

FFP PROJECT SITE SIGN SPECIFICATIONS

The current version of this Attachment is available on the [FFP Implementation Handbook](#) website (under the “Chapter Attachments/Fillable Forms” section).

The Flexible Facilities Program (FFP) project sign (shown in the Template and Example on the next previous page) is required for all FFP projects, including those involving new construction as well as those involving only renovation and/or expansion of an existing structure/building. The sign must be erected at or near the site where the construction activities (e.g., new construction, demolition, renovation, expansion)* are occurring, in accordance with the specifications below.

SIGN SPECIFICATIONS:

- Sign dimensions: **4 feet by 8 feet**
- The smallest print must be readable from **50 feet** away
- Must be on plywood panel APA Rated A-B Grade-Exterior (any alternative material must be pre-approved by DEHCR)
- Must be high quality, professional-grade sign (i.e., paper taped to plywood board is not acceptable)
- Generally, must be erected outdoors and weatherproofed for outdoor posting (an exception to an outdoor location must be pre-approved by DEHCR)
- Sign must include:
 - Name of grantee
 - Title of project
 - Reference to the Capital Projects Fund (CPF), Flexible Facilities Program (FFP) and funding sources (Wisconsin Department of Administration (DOA), and U.S. Department of Treasury), as shown in the template and example on the next page
 - Name and title of the current Governor of the State of Wisconsin and the current Secretary of the Department of Administration (check the DOA website for updates prior to printing sign)
 - Name and title of the grantee’s chief elected official
- Must be on **White** background
- The following text must be in **RED** font:

**A COMMUNITY FACILITIES PARTNERSHIP
FINANCED IN PART BY THE CAPITAL PROJECTS FUND AND
FLEXIBLE FACILITIES PROGRAM GRANT FUNDS FROM THE
WISCONSIN DEPARTMENT OF ADMINISTRATION AND THE
U.S. DEPARTMENT OF TREASURY**

- All other text on the sign must be in **BLACK** font

**Generally, one sign is required per project. If the project involves multiple phases, more than one sign may be needed to ensure a FFP project sign remains posted for each phase of the project. If a project involves construction at multiple locations, the FFP project sign should be erected at the site in the highest traffic area where the most residents are likely to see it, or at a central location between all of the construction sites (in a high-traffic area when practical). All project locations should be listed as part of the Project Title on the sign when practical.*

FFP PROJECT SITE SIGN TEMPLATE & EXAMPLE

The current version of this Attachment is within the Attachment FFP-03-06 available on the [FFP Implementation Handbook](#) website (under the "Chapter Attachments/Fillable Forms" section).

<p style="text-align: center;">Community Name (e.g., City of Yourville)</p> <p>Project Type (e.g., Library Expansion, New Senior Center Construction, Multi-Purpose Community Facility Construction, etc.; & Digital Connectivity, Technology, Internet; etc. Upgrades):</p> <p style="text-align: center;">A COMMUNITY FACILITIES PARTNERSHIP FINANCED IN PART BY THE CAPITAL PROJECTS FUND AND FLEXIBLE FACILITIES PROGRAM GRANT FUNDS FROM THE WISCONSIN DEPARTMENT OF ADMINISTRATION AND THE U.S. DEPARTMENT OF TREASURY</p> <p style="text-align: right;">Tony Evers, Governor <i>Kathy Blumenfeld, Secretary</i></p> <p style="text-align: center;">Chief Elected Official's Name and Title (i.e., Mayor, Village President, Town Chair, etc.)</p> <p>State and Federal Equal Opportunity laws apply in the construction and use of this project.</p>
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<p style="text-align: center;">Village of Yourville</p> <p style="text-align: center;">New Yourville Library Construction & Digital Connectivity Improvements Project:</p> <p style="text-align: center;">A COMMUNITY FACILITIES PARTNERSHIP FINANCED IN PART BY THE CAPITAL PROJECTS FUND AND FLEXIBLE FACILITIES PROGRAM GRANT FUNDS FROM THE WISCONSIN DEPARTMENT OF ADMINISTRATION AND THE U.S. DEPARTMENT OF TREASURY</p> <p style="text-align: right;">Tony Evers, Governor <i>Kathy Blumenfeld, Secretary</i></p> <p style="text-align: right;">Jane Smith, Village President</p> <p>State and Federal Equal Opportunity laws apply in the construction and use of this project.</p>
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