE:		
Reporting Quarter				
Project Name (e.g. Traveler Library Renovation)				
Grant Agreement # (e.g., FFP 2040)				
Grantee LEI # (see registration in LAR.gov)				
Grantee TIN				
Project Description (e.g., Traveler Library renovation and technology upgrades, including laptop, computer and printer purchases, and technology support)				
Capital Asset Ownership Type				
Total CFF Funding for Project (do not include "I" age or "L" expansion)				
Total From All Funding Sources (do not include "I" age or "L" expansion)				
Narrative Description				
Current Period Obligation				
Current Period Expenditure				
Cumulative Obligation				
Cumulative Expenditure				
Current Period Program Income Earned				
Current Period Program Income Expended				
Cumulative Program Income Earned				
Cumulative Program Income Expended				
Program Income Pursuant				
Program Income Pursuant Expansion				
Cost Overruns				



DOA.WI.GOV

Quarterly Report – Form 2

Form 2 – Grant Agreement Timetable Reporting:

- Pre-construction document submissions
- Quarterly Report document submissions
- Updates on delays and issues
- Construction bidding and progress
- Site photos
- Community engagement activities
- Sustainability Plan update status

FLEXIBLE FACILITIES PROGRAM FORM 2: GRANT AGREEMENT TIMETABLE DELIVERABLES		1 of 3
A. GRANTEE (LOCAL OR TRIBAL GOVERNMENT NAME):		
B. GRANT AGREEMENT #:		
C. ACTIVITIES PRIOR TO CONSTRUCTION & ACQUISITION:	DATE: <small>(add date below if reporting item in column A has a submission or completion date)</small>	REPORTING INFORMATION / COMMENTS: (if applicable)
Execute Grant Agreement		
Establish record keeping system.		
Establish financial management system.		
Procure architectural/engineering (AE) services and execute contract, if contracting with third-party firm(s) for these services. Maintain executed contract(s) in the project file.		
Procure grant administration services and execute contract(s), if contracting with third-party firm(s) for these services. Submit executed contract(s) to DEHCR FFP Project Representative.		
Complete Environmental Report and obtain official approval from DEHCR Environmental Desk. Submit copy of approval from DEHCR Environmental Desk to DEHCR FFP Project Representative.		
Submit "Notice of Acquisition/Relocation to DEHCR" form if any acquisition (including easements) and/or relocation will be required for the Project.		
Complete acquisition and relocation requirements for property purchase, easements, etc., if applicable to Project.		
Prepare and solicit construction and/or demolition related bids.		
Submit detailed bid tabulation summary.		
Submit copy of the advertisement for bids with the publisher's affidavit to DEHCR.		
Obtain all necessary permits.		
Hold pre-construction meeting (pre-construction meeting is optional but strongly recommended). Submit meeting minutes/notes to DEHCR if a pre-construction meeting was held.		
Ensure required Project sign is posted at the Project site in accordance with the requirements set forth in the FFP implementation policy materials issued by DEHCR (prior to or within the first week of starting construction).		



DOA.WI.GOV

Quarterly Report – Form 3

Form 3 – Contracting Data / Executed Contracts Reporting

- ALL prime contracts and subcontracts for FFP project
- For construction and non-construction
- FFP grant funded and/or match funded
- Report all executed “to date” (running list)
- Include SAM debarment check status
- Include small business, MBE, WBE, DVB and LSAB status

The image shows a screenshot of the 'FLEXIBLE FACILITY PROGRAM - QUARTERLY REPORT - FORM 3 - CONTRACTS EXECUTED'. It includes sections for 'PRIME CONTRACTS' and 'SUBCONTRACTS', each with a table for reporting contract details like contract number, dates, and funding amounts. There are also instructions and a search box for contract numbers.

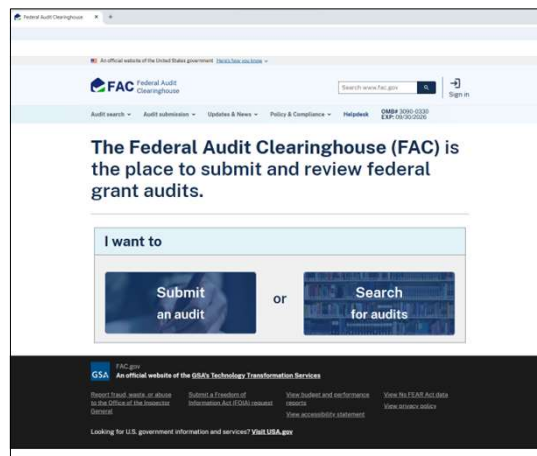


DOA.WI.GOV

87

Single Audit Reports

- Refer to Chapter 9 of [FFP Implementation Handbook](#)
- Follow Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards [2 CFR 200]
- Also refer to Federal Audit Clearinghouse: <https://app.fac.gov/>
- Single Audit required if expended ≥\$1,000,000 in federal funds in fiscal year
- Subrecipients may also be subject to Single Audit requirements (refer to Chapter 9)



DOA.WI.GOV

88

Single Audit Statements

- Refer to Chapter 9 of [FFP Implementation Handbook](#)
- Submit *Single Audit Statement* to DEHCR to indicate whether Single Audit is or is not required for previous year
- Templates and Examples provided ([Attachments 09-02, 09-03, 09-04](#))
- Signed by CEO, on local/tribal government letterhead
- Due for ALL grantees January 15 each year of grant *and* the year following receipt of final grant payment

SINGLE AUDIT STATEMENT [AUDIT REQUIRED]

[Date]

[Name (First and Last Name) of Assigned DEHCR Project Representative]
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources
 Bureau of Community Development
 P.O. Box 7970
 Madison, WI 53707-7970
[Email Address of Assigned DEHCR Project Representative]

I hereby attest, under penalties of perjury, that during the reporting period of **December 31, 20[YY]**, the **[Grantee Name (Local or Tribal Government)]** expended **more** in total federal funds and will comply with the Uniform Guidance 2 CFR Part 200 Subpart F.

Sincerely,
[CEO Signature is to be entered on this line - Delete]
[Typed/Printed CEO First and Last Name]
[CEO Title]

SINGLE AUDIT STATEMENT [AUDIT NOT REQUIRED]

[Date]

[Name (First and Last Name) of Assigned DEHCR Project Representative]
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources
 Bureau of Community Development
 P.O. Box 7970
 Madison, WI 53707-7970
[Email Address of Assigned DEHCR Project Representative]

I hereby attest, under penalties of perjury, that during the calendar year ending **December 31, 20[YY]**, the **[Grantee Name (Local or Tribal Government)]**

- Expended less than \$1,000,000 in total federal funds and therefore is not required to complete a Single Audit or submit a Single Audit Report, meeting the requirements of the Federal Single Audit Act and Uniform Guidance 2 CFR Part 200 Subpart F.
- Expended the following amount(s) of federal funds, including funds from the Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) and the other source(s) listed below:

CFDA #	GRANT CONTRACT #	SOURCE AGENCY	AMOUNT EXPENDED

Sincerely,
[CEO Signature is to be entered on this line - Delete this Text]
[Typed/Printed CEO First and Last Name]
[CEO Title]



DOA.WI.GOV

FFP Grant Agreement Timetable

- Review and become familiar with the timetable in Attachment A of the grant agreement
- Determine when Quarterly Reports and Single Audit documents are due
- Understand the reporting period for Quarterly Reports and supporting documents
 - Example: the first Quarterly Report due on 1/7/2025 will cover the reporting period from 10/7/2024 (the FFP Award Date) thru 12/31/2024

January 7, 2025	<ul style="list-style-type: none"> Submit FFP Quarterly Report and supporting documents for the reporting period of October 1, 2024, through December 31, 2024 (reporting Project activities from the Award Date through December 31, 2024), unless notified by DEHCR of another submission date. This reporting is due regardless of the status of the Grant Agreement execution on the due date.
January 15, 2025	<ul style="list-style-type: none"> Submit Single Audit Statement for FY2024 to DEHCR. This Statement is due regardless of the status of the Grant Agreement execution on the due date. Proceed with arranging for Single Audit for FY2024 if required (Single Audit Report will be due to Federal Audit Clearinghouse [FAC] within 30 days of Single Audit being completed or September 30, 2025, whichever date is earlier).
April 7, 2025	<ul style="list-style-type: none"> Submit FFP Quarterly Report and supporting documents for the reporting period of January 1, 2025, through March 31, 2025, unless notified by DEHCR of another submission date. Submit updated Sustainability Plan (for 5-Year Period following Project completion).
July 1, 2025	<ul style="list-style-type: none"> Begin Construction.
July 7, 2025	<ul style="list-style-type: none"> Submit FFP Quarterly Report and supporting documents for the reporting period of April 1, 2025, through June 30, 2025, unless notified by DEHCR of another submission date.
September 30, 2025	<ul style="list-style-type: none"> Complete Single Audit and submit Single Audit Report for FY2024 to Federal Audit Clearinghouse [FAC] if the Grantee was required to complete a Single Audit for FY2024 (submit within 30 days of Single



DOA.WI.GOV

Important Reporting Dates

DEADLINE	REPORTING DUE
JANUARY 7	Quarterly Report for Period: October 1-December 31
JANUARY 15	Annual Single Audit Statement
APRIL 7	Quarterly Report for Period: January 1-March 31
JULY 7	Quarterly Report for Period: April 1-June 30
SEPTEMBER 30*	Annual Single Audit Report <i>(if Single Audit required for year)</i> <i>*Due 30 days after audit completion and no later than Sept. 30</i>
OCTOBER 7	Quarterly Report for Period: July 1-September 30
OCTOBER 31, 2026	Project Completion Report & Certification and FFP Final Payment Request due
WITHIN 30-DAYS OF RECEIVING FINAL FFP PAYMENT	Financial Certification of Completion due



DOA.WI.GOV

91

Reporting: Potential Pitfalls



Please *double-check* your work before submitting reports to DEHCR



DOA.WI.GOV

92

Reporting – Helpful Websites

Uniform Guidance 2 CFR Subpart F

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F?toc=1>

Uniform Guidance 2 CFR 200 Compliance Supplement (*Compliance Supplement for Treasury Capital Projects Fund, pp. 4-21.029-1 - 4-21.029-16*)

<https://www.whitehouse.gov/wp-content/uploads/2024/05/Part-4-Department-of-Treasury.pdf>

State Single Audit Guidelines

[https://doa.wi.gov/Pages/State-Single-Audit-Guidelines-\(SSAG\).aspx](https://doa.wi.gov/Pages/State-Single-Audit-Guidelines-(SSAG).aspx)



DOA.WI.GOV

93



Flexible Facilities Program

Chapter 2 Revisited:
Grant Monitoring

94

Grant Monitoring

Projects are monitored by DEHCR at least once during the Performance Period

- Generally, will have 30-day advance notification letter (some exceptions)
- Submit completed:
 - *Self-Monitoring Checklist (Attachment 02-01)*
 - *Acquisition/Relocation Monitoring Checklist (Attachment 05-11)*
- Follow-up project file document requests/reviews by DEHCR
- Monitoring Report (Results Letter, including list of Findings and/or Concerns, if applicable)
- Corrective Actions (if applicable)
- Monitoring Completion Letter upon resolving any Findings (if applicable)



DOA.WI.GOV

95

Grant Monitoring

- FFP payments **will be** withheld until corrective actions are completed.
- Refer to FFP grant agreement regarding non-compliance, failure to perform, and cause(s) for termination of the agreement or payment denials.
- Notify DEHCR Project Representative **if** your FFP project is going to finish construction early.
- Refer to Chapter 2 for additional guidance.



DOA.WI.GOV

96







Flexible Facilities Program

Handbook Chapter 10: Project Completion

97

Project Completion – End Dates

September 30, 2026	<ul style="list-style-type: none"> Complete all Construction Activities. End of Construction Period. <i>No construction expenses incurred after this date.</i> Complete Single Audit and submit Single Audit Report for FY2025 to Federal Audit Clearinghouse [FAC] if the Grantee was required to complete a Single Audit for FY2025 (submit within 30 days of Single Audit completion or September 30, 2026, whichever date is earlier). Submit record of submission from the FAC website to DEHCR. 	 <p>Construction Ends September 30, 2026</p>
October 7, 2026	<ul style="list-style-type: none"> Submit FFP Quarterly Report and supporting documents for the reporting period of July 1, 2026, through September 30, 2026, unless notified by DEHCR of another submission date. 	
October 31, 2026	<ul style="list-style-type: none"> Submit Final FFP Payment Request and supporting documents. Submit Project Completion Report and supporting documents for the period of October 1, 2026, through October 31, 2026. 	 <p>Final Payment and Project Completion Report Due October 31, 2026</p>
Within 30 Days of Receipt of Final FFP Payment	<ul style="list-style-type: none"> Submit Financial Certification of Completion and supporting documentation. 	 <p>Financial Certification of Completion Due 30-days after Final Payment</p>


DOA.WI.GOV

98

Project Completion

Document Submissions:

- **Final FFP Payment Request** & Supporting Documents
 - Due October 31, 2026
 - Late submissions are **ineligible** for payment!
- **Project Completion Report & Certification (Attachment 10-01)** & Supporting Documents
 - Due October 31, 2026
- **Financial Certification of Completion (Attachment 10-02)** & Supporting Documents
 - Due **within 30 days** after final FFP payment is received
- **Other final reporting as specified in the timetable in Attachment A of the grant agreement**



DOA.WI.GOV

99



Preparing for Success

Follow Best Practices:

- Utilize Templates
- Calendar Reminders
- Check-In Frequently
- Review Processes
- Prep for the Unexpected



100

Preparing for Success Best Practices

- Get Organized - establish a file management system and a financial management system
- Use DEHCR's templates (begin completing some forms now)
- Chapter 2: *Self-Monitoring Checklist (Attachment 02-01)*
- Utilize calendar reminders (be proactive, don't wait to submit orders, build-in "cushions" to gather reporting info, setup placeholders for frequent check-ins)
- Communicate (set/clarify expectations, review roles/responsibilities, confirm schedules/availability & local processes, ask questions)



DOA.WI.GOV

101


Preparing for Success Best Practices

- Be prepared for the unexpected
- Hold a Pre-Construction Meeting
- Stress to contractors the importance of reporting issues and delays ASAP
- Must obtain approval from DEHCR **before** making any changes (changes **may** require contract amendment and **may** impact grant eligibility)




DOA.WI.GOV

102



Implementation Resources

- Implementation Handbook
- FFP Forms / Templates
- DEHCR Staff




103

FFP Implementation Handbook

Review Handbook:

- Chapters and Attachments (Listed in [Attachment 01-01](#))
 - Forms
 - Form Instructions
 - Templates
 - Samples/Examples
- Procurement, Bidding and Contracting Processes – Start now!

Notify DEHCR Project Rep. of any issues and concerns.



DOA.WI.GOV

104

DEHCR – Bureau of Community Development

Email: FlexibleFacilitiesProgram@Wisconsin.gov

Bureau Website:

<https://energyandhousing.wi.gov/Pages/CommunityResources.aspx>

FFP Program Website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

FFP Implementation Resources (Handbook & Attachments) Website:

<https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx>



DOA.WI.GOV

105

Thank You for Your Attendance!

- Implementation Training has come to an end.
- We'll now open the discussion for Q&A - utilize chat.
- Staff are available for ANY questions.



DOA.WI.GOV

106