



**FLEXIBLE FACILITIES PROGRAM
IMPLEMENTATION HANDBOOK**

CHAPTER ATTACHMENTS LIST

The attachments for chapters 1-10 of the *FFP Implementation Handbook* are listed below. The forms and templates listed may be accessed in a 'fillable' format on the *FFP Implementation Handbook website*.

CHAPTER 1:

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

CHAPTER 2:

ATTACHMENT FFP-02-01 SELF-MONITORING CHECKLIST

CHAPTER 3:

ATTACHMENT FFP-03-01 POTENTIAL CONFLICT OF INTEREST DISCLOSURE FORM (TEMPLATE)

ATTACHMENT FFP-03-02 OVERVIEW OF PROCUREMENT METHODS

ATTACHMENT FFP-03-03 FFP PROJECT CONTRACT TERMS & CONDITIONS (CONTRACT INSERTION)

ATTACHMENT FFP-03-04 LOBBYING CERTIFICATION FORM

ATTACHMENT FFP-03-05 DISCLOSURE OF LOBBYING ACTIVITIES FORM (STANDARD FORM LLL)

ATTACHMENT FFP-03-06 FFP PROJECT SITE SIGN SPECIFICATIONS

ATTACHMENT FFP-03-07 FFP ADVERTISEMENT FOR BIDS (TEMPLATE)

ATTACHMENT FFP-03-08 PROCUREMENT POLICY EXAMPLES

ATTACHMENT FFP-03-09 REQUEST FOR NON-COMPETITIVE PROCUREMENT OF PROFESSIONAL SERVICES FORM

ATTACHMENT FFP-03-10 REQUEST FOR PROPOSALS (RFP) (TEMPLATE)

ATTACHMENT FFP-03-11 REQUEST FOR QUALIFICATIONS (RFQ) (TEMPLATE)

CHAPTER 4:

ATTACHMENT FFP-04-01 FFP PROJECT ENVIRONMENTAL REPORT (TEMPLATE)

CHAPTER 5:

ATTACHMENT FFP-05-01 NOTICE OF ACQUISITION/RELOCATION TO DEHCR FORM

ATTACHMENT FFP-05-02 VOLUNTARY ACQUISITION PROCESS

ATTACHMENT FFP-05-03 INVOLUNTARY ACQUISITION PROCESS

ATTACHMENT FFP-05-04 RELOCATION PLANNING & PROCESS

ATTACHMENT FFP-05-05	INFORMATIONAL NOTICE TO OWNER FOR VOLUNTARY ACQUISITION (TEMPLATE)
ATTACHMENT FFP-05-06	SOLE BENEFIT TO PROPERTY OWNER LETTER (TEMPLATE)
ATTACHMENT FFP-05-07	WAIVER VALUATION FORM
ATTACHMENT FFP-05-08	WAIVER OF APPRAISAL & FAIR MARKET VALUE (FMV) FORM
ATTACHMENT FFP-05-09	RELOCATION PAYMENTS AND EXPENSES
ATTACHMENT FFP-05-10	INDIVIDUAL RELOCATION CASE REPORT
ATTACHMENT FFP-05-11	ACQUISITION/RELOCATION MONITORING CHECKLIST

CHAPTER 7:

ATTACHMENT FFP-07-01	WISCONSIN DEPARTMENT OF TRANSPORTATION WEEKLY PAYROLL REPORT TEMPLATE (<i>OPTIONAL</i>)
ATTACHMENT FFP-07-02	WISCONSIN DEPARTMENT OF TRANSPORTATION COMPLIANCE STATEMENT TEMPLATE (<i>OPTIONAL</i>)
ATTACHMENT FFP-07-03	U.S. DEPARTMENT OF LABOR WH347 WEEKLY PAYROLL RECORD FORM TEMPLATE (<i>OPTIONAL</i>)

CHAPTER 8:

ATTACHMENT FFP 08-01:	SIGNATURE CERTIFICATION FORM
ATTACHMENT FFP-08-02	FFP PAYMENT REQUEST FORM (EXAMPLE)
ATTACHMENT FFP 08-03:	CASH CONTROL REGISTER (CCR) (TEMPLATE)
ATTACHMENT FFP-08-04:	FFP DISBURSEMENTS JOURNAL (FFP DJ) (TEMPLATE)
ATTACHMENT FFP-08-05:	MATCHING FUNDS JOURNAL (MFJ) (TEMPLATE)
ATTACHMENT FFP-08-06:	FFP PROJECT BUDGET FORM

CHAPTER 9:

ATTACHMENT FFP 09-01	QUARTERLY REPORT FORM
ATTACHMENT FFP-09-02	SINGLE AUDIT STATEMENT [AUDIT REQUIRED] (TEMPLATE)
ATTACHMENT FFP-09-03	SINGLE AUDIT STATEMENT [AUDIT <u>NOT</u> REQUIRED] (TEMPLATE)
ATTACHMENT FFP-09-04	SINGLE AUDIT STATEMENT EXAMPLES
ATTACHMENT FFP-09-05	SUSTAINABILITY PLAN (TEMPLATE)

CHAPTER 10:

ATTACHMENT FFP-10-01	PROJECT COMPLETION REPORT & CERTIFICATION
ATTACHMENT FFP-10-02	FINANCIAL CERTIFICATION OF COMPLETION