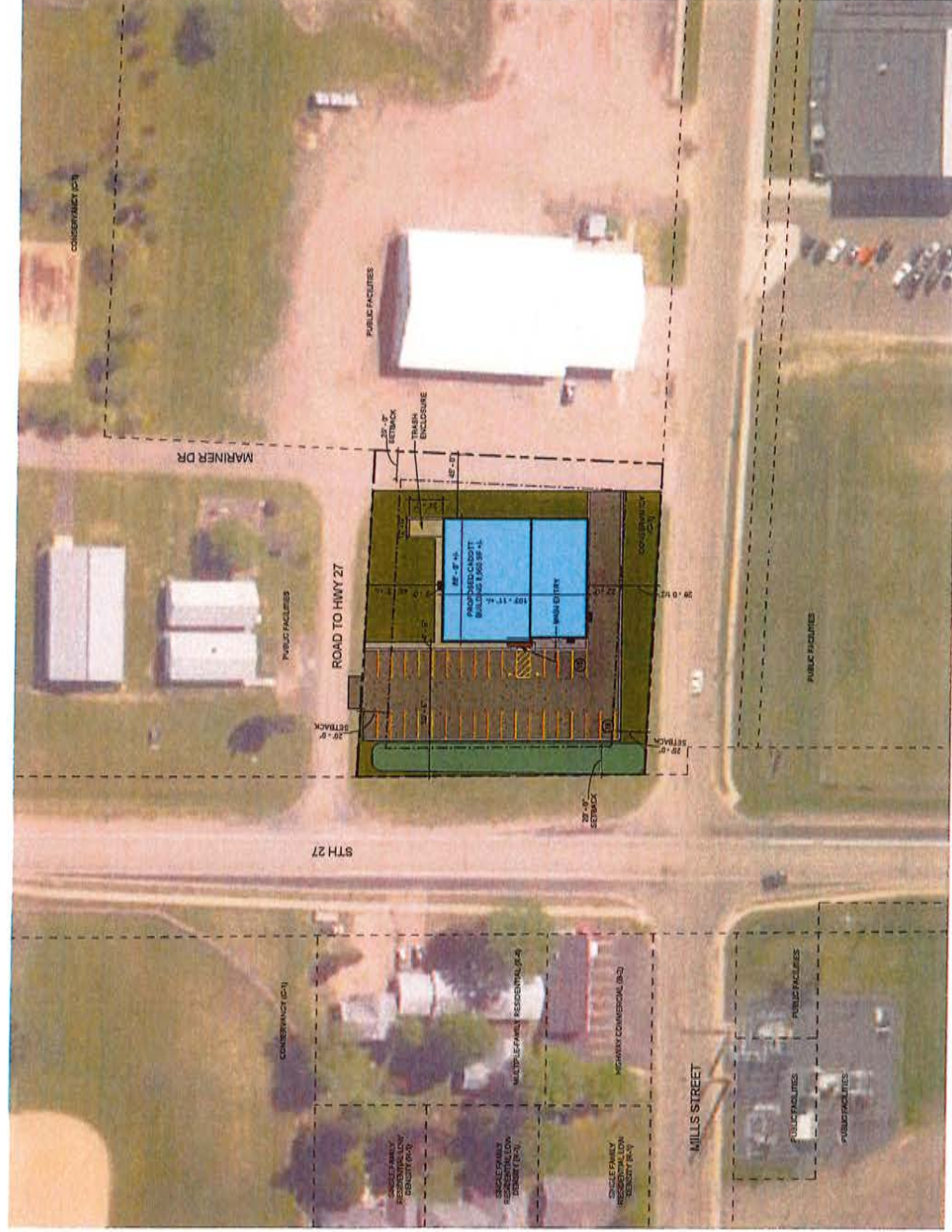


## EXHIBIT I

### Project Background and Project Area/Service Area Maps

**REFER TO ATTACHMENTS FOR:**

**PROJECT BACKGROUND DOCUMENTS  
PROJECT AREA / SERVICE AREA MAPS  
FFP APPLICATION SUBMITTED BY GRANTEE  
FFP AWARD LETTER**



**PROPERTY ZONING INFORMATION**

PROJECT INFORMATION:	610 S. ST
MUNICIPALITY:	CADOTT, WI 54727
OWNER:	COMMUNITY DEVELOPMENT
CONTRACTOR:	CONSERVANCY (CA)
PROJECT BUILDING SETBACKS:	
FRONT YARD SETBACK:	25 FEET
REAR YARD SETBACK:	25 FEET
STREET SETBACK:	25 FEET
MAXIMUM BUILDING HEIGHT:	25 FEET
PARKING REQUIREMENTS:	1 SPALL FOR EACH 200 SQUARE FEET
BARBERP = 28 SPALLS	

**MATERIAL LEGEND**

BUILDING	ASPHALT
GRASS	CONCRETE
LANDSCAPING	RETENTION POND



ARCHITECTURAL SITE PLAN  
T=02'

Flexible Facilities Program Application

Applicant Name: Village of Cadott

## FLEXIBLE FACILITIES PROGRAM APPLICATION



The Flexible Facilities Program (FFP) (hereafter "Program") is a competitive grant program administered by the Wisconsin Department of Administration (DOA) supported by up to \$107 million in American Rescue Plan Act of 2021 (ARPA) Capital Projects Fund (CPF) federal funding allocated to the State of Wisconsin through the U.S. Department of Treasury. The Program aims to assist communities with funding facility improvements that will provide improved work, education, and healthcare monitoring capabilities and broadband access that helps address digital equity gaps experienced during and/or as a result of the COVID-19 pandemic. 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 total FFP funds available will be awarded to the highest scoring projects, regardless of category, that include the construction of, expansion, or renovation to a Public Library, Community Center or Multi-purpose Community Facility and meet the requirement of providing high speed internet and other digital connectivity equipment/devices that will enable work, education, and healthcare monitoring.

Wisconsin local governments or Indian Tribes are eligible to apply for funding to build or improve capital asset facilities and acquire and install digital connectivity equipment and devices that will provide improved broadband access and enable work, education, and healthcare monitoring capabilities. This includes locations that offer public library services. Public places providing academic, cultural, educational, or social services, such as senior citizen community centers, youth centers, or general community centers, are also eligible. General construction or improvement of traditional schools is ineligible under this program. Eligible projects include construction and/or renovation of buildings and the purchase and installation of equipment for remote services and broadband that will directly enable public libraries, community centers, senior centers, and similar public buildings that provide access to work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Additional details, including the Grant Announcement, a link to this Application, and the scoring criteria are available on the Program website:

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

Applicants must submit one (1) electronic copy of all required materials no later than 2:00 PM CDT on **July 11, 2024** via the electronic application portal. Please direct questions and inquiries regarding to the Flexible Facilities Program, application requirements, and this application form to

[FlexibleFacilitiesProgram@wisconsin.gov](mailto:FlexibleFacilitiesProgram@wisconsin.gov).

### SECTION 1. APPLICANT INFORMATION

#### 1.1 Applicant Contact Information:

Local Government or Tribe Name: Village of Cadott

Applicant Street: 110 Central Street

Applicant City: Cadott

State: WI Zip Code: 54727-9143

Flexible Facilities Grant Application

SAM.gov Unique Entity ID (UEI) Number\*: VJX6ZGJBUPM3

SAM.gov UEI Registration Expiration Date: 12/19/2024

*\* Refer to Section 8 of this applicant form for SAM.gov UEI guidance and to attach the SAM.gov UEI registration record.*

Applicant Website, if any (URL): <https://villageofcadott.com/>

County(ies) in which Applicant resides: Chippewa

**Applicant's Officials:**

Chief Elected Official (CEO) Full Name: Randy Kuehni

CEO Title: Village President

CEO Email: [office@villageofcadott.com](mailto:office@villageofcadott.com)

Municipal Clerk Full Name: April Bruhn

Clerk Title: Clerk/Treasurer

Clerk Email: [office@villageofcadott.com](mailto:office@villageofcadott.com)

Municipal Administrator Full Name (if not CEO or Clerk):

Administrator Title:

Administrator Email:

**1.2 Application Contact:**

*List the person to contact for requests or questions pertaining to this application.*

Application Contact Full Name: Lynn McIntyre

Application Contact Title: Planning & Grants Team Lead

Application Contact Organization/Firm Name: Cedar Corporation

Application Contact Phone #: (715) 235-9081

Application Email: [lynn.mcintyre@cedarcorp.com](mailto:lynn.mcintyre@cedarcorp.com)

Flexible Facilities Grant Application

**1.3 Subrecipient Information (if applicable):**

*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.*

Subrecipient Organization/Entity Name (if applicable):

Chief Executive/Official Name:

Chief Executive/Official Title:

Subrecipient Street Address:

Subrecipient City:

Subrecipient State: WI

Subrecipient Zip Code:

Subrecipient Phone #:

Subrecipient Email:

SAM.gov Unique Entity ID (UEI) Number\*:

SAM.gov UEI Registration Expiration Date:

*\*Refer to Section 8 of this application form for UEI guidance and to attach the UEI registration record.*

*Additional Subrecipient(s):*

**1.4 Project Site Information:**

Project Site Street Address: Mills Street / State Hwy 27

Project Site City: Cadott

Project Site State: WI

Project Site Zip Code: 54727-9143

Additional Project site(s) if applicable:

Flexible Facilities Grant Application

**SECTION 2. PROJECT OVERVIEW**

**2.1 Application Type (select one):**

Maximum Award of \$4,250,000.00 per project. A maximum of one (1) application per category per applicant is permitted.

Application Category:

- Category A:** Capital projects for the construction of a new Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic;

OR

**Category B:** Capital projects for the renovation of one or more existing Public Library, Community Center or Multi-purpose Community Facility and the purchase and installation of digital connectivity equipment for broadband that directly enable work, education, and healthcare monitoring in response to the COVID-19 pandemic.

Facility Type:

- Public Library

Community Center (Specify Type):

Multi-purpose Community Facility (Specify Type):

Will the multi-purpose community facility include a public library space that will be used to meet the goals and requirements of the FFP project?

Yes

No

**2.2 Project Title:**

*Enter a brief and descriptive title of the project (Example: Village of Yourtown - Community Center Construction Project; or Village of Yourtown - Library Renovation Project):*

Village of Cadott-Library Construction Project

Flexible Facilities Grant Application

**2.3 Planned Project Specifications:**

Planned type of features, the number of each type of feature, and square footage of the space(s) being constructed or improved:

Check Here to Select Feature Type:	Feature Type:	Enter Number of This Type of Feature:	Enter Square Footage of Added Space (as applicable):
X	Classroom[s]	2	400
X	Computer lab[s]	1	350
X	Multi-purpose space[s] (specify): Multi-Purpose Space Special Use Space	1 1	1,600 1,625
X	Telemedicine room[s]	2	200
X	Other Space (specify additional Feature Type[s]): Storytime Space Study Rooms	1 2	742 420
Check Here to Select Feature Type:	Equipment Type:	Enter Number of This Type of Feature:	
X	Desktop Computer[s]/PCU[s]	7	
X	Laptop Computer[s]	8	
X	Printer[s]	1	

Flexible Facilities Grant Application

X	Other Computer Equipment (specify additional Equipment Type[s]): Headset with microphones, router	4
X	Other Digital Technology Connectivity Items/Equipment (specify additional Equipment Type[s]): A/V system, phone system, security cameras, wireless access points	1 1 8 1

**2.4 Persons Served, Project Location and Fees:**

Respond to the questions presented in this section to provide the following:

- 1) the estimated number of individuals (i.e., intended primary beneficiaries) to be served by the project;
- 2) the method of the calculation, including the source(s) used, to determine the estimated number of intended primary beneficiaries to be served; and
- 3) the location of the facility (i.e., project site) in relation to where the intended primary beneficiaries live.

**2.4(a) The Estimated Number of Individuals to be Served:** 5000

**2.4(b) Method of Calculation for the Estimated Number of Persons To Be Served:**

*Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided. The applicant is responsible for locating and obtaining the data and presenting it within this application form.*

2020 Census Report

**2.4(c) Location of Facility in Relation to Persons Served:**

**i. How close is the facility to where *the majority* of the intended primary beneficiaries of the project live?**

X Less than 5 Miles      5 to 9.99 Miles      10 to 20 Miles      Greater than 20 Miles

**ii. Is the facility (i.e., the proposed project site) accessible through public transportation?**

YES                      X NO



Flexible Facilities Grant Application

**2.4(d) Fees Charged to Users:**

The aim of the Flexible Facilities Program is to provide affordable and accessible services to disadvantaged persons. The goal is for these services to be provided free of charge. Will users of these services be charged any fees?

YES                       NO

*Note: Any fees charged will be subject to [2 CFR § 200.307](#) and the applicant is expected to adhere to these rules. Program income generated by Capital Projects Fund (CPF)/Flexible Facilities Program (FFP) grant funding investments must be invested throughout the CPF/FFP period of performance (ending October 31, 2026). In addition, the State and FFP Grantees are required to add program income to the CPF/FFP award pursuant to [2 CFR 200.307\(e\)\(2\)](#). Program income must be utilized and applied to benefit the same project from which it was generated.*

If yes, please estimate and describe any fees that will be charged.

**SECTION 3. PROJECT NARRATIVE**

This portion of the application will be scored and used as a basis for evaluating the application. Please answer all questions completely and be as specific as possible when answering. Applicants shall concisely provide responses for EACH question.

**3.1 Project Description: (10 points)**

In the space provided in this section, describe:

- 1) the proposed project scope, and
- 2) the applicant's (and subrecipient's, if applicable) mission, goals, and experience as they relate to the community services proposed for the project.

**Maximum 10 points possible.** *The score will be based on the extent to which and the level of specificity to which the applicant's mission and goals relate to the scope of the community services proposed, and extent to which the demonstrated relevant experience specifically relates to the scope of community services proposed. (Approximately 2500 characters/400 words)*

## Flexible Facilities Grant Application

### **Project Description Narrative:**

1. We are proposing to construct a new 9,000 square foot library. The existing 3,375 sq ft library was originally a bank, constructed in 1927 and remodeled into the current library in 1967. This building lacks adequate space for parking, material, staff work, programming and is not ADA compliant. The challenges of our small, outdated, inaccessible building was compounded by COVID-19, which further curtailed our community's access to educational, job-related and healthcare resources. Our new library will be located at the corner of Mills Street and State Highway 27. The Village already owns the site and has offered it as the new library location. The additional space would address the issues brought forth regarding education, job resources, and healthcare as a result of the COVID-19 pandemic. The new facility is a necessity for the community and surrounding area.

2. Our library is dedicated to enhancing community well-being through our proposed building project. Our mission is rooted in the principles of Explore, Enrich, and Empower and guides our efforts to provide essential resources and opportunities for all residents.

Explore: Through program and collection development, the community can discover culture, entertainment, skills, and practices from local, state, and the world experts throughout.

Enrich: Provide opportunities for the populus to live more fully with free or low-cost services

Empower: To give community members the ability to better their own situations with resources and technology access for better work opportunities, health care options, and education.

We strive to ensure equal access to library materials and services in a barrier-free, accessible library with fast, secure internet access to promote education, health care, and financial well-being in our community.

### **3.2 Project Need: (40 points)**

In the space provided in this section, describe:

- 1) the existing problem that demonstrates the critical need for the proposed project specifically for the population(s) intended to benefit from the project (i.e., primary beneficiaries) – include relevant information about the population such as targeted economic, socioeconomic, age, race/ethnicity, and/or other relevant demographic group(s), residence status, and/or other population characteristics, as applicable);
- 2) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) experienced disadvantages and/or challenges in accessing services for work, education, and healthcare monitoring as a result of the COVID-19 pandemic; and
- 3) how the population(s) intended to benefit from the proposed project (i.e., primary beneficiaries) was/were disproportionately impacted by COVID-19 compared to other populations.

Include relevant data and information and associated sources, as available, to quantify and qualify the disadvantages/challenges and disproportionate impact.

Flexible Facilities Grant Application

*Note: While websites may be listed as sources, the data obtained from any websites must be presented in the space provided to be considered for scoring. If using internet sources, the applicant is responsible for locating and obtaining the data and presenting the data within this application form (in addition to citing the source).*

**Maximum 40 points possible.** *The score will be based on the extent to which the critical need(s) is/are demonstrated; the extent of the existing historical disadvantages and/or challenges facing the population to be served by the project; the extent of the project's impact on the population to be served has experienced in accessing services for work, education and healthcare monitoring as a result of the COVID-19 pandemic; and the extent to which supporting data and information (including cited sources) are provided in the space provided. (Approximately 2500 characters/400 words)*

**Project Need Narrative:**

1. The critical need for this project is to enhance accessibility and update infrastructure to meet the heightened demands of residents, exacerbated by COVID-19. The new study/telehealth rooms will provide private access to medical, educational, and employment opportunities. Currently, the library's lack of ADA-accessible technology hinders conformity with Section 508 of the amended Rehabilitation Act of 1973, impacting various technological services. Intended beneficiaries encompass all members of Cadott's community and surrounding areas. Our current service population is 5,228 users (IFLS 2023). 62.2% (HUD, 2016-2020 LMISD) of the Village's population is categorized as LMI by HUD. Our project targets individuals struggling with technology access, privacy concerns, and evolving technological demands. This includes all ages without or limited home internet due to financial constraints or lack of technological proficiency. With 17% of households lacking high-speed internet and 61 households without vehicles (ESRI and ACS (2018-2022)), the library plays a crucial role in providing updated accessible technology to all.
2. Many residents face a minimum 30-minute commute for essential appointments which is further exacerbated by no public transit options. The recent closure of two major hospitals in the Chippewa Valley and a local clinic has intensified the community's need for accessible healthcare and mental health services as well as access to job resources and education due to the closures. Our current library's lack of space and ADA accessibility further limits access to our services, particularly impacting the 198 households with disabilities and 269 senior citizens in our Village (ESRI and ACS (2018-2022)). During the pandemic, and the closure of many workplaces including the library forced residents to rely on the library's Wi-Fi accessed from the parking lot for work, learning, and telehealth, thereby straining band-width resources. Additionally, the library's lack of private spaces impedes residents from conducting online job interviews, telehealth appointments, and virtual learning sessions discreetly. In rural areas around Cadott, limited internet compound these challenges.
3. Beneficiaries in Cadott are disproportionately affected by COVID-19 as compared to larger neighboring communities due to our smaller population, LMI status and limited resources. Outreach efforts will be local advertising, signage, school district memos, and tailored programs.

## Flexible Facilities Grant Application

### 3.3 Project Reach: (30 points)

In the space provided in this section, precisely describe the project's reach for work, education, and healthcare monitoring, including the following in the response:

- 1) How the project will provide work, education, and healthcare monitoring in response to the COVID-19 pandemic;
- 2) How the project will *improve* the intended primary beneficiaries' *access* to the types of facility and/or equipment improvements proposed for work, education, and healthcare monitoring, and any other accessibility improvement factors considered in the project design; and
- 3) How innovative approaches, if any (in the nature of the design, method(s) and/or location(s) of service(s) delivery, type(s) of equipment, implementation, collaboration(s), etc.), will be used for addressing all three criteria (work, education, and healthcare monitoring).

The responses should demonstrate the intended reach is feasible to accomplish for all three criteria (work, education, and healthcare monitoring).

**Maximum 30 points Possible.** *The score will be based on the extent to which new or renovated space(s) and broadband resources are incorporated and the amount of FFP funds will be used to address needs pertaining to the three criteria of work, education, and healthcare monitoring; the extent to which the project proposed will result in improved accessibility to the type of facility and/or equipment proposed to address the three criteria and is demonstrated as feasible; and the extent to which and level of innovation incorporated into the applicant's approach to fulfilling each criterium. (Approximately 2500 characters/400 words)*

#### **Project Reach Narrative:**

1. The proposed facility will provide the necessary space and technology improvements to accommodate increased programming in the areas of work, education, and healthcare monitoring.
2. The new library location will be adjacent to both the elementary and high school, this central location will significantly enhance access for all patrons with direct access from State Highway 27 and improved physical accessibility. With expanded space, improved shelving, and highlighted collections on self-improvement and health, materials will be more accessible. Flexible noise-level spaces will accommodate diverse activities, fostering a conducive environment for learning and engagement. ADA accessibility throughout the new library, parking lot, and entrances will ensure equitable access to technology, programming, and private spaces for telehealth or counseling. Patrons can check out tablets and hotspots for home use, utilize Wi-Fi 24/7 from outside the library, receive assistance in connecting personal devices to Wi-Fi, and explore educational, healthcare, and employment resources online. Specialized technology classes will support senior citizens and Amish community members in enhancing their digital skills. The library will utilize TeachNet as their internet provider offering 100 mbps enabling all users to access virtual resources and not worry about unreliable connectivity.
3. Innovative approaches in the new library include partnerships with outside agencies to expand service offerings, catering to individuals facing physical, mental, or financial challenges worsened by COVID-19. In addition to adding technology, patrons can check out sports equipment, therapy lights and blood pressure cuffs catering to both physical and mental health. Additionally, the installation of 24/7 checkout lockers outside the library will enable access to materials and technology outside of regular hours, enhancing convenience and service ability to all.

Flexible Facilities Grant Application

**3.4 Sustainability Plan: (10 points)**

In the space provided in this section, describe the capacity and plan for the applicant to maintain and sustain the services proposed for at least five years after the completion of the proposed project. Consider all costs to maintain and sustain the new facility or improved facility(ies), equipment/devices, and services proposed.

**Maximum 10 points possible.** *The score will be based on the specificity and scope of the applicant's plan and the applicant's demonstrated level of operational and financial capacity to maintain the project for at least five years after the completion of the project. (Approximately 1500 characters/250 words)*

**Sustainability Plan Narrative:**

Annually, the Village currently funds the library with \$50,000 as does Chippewa County with \$43,000. After budgeting for our annual fixed expenses we consider the more flexible portions, such as equipment, supplies, and collection development. If we are awarded the grant, our budgeting priorities will shift to fulfilling the sustainability of the grant related efforts and updating/maintaining the new technology and additional spaces will be considered a priority over excess collection development needs. We replace our technology every three years and account for that in our budget. We would not take this project on if we did not believe it was sustainable for the next five years and beyond.

The library will continue to seek donations for the capital campaign, as well as memorials, and honorariums to focus on the longevity and support of the library, its new technology and its goals. Ongoing partnerships with several public and non-profit entities will help continue free programming and support such as the George and Alice Miller Endowment, Active Friends Group, personal pledges and our capital campaign.

**SECTION 4. COMMUNITY ENGAGEMENT**

In the space provided in this section, describe how the applicant solicited community input on the proposed project prior to application submission and provide a community engagement plan to ensure community input during the project implementation. *(Approximately 1500 characters/250 words)*

Flexible Facilities Grant Application

**Community Engagement Efforts & Plan:**

The library has continued to grow "Friends of the Library" from a struggling group in the past, to now maintaining a full board with 12 plus active members, and an increased purpose with focus on the new building project.

The library conducted community surveys in 2019 and 2023 to see how many residents have library cards, how often they visit the library, if they don't visit the library why not, along with ways the library can improve the user's experience. We have taken this feedback into consideration to improve our new library design implementation and give the community what it is asking for and while continuing to grow our services to outreach to the community. The library and Friends of the Library are continuously promoting the library during community activities such as athletic events, Nabor Days, Booya Days, Music in the Park, etc.

The library has been working towards a new ADA compliant library since 2008. Our recent Building Committee was formed in 2021 promoting community awareness and developing our current building design with an active capital campaign. We have presented informational meetings, shared updates online and through our local paper, and distributed information at school events, local celebrations, parades, and businesses.

**SECTION 5. PROJECT BUDGET**

Provide a detailed budget identifying all costs of the proposed project by attaching a completed Project Budget Form as Attachment A and providing the information requested in this section. Only eligible expenses may be included for the grant-funded activities. The budget documentation and information are required but not scored. Further details regarding eligible expenses can be found in the Grant Announcement.

**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

Flexible Facilities Grant Application

**5.2 Budget Summary:**

Please copy the totals from the subtotal row of the FFP Budget Form:

Requested Grant Funds: \$ 3,747,710.00

Check here if your project has Match Funds                      Match Funds: \$

Total Costs (auto populated): \$                      3,747,710.00

**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) Architectural	YES                      x                      NO	YES                      NO                      x                      TBD
2) Grant Administration	YES                      x                      NO	YES                      NO                      x                      TBD
3)	YES                      NO	YES                      NO                      TBD
4)	YES                      NO	YES                      NO                      TBD
5)	YES                      NO	YES                      NO                      TBD
6)	YES                      NO	YES                      NO                      TBD

**SECTION 6. MATCH FUNDING (10 points)**

This portion of the application will be scored and used as a basis for evaluating an applicant’s project readiness in terms of financial capacity, funding availability, and financial risk for completing the entire project as proposed in the grant application in accordance with project timeline specifications.

No minimum match is required for the Program. However, if the applicant’s total project cost (as presented in the Project Budget in the attachment for Section 5 of this Application) exceeds the Program grant amount requested, then documentation is needed to confirm the applicant has the financial capacity and funds readily available to complete the project as proposed. This includes official documentation of match funds on hand in the applicant’s existing financial account(s) and/or approved as secured or awarded from a financial institution or other funding

Flexible Facilities Grant Application

source and officially committed to the project by the applicant’s governing body and/or from another source; pending from another source; and/or having another status. The applicant is to demonstrate that any funding needed from other financial sources is secured and committed to the project so it is ready to proceed immediately upon award, if the applicant is awarded Flexible Facilities Program grant funds. Projects must be funded sufficiently to complete the entire project according to the timeline specified in the Grant Announcement. The applicant must have 100% of the funding necessary to complete the project secured and committed to the project prior to the grant agreement being executed, if awarded Flexible Facilities Program grant funds.

**Maximum 10 points possible.** *The score will be based on the percentage of match secured and officially committed specifically to the applicant’s proposed Flexible Facilities project and the extent to which official documentation (from funding sources and commitment sources) is provided to verify the funds are secured and officially committed to the project. Maximum points will be awarded if official documentation is provided that verifies 100% of the match funding needed to complete the project is secured and officially committed by the applicant’s (and/or subrecipient’s) governing body to the proposed Flexible Facilities project. If no additional funding is needed (i.e., the Flexible Facilities Program grant amount requested within a given applicant’s application would be enough to cover the total project cost), then no match documentation is required and the applicant will receive 10 points for the Match score.*



**Attachment B: Match Funding Source(s) Supporting Documentation.** If the applicant’s project will require additional funds to complete (above the Flexible Facilities Program grant amount requested), then attach Match Funding Source Supporting Documentation here.

Please gather all supporting documentation for match funds in one file. Then save and attach the file here with the following file name:

(Applicant Name)\_Attachment\_B\_Match\_Funds\_Documentation

**SECTION 7. FINANCIAL AUDIT INFORMATION**

**7.1. Audit Information:**

Generally, a non-Federal entity that expends \$750,000 or more in federal funds during a calendar year must have a single audit (i.e., a federally funded program(s)-specific audit) conducted for the calendar year in accordance with the provision of 2 CFR § 200.501. If subject to a single audit, the entity must submit a single audit report for the calendar year to the Federal Audit Clearinghouse (FAC) within 30 days of the single audit being completed and no later than September 30<sup>th</sup> after the calendar year that was subject to the single audit.



Flexible Facilities Grant Application

**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): 4/25/2024

**SECTION 8. SAM UNIQUE ENTITY IDENTIFICATION (UEI)**

Recipients of federal funds are required to be registered with a unique entity identification (UEI) number within the federal System for Award Management (SAM). The UEI number replaces the DUNS number that was previously required for recipients of federal funds. SAM registration is free. If you do not have a UEI, complete the entity registration process in SAM [<https://sam.gov/content/home>]. If your registration has expired, it must be renewed prior to application submission. If it expires prior to the award date (if awarded funds), the applicant will be required to renew it prior to execution of a grant agreement, if awarded funds. Enter the UEI information requested for the applicant and primary subrecipient (if applicable) in Section 1 of this application and attach the required SAM UEI record(s) specified below.



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:

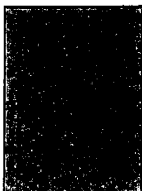
(Applicant Name)\_Attachment\_C(2)\_SAM\_UEI\_Record\_Subrecipient

Flexible Facilities Grant Application

**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

**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?			
1.1	If no, has the organization had a federal grant within the last 5 years?			
2	Does the organization currently have one or more staff members with experience in managing a federal grant?			
2.1	If no to question #2, will a third party be hired to manage this grant?			
2.2	If yes to question #2, how many years of experience do they have performing federal grants management?			
3	Is the program proposed for this award new to the organization?			
4	Have organization board members, executives or other staff associated with the awarded project been placed under criminal investigation or convicted of a felony within the last 5 years?			
5	Does the organization have any pending lawsuits against it that may impact its ability to carry out the award?			
6	Does the organization have written document retention procedures?			

Flexible Facilities Grant Application

<b>SUBRECIPIENT SURVEY (continued)</b>				
7	Has the organization ever had a state or federal grant withdrawn for non-compliance?			
8	Does the organization have a board of directors or similar management and oversight body?			
<b>Financial</b>		<b>Yes</b>	<b>No</b>	<b>Unknown</b>
9	Select the type of accounting system the organization uses. (Automated, Combination, Manual, Unsure)  Automated Combination Manual Unsure			
10	Has an audit been performed on the organization's financial statement within the last three years?			
10.1	If yes to question #10, does the organization have any open audit findings?			
10.2	If yes to question #10, briefly list the findings and the status of resolution of the finding(s):			
11	Does the organization have an approved federal indirect cost rate or utilize the de <i>minimus</i> indirect rate of 10 percent?			
12	Does the organization have written financial and accounting procedures?			
13	Does the organization have written travel policies or guidance related to travel spending?			
14	Are financial reports provided to and reviewed by organization leadership regularly?			
15	Can the organization's accounting system separate use of federal grant funds from the organization's other finances?			
16	Has the organization experienced cash flow deficits at any point in the previous three years?			
17	Does the organization have sufficient internal controls to establish segregation of financial duties?			
<b>Property and Procurement</b>		<b>Yes</b>	<b>No</b>	<b>Unknown</b>
18	Does the organization have written procurement procedures?			

Flexible Facilities Grant Application

SUBRECIPIENT SURVEY (continued)				
19	Does the organization have written asset management procedures?			
<b>Personnel</b>		<b>Yes</b>	<b>No</b>	<b>Unknown</b>
20	Does the organization have a written personnel or employee handbook?			
21	Does the organization have written policies and procedures for employee timekeeping?			
22	Does the organization have written whistleblower protection rules?			



Attach additional Subrecipient Survey(s) here.

Subrecipient Survey forms are only to be completed and uploaded here if there is more than one subrecipient for the proposed Flexible Facilities project. A Subrecipient Survey must be completed for each subrecipient (combined into one file). The Subrecipient Survey form may be downloaded on the Flexible Facilities Program website (under the "Application Attachments" section) at: <https://energyandhousing.wi.gov/Pages/AgencyResources/FlexibleFacilities.aspx>

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

(Applicant Name)\_Attachment\_E\_Addtional\_Subrecipient\_Survey

**SECTION 11. ATTESTATIONS AND REQUIRED SIGNATURE**

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 (ARPA) and Flexible Facilities Program provisions, eligible applicants must certify the following attestations. Review each attestation (#1-11) within this section and enter the applicant's authorized representative's initials to certify agreement and acceptance of these requirements and terms of the grant application and funding (if awarded funds).

**Attestations:**

ENTER AUTHORIZED REPRESENTATIVE'S INITIALS FOR EACH:	ATTESTATION
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small>                      AB                 </div>	1. The applicant is a Wisconsin unit of general local government (City, Town, Village, County) or Tribe.
<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DS</small>                      AB                 </div>	2. The applicant will comply with all federal and state policies and regulations, and the implementation and reporting requirements of the American Rescue Plan Act (ARPA) Capital Projects Fund – Flexible Facilities Program.

Flexible Facilities Grant Application

<p>DS AB</p>	<p>3. The applicant will comply with all other State and Federal regulations applicable to the project upon implementation, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Uniform Relocation Assistance and Real Property Acquisition Act ( URA) and State of Wisconsin acquisition and relocation statutes;</li> <li>• Federal competitive procurement and contracting requirements in accordance with 2 CFR § 200.320, unless qualified as a micro-purchase under the provisions of 2 CFR § 200.320(a)(1) or approved by DOA for non-competitive procurement under the provisions of 2 CFR § 200.320(c)and local procurement policy requirements;</li> <li>• Federal and State environmental review requirements;</li> <li>• Contract Work Hours and Safety Standards Act (CWHSSA); and</li> <li>• Fair labor practices as specified in the FFP Grant Announcement.</li> </ul>
<p>DS AB</p>	<p>4. The applicant’s proposed project will include completing activities and/or providing enhanced broadband technology services that directly enable work, education, <u>and</u> healthcare monitoring.</p>
<p>DS AB</p>	<p>5. The applicant will ensure that the broadband internet access provided through any facilities, services, devices, or equipment purchased with the grant funds will meet or exceed the minimum standard of providing service that reliably meets or exceeds the symmetrical download and upload speeds of 100 Mbps.</p>
<p>DS AB</p>	<p>6. Scheduled work will begin on the proposed project no later than June 30, 2025 and will be completed by September 30, 2026.</p>
<p>DS AB</p>	<p>7. The applicant will maintain records sufficient to demonstrate that the expenses were compliant with applicable American Rescue Plan Act (ARPA) provisions for at least five years from project completion.</p>
<p>DS AB</p>	<p>8. The applicant will ensure the operations of the broadband facilities/services for the proposed project will be sustained and maintained for at least five years after completion of the project.</p>
<p>DS AB</p>	<p>9. Acknowledgement of Terms for Public Disclosure: Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix E: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.</p>
<p>DS AB</p>	<p>10. The applicant and any subrecipient (if applicable) is/are not debarred from awards and/or contracts funded in whole or in part with federal funds; and will ensure contractors and suppliers for the proposed project are not debarred from awards and/or contracts funded in whole or in part with federal funds.</p>
<p>DS AB</p>	<p>11. The applicant has exercised reasonable care and made all reasonable efforts to obtain and submit accurate information within this application and the attachments.</p>

Flexible Facilities Grant Application

**Applicant Authorized Representative Signature:**

The signatory below certifies that, to the best of their knowledge and belief, the information contained in this ARPA Capital Projects Fund – Flexible Facilities Program Grant Application, including all attestations and attachments, is true, accurate and complete. The undersigned has authority to make the above attestations and the intent and legal authorization to agree to them on the applicant’s behalf.

Signature:  84D10F208DF04F7...

Date: 7/11/2024 | 10:48 AM CDT

Typed Full Name: April Bruhn

Title: Clerk/Treasurer

Phone Number: (715) 289-4282

Email: office@villageofcadott.com

**Applicant Authorized Representative #2 Signature: (if applicable)**

Add a second authorized representative signature only if your organization’s policies or governing body requires that a second authorized representative approve the content and/or submission of this document.

Signature: [Attach Signature Form Below]

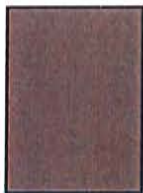
Date:

Typed Full Name:

Title:

Phone Number:

Email:



Attach your Applicant Authorized Representative #2 Signature Form here.

The Applicant Authorized Representative #2 Signature form may be downloaded on the Flexible Facilities Program website (under the “Application Attachments” section) at:

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

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

(Applicant Name)\_Attachment\_F\_Additional\_Authorized\_Signature

# FLEXIBLE FACILITIES PROJECT BUDGET FORM

CONTRACT #: \_\_\_\_\_  
(Enter only after Award)

GRANTEE: Village of Cadott

DATE: 7 / 10 / 2024

BUDGET ITEM	GRANT FUNDS	MATCH FUNDS <small>(if applicable)</small>	TOTAL COSTS <small>(by Activity)</small>
CONSTRUCTION	\$2,823,250.00		\$2,823,250.00
DIGITAL CONNECTIVITY INFRASTRUCTURE MATERIALS & INSTALLATION	\$55,000.00		\$55,000.00
COMPUTER PCU(S)	\$7,000.00		\$7,000.00
COMPUTER MONITOR(S)	\$700.00		\$700.00
COMPUTER LAPTOP(S)/NOTEBOOK(S)	\$8,800.00		\$8,800.00
COMPUTER SOFTWARE	\$500.00		\$500.00
PRINTER(S)	\$1,870.00		\$1,870.00
COMPUTER ASSESSORIES	\$1,850.00		\$1,850.00
ARCHITECTURAL/ENGINEERIN G (A/E) SERVICES	\$511,240.00		\$511,240.00
GRANT ADMINISTRATION	\$30,000.00		\$30,000.00
OTHER PROFESSIONAL SERVICES - SPECIFY:			\$0.00
OTHER PROFESSIONAL SERVICES - SPECIFY:			\$0.00
ADD ADDITIONAL ITEMS BELOW IF APPLICABLE:			
FURNITURE/FIXTURE/ APPLIANCES	\$212,000.00		\$212,000.00
SELF PICK-UP LOCKERS	\$65,000.00		\$65,000.00
SMART BOARD	\$25,000.00		\$25,000.00
WELLNESS EQUIPMENT/ THERAPY LIGHTS	\$5,500.00		\$5,500.00
			\$0.00
			\$0.00
<b>Sub-Total(s):</b>	<b>\$3,747,710.00</b>	<b>\$0.00</b>	<b>\$3,747,710.00</b>

*Continued on the next page.*

CONTRACT #: 0  
*(Enter only after Award)*

GRANTEE: Village of Cadott

DATE: 7 / 10 / 2024

**Summarize the Match Funding sources and amounts for this Flexible Facilities Program project:**

*Check all "Status" options that apply for each funding source.*

Source:	<input type="text"/>	Amount:	<input type="text" value="\$0.00"/>	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded	
Source:	<input type="text"/>	Amount:	<input type="text" value="\$0.00"/>	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded	
Source:	<input type="text"/>	Amount:	<input type="text" value="\$0.00"/>	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded	
Source:	<input type="text"/>	Amount:	<input type="text" value="\$0.00"/>	Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Committed	<input type="checkbox"/> Other
					<input type="checkbox"/> Applied	<input type="checkbox"/> Secured/Awarded	

For any source with a status of "Other" provide a brief explanation (no more than a one-sentence narrative per source).

**Documentation to verify that all matching funds have been secured must be submitted in the Grant Application.**





# VILLAGE OF CADOTT

Unique Entity ID <b>VJX6ZGJBUPM3</b>	CAGE / NCAGE <b>616B7</b>	Purpose of Registration <b>Federal Assistance Awards Only</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Dec 19, 2024</b>	
Physical Address <b>110 N Central ST Cadott, Wisconsin 54727-9143 United States</b>	Mailing Address <b>P.O. Box 40 110 Central ST. Cadott, Wisconsin 54727-9143 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>Village Of Cadott</b>	Division Number <b>Village of</b>
Congressional District <b>Wisconsin 07</b>	State / Country of Incorporation <b>(blank) / (blank)</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Dec 22, 2023</b>	Submission Date <b>Dec 20, 2023</b>	Initial Registration Date <b>Jun 11, 2010</b>
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## Entity Dates

Entity Start Date <b>Feb 2, 1895</b>	Fiscal Year End Close Date <b>Dec 31</b>
---	---

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USApending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?  
**No**

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:  
**Yes**

## Entity Types

### Business Types

Entity Structure <b>U.S. Government Entity</b>	Entity Type <b>US Local Government</b>	Organization Factors <b>(blank)</b>
Profit Structure <b>(blank)</b>		

**Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Government Types**

**U.S. Local Government**

**Municipality**

**Financial Information**

Accepts Credit Card Payments	Debt Subject To Offset
No	No

EFT Indicator	CAGE Code
0000	616B7

**Points of Contact**

**Electronic Business**

☒	110 Central ST.
APRIL BRUHN	P.O. Box 40
	Cadott, Wisconsin 54727
	United States

**Government Business**

☒	110 Central ST.
JANICE CHRISTIE	P.O. Box 40
	Cadott, Wisconsin 54727
	United States

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
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**Disaster Response**

This entity does not appear in the disaster response registry.



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary

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October 7, 2024

Randy Kuehni, Village President  
Village of Cadott  
110 Central Street  
Cadott, WI 54727-9143

RE: Village of Cadott 2024 Flexible Facilities Program (FFP) Project Award and Pre-Agreement Requirements

Dear Village President Kuehni:

Thank you for your recent Flexible Facilities Program (FFP) project proposal for the construction of a new public library. On behalf of Governor Tony Evers, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to \$3,747,710.00 to the Village of Cadott (referred to as the "Grantee" hereafter) for this FFP project.

The Flexible Facilities Program (FFP) is funded by the U.S. Department of Treasury through the American Rescue Plan Act's Capital Projects Fund. Wisconsin is using part of its allocation from the Capital Projects Fund for the FFP, which provides grants to local and Tribal governments for the purposes of enabling work, education, and healthcare monitoring, including remote options, in public libraries, community centers, and multi-purpose community facilities to address the needs of residents. DOA's Division of Energy, Housing and Community Resources (DEHCR) will be administering the FFP.

To determine the projects that would receive FFP awards and ensure that FFP Grant Applications met federal and program requirements, representatives from across the State of Wisconsin government reviewed and scored grant applications using the FFP competitive application criteria. A Scoring Summary sheet for your FFP Grant Application is included on page 10 of this letter.

Please see pages 4-9 of this letter for information regarding the FFP requirements that must be met and the documentation that must be submitted to DEHCR prior to the Grant Agreement being executed and prior to the start of construction. You have **forty-five (45) days** from the date of this letter to submit the items listed under "Pre-Agreement Documents Submission" on pages 6-8, including signing and returning the Acceptance of Award (Acceptance) on page 3. After DEHCR receives these items, you will be contacted by the DEHCR project representative assigned to your project to further discuss the terms and conditions of the FFP award to help ensure the successful administration of this project.

October 7, 2024  
Page 2 of 10

Village of Cadott  
FFP Award Amount: \$3,747,710.00

Congratulations and thank you for your efforts in helping our communities prosper and maintain a high quality of life for all Wisconsin residents.

Sincerely,

A handwritten signature in black ink that reads "Kathy Blumenfeld". The signature is written in a cursive, flowing style.

Kathy Blumenfeld  
Secretary  
Wisconsin Department of Administration

Attachments: 8

cc: Senator Jesse James, Senate District 23, State of Wisconsin  
Representative Karen Hurd, Assembly District 68, State of Wisconsin  
April Bruhn, Village Clerk/Treasurer, Village of Cadott  
Lynn McIntyre, Planning & Grants Team Lead, Cedar Corporation  
David Pawlisch, Administrator, DEHCR  
Tamra Fabian, Director, Bureau of Community Development, DEHCR  
Cindy Frankiewicz, Fiscal Section Chief, DEHCR  
Sally Smarzinski, Grants Specialist – Advanced, Bureau of Community Development, DEHCR

**ACCEPTANCE OF THE AWARD**

This award letter represents the Department of Administration – Division of Energy, Housing and Community Resources’ intent to award a grant to the Grantee. The Grantee’s intent to accept the award is indicated by signing below and returning this document to DEHCR via email to the assigned DEHCR project representative listed at the end of this letter.

**AUTHORITY TO SIGN DOCUMENT:** The individuals signing this Acceptance on behalf of the Grantee certify and attest that they have full and complete authority to bind the Grantee on whose behalf they are executing this document.

The individuals signing below also acknowledge that the specific provisions of this award letter are not binding upon DEHCR nor the Grantee and that DEHCR may withdraw this award at any point for any reason.

**ACKNOWLEDGEMENT**

Grantee:

\_\_\_\_\_  
Signature of Chief Elected Official

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Chief Elected Official

\_\_\_\_\_  
Title of Chief Elected Official

\_\_\_\_\_  
Signature of Clerk

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Clerk

\_\_\_\_\_  
Title of Clerk

## **FFP REQUIREMENTS AND PRE-AGREEMENT DOCUMENTS SUBMISSION**

Specific procedures must be followed prior to undertaking FFP activities. The Grantee must comply with applicable federal and state regulations and other grant requirements. Failure to comply may result in this award being rescinded.

### **PROJECT ADMINISTRATOR TRAINING**

All FFP project administrators are required to attend any implementation training sessions, as scheduled by the Division. The first FFP Implementation Training is scheduled for **Thursday, December 12, 2024**. It will be held via live webinar. Information and updates will be emailed to awarded Grantees and posted on the *FFP website* (under the "FFP Implementation Training" section):

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

### **PROCUREMENT PROCESS**

Regulations require each FFP Grantee to follow its local procurement policy. The Grantee must use procurement procedures that comply with federal, state, and local rules and regulations for purchases and contracts funded in whole or in part with FFP dollars. FFP Grantees are subject to the following guidance and requirements for procurement, purchasing, contracting, and financial management:

- *Grant Announcement* (Sections 5-8) specifications for eligible costs, the project budget, matching funds, contractor debarment checks, financial management, and financial audits;
- Federal regulations *2 CFR §200.317* through *2 CFR §200.327* for procurement and purchasing;
- Federal regulations *2 CFR §200 Subpart E – Cost Principles* for financial management requirements;
- Federal regulations *2 CFR §200.334* for financial records retention;
- *FFP Implementation Handbook* (upon release) for additional financial management requirements and procedures for FFP payment requests; and
- Wisconsin State Statutes for the competitive sealed bidding and contracting requirements (Wis. Stats. *§66.0901* [all], *§59.52(29) – (31)* [Counties], *§60.47* [Towns], *§61.54 – §61.57* [Village], *§62.15* [Cities]).

The Grantee's procurement policy must be submitted to and reviewed by DEHCR prior to the Grantee receiving any funding. The Division cannot release FFP funds for contracted materials and services that have been improperly procured. An exception to any applicable competitive procurement requirements specified in *2 CFR §200.320* must be requested from and approved by DEHCR. The request must meet the justification criteria set forth in *2 CFR §200.320(c)* and be in compliance with the Grantee's local procurement policies. Additional guidance and requirements will be provided in the *FFP Implementation Handbook* (upon release).

### **ENVIRONMENTAL REQUIREMENTS**

An Environmental Review Record and the affiliated actions must be completed for the project and an Environmental Certification letter must be issued by DEHCR's Environmental Compliance Officer prior to the

start of construction activities, the acquisition of real property, and/or making other purchases (for items other than those for which the costs are deemed exempt from this requirement, such as grant administration and engineering professional services). Starting construction activities prior to meeting environmental compliance certification requirements may disqualify the project from FFP funding eligibility. The environmental specifications for FFP projects are provided in the Grant Announcement (Section 11) and the [FFP Project Environmental Report Template](#) and the [Application Training webinar held May 10, 2024](#) [access the presentation slides and recording on the [FFP website](#) (under Application Training section)]. Additional guidance and requirements will be provided in the [FFP Implementation Handbook](#) (upon release). Changes to the project scope work may require additional environmental review activities. For assistance regarding environmental compliance, please contact the Environmental Desk at [DOAEnvironmentalDesk@wisconsin.gov](mailto:DOAEnvironmentalDesk@wisconsin.gov).

## ACQUISITION & RELOCATION

FFP projects involving acquisition (of property and temporary and permanent easements) and/or relocation activities are subject to the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (i.e., URA) [[49 CFR §24](#)]; State of Wisconsin regulations [[Ch. 32, Wisconsin Statutes](#), and [Ch. Admin. 92](#)]; and the [FFP Grant Announcement](#) (Section 11). Grantees must inform the Division upon determining acquisition and/or relocation is required for the project. Additional guidance and requirements will be provided in the [FFP Implementation Handbook](#) (upon release). Also refer to the Department of Administration's Relocation Assistance website [<https://doa.wi.gov/Pages/AboutDOA/RelocationAssistance.aspx>]. For the acquisition to be eligible for reimbursement, the Grant Agreement must be fully executed and the Environmental Review requirements met prior to the acquisition of property, unless otherwise agreed upon by DEHCR for the acquisition.

## LABOR STANDARDS

FFP Grantees are required to demonstrate the use of fair labor practices throughout the project period. The [Contract Work Hours and Safety Standards Act \(CWHSSA\)](#), [Fair Labor Standards Act \(FLSA\)](#), and general fair labor practices all apply to FFP projects. Davis-Bacon and Related Acts (DBRA), or "Davis-Bacon," federal labor standards do not apply to FFP projects, unless required by other *non-FFP* funding sources of the project. All construction prime contractors and subcontractors are subject to the fair labor practices specified in the [Grant Announcement](#) (Section 11), including paying their employees working on the FFP project at least the wage rates specified and submitting payroll records and supporting documentation for fringe benefits and deductions for monitoring by the Grantee, State/DEHCR, and/or Treasury. The Grantee is responsible for payroll reviews to confirm compliance and address any noncompliance issues, as applicable. Additional guidance and requirements will be provided in the [FFP Implementation Handbook](#) (upon release).

## QUARTERLY & ANNUAL REPORTING

Quarterly and annual reporting for the FFP project is required. The Grantee must submit the reports in accordance with the guidance and requirements that will be provided in the [FFP Implementation Handbook](#) (upon release) and the [FFP Implementation Training](#) (to be held via webinar on December 12, 2024).

## **PROGRAM INCOME & SUSTAINABILITY REQUIREMENTS**

All fees and other charges received by the Grantee (or the Grantee's Subrecipient) for the public's use of the facilities, equipment, devices, and materials purchased with or made possible by the FFP project grant funding are subject to the "program income" requirements set forth in the FFP Grant Announcement and [2 CFR §200.307](#). Program income earned through December 31, 2026, must be reported to DEHCR on a quarterly basis, following the guidance that will be provided in the FFP Implementation Handbook (upon release). All program income must be re-invested in the facilities and materials for which the original FFP grant funding investments were made, including FFP facility and equipment/device costs. The State is required to add program income to the FFP award amount when reporting financial expenditures to the U.S. Treasury (the Federal funding source), pursuant to [2 CFR §200.307\(e\)\(2\)](#). Note, however, that this does not change the State's award letter to the Grantee, nor the award amount the Grantee is to enter on DEHCR reporting documents. Program income funds are to be reported separately from the original FFP award.

In addition, when using FFP funding to assist a project, the terms and standards for the use of real property associated with the FFP project site that are specified in the FFP Grant Announcement and [2 CFR §200.311](#) apply. These standards apply from the date FFP funds are first spent for acquiring the property or for making improvements to the property until five (5) years after closeout of the Grantee's project with DEHCR. In the FFP Grant Application, the Grantee certified that the tribal or local government or subrecipient of the FFP funds has the capacity and a plan in place for sustaining the program services specified in their FFP Grant Application for five (5) years following the completion of the FFP project. The Grantee (or the Grantee's Subrecipient) must continue the program services specified and is not permitted to change the use of the property for five (5) years after completing the FFP project, unless otherwise pre-approved by DEHCR and the U.S. Department of Treasury. The Grantee may be required to return all FFP funds for non-compliance with this requirement. Contact DEHCR with any questions pertaining to this restriction.

## **OTHER FUNDING SOURCES**

The Grantee is subject to the specifications of [2 CFR §200.403\(f\)](#) and there can be no duplication of state and federal payments received for the same item or service. Costs paid with other state and/or federal funding sources are ineligible for payment with FFP grant funding.

## **PRE-AGREEMENT DOCUMENTS SUBMISSION**

All information provided in the FFP Grant Application is subject to further verification and review by the Division. The Grant Agreement will be prepared and routed for signatures after the Division receives and approves the following pre-agreement documentation:

1. A signed Acceptance of Award (Acceptance form provided as page 3 of this letter).



2. A copy of the Grantee's procurement/purchasing related policy or policies (if multiple are applicable) with the local government's procedures and requirements for purchasing and contracting for goods and services. *[Note: The Grantee's procurement requirements and guidelines may be within a document with a different name, such as a purchasing policy or ordinance, or other financial management policy.]*
3. The FFP Executed Contracts Report (attached with this letter), listing the prime contracts and sub-contracts executed to date and providing the information requested on the Report form.
4. The FFP Acquisition and Relocation Questionnaire (attached with this letter).
5. A completed Financial Management Contact Person form (attached with this letter).
6. A completed Signature Certification form (attached with this letter).
7. A completed W-9 Form [Taxpayer Identification Number (TIN) Certification] (attached with this letter).
8. A completed DOA-6456 Authorization for Electronic Deposit form (attached with this letter).
9. Bank account verification documentation for the DOA-6456 Authorization for Electronic Deposit, as specified at the bottom of the form (including a letter from the bank on letterhead *or* a voided check for the account). The bank verification letter must include the account holder name (which must be the Grantee), account number, and bank routing number, and be signed by an authorized representative of the bank. If submitting a voided check, it must be a check with the account holder name, account number, and bank routing number pre-printed on the check (a 'starter' check will *not* be accepted). If the Grantee would like to receive a paper check instead of having FFP funds deposited electronically, contact your assigned DEHCR Program Representative to obtain the appropriate form.
10. A completed DOA-6460 New Supplier form (attached with this letter).
11. An email from the municipal clerk or treasurer verifying that the bank account that will be used for the FFP project is non-interest bearing as required; and stating whether it is a separate account to be used *exclusively* for the FFP project funding deposits and disbursements (with no other State funds or other funds to be deposited into this account), *or* it is not a separate account and will not be used exclusively for the FFP project deposits and disbursements, but it has a separate account register to track FFP funding transactions separately from other funds in the account as required.
12. A copy of the Grantee's record on the federal System for Award Management (SAM) [<https://sam.gov/content/home>] which verifies the Grantee has an **"active" registration status and assigned Unique Entity Identification (UEI) number**. If the Grantee does not currently have an "active" registration or the Grantee's SAM registration has expired or will expire prior to the execution of the Grant Agreement, then the Grantee must either register or re-activate the registration on SAM (as applicable) and provide a copy of the record showing the updated status to the Division.

**Alerts Regarding SAM.gov Registration:**

- If the Grantee is not registered or has an inactive/expired registration in SAM, then the Division strongly advises the Grantee to complete the registration process or re-activation process (if applicable) **immediately** to avoid delays in executing the FFP Grant Agreement. Some grantees have experienced significant delays in registration and re-activation in the past.
  - Records generated from websites other than the *official* SAM website [<https://sam.gov/content/home>] or emails from entities other than SAM.gov and the Federal Service Desk (which manages SAM.gov) at [<https://sam.gov/content/help>] or [[https://www.fsd.gov/gsafsd\\_sp](https://www.fsd.gov/gsafsd_sp)] will **not** be accepted. Third-party entities have websites that display SAM information but are not the *official* SAM website.
  - Third-party entities may offer services for a fee to municipalities to assist with registering on SAM. However, there is no fee or charge on SAM.gov [<https://sam.gov/content/home>] for registration. Municipalities and other entities may self-register on SAM without third-party assistance and registration on the system is **FREE**. Refer to the "HELP" section on SAM for guidance resources.
13. An updated project budget, reflecting the FFP award and any changes to funding or projected costs, if applicable, using the FFP Project Budget Form (attached with this letter). If there are no changes to the budget information that was submitted on the budget form with the FFP Grant Application, then indicate in the email submission of pre-agreement documents that there are no changes to the project budget.
  14. An itemized, concise, bullet-pointed list of all construction activities and project deliverables to be included in the Scope of Work in the FFP Grant Agreement, based on the description of the project in the Grantee's FFP Grant Application.
  15. An updated project timeline with the projected construction bidding date(s) and construction start and end dates. Construction must begin no later than **July 1, 2025**, and end no later than **September 30, 2026**, for the State to comply with U.S. Department of Treasury Capital Projects Fund CPF (the funding source) timeline restrictions. Grantees must contact the assigned DEHCR project representative to request any exceptions.
  16. Financial or other documentation as requested by Department of Administration and/or DEHCR representatives for review as part of a risk assessment for this award.
  17. Additional items as applicable. Contact your assigned DEHCR project representative to determine if any items from the FFP Grant Application require follow-up or additional submissions prior to executing the Grant Agreement.

**The Grant Agreement number that will be assigned to your project and is to be entered when completing the forms attached to this letter is FFP 24-06.**

Please respond with the documentation listed in the "Pre-Agreement Documents Submission" section within **forty-five (45) days** from the date of this letter. Requested information should be submitted to DEHCR via email to your assigned DEHCR project representative listed at the end of this letter.

**PRE-CONSTRUCTION DOCUMENTS:**

The following documents are required **prior to the start** of any construction and the Division's disbursement of FFP funds for the FFP project:

- A fully executed FFP Grant Agreement between DEHCR and the Grantee (signed by all parties).
- A completed Environmental Report (including an Environmental Assessment, if required) **and** issuance of the Environmental Certification letter from DEHCR's Environmental Compliance Officer.
- Submission of any required documents, as listed in the Grant Agreement (once executed), for verifying compliance with applicable state and federal laws for the FFP projects. Additional guidance and requirements will be in the FFP Implementation Handbook (upon release).

Please contact your assigned DEHCR project representative listed below if you have any questions or concerns. We congratulate the Grantee on this FFP grant award, and we look forward to working with you to ensure successful completion of your Flexible Facilities Program project.

**Assigned DEHCR Project Representative:**  
Sally Smarzinski, Grants Specialist – Advanced  
[Sally.Smarzinski@wisconsin.gov](mailto:Sally.Smarzinski@wisconsin.gov)

**Flexible Facilities Program (FFP) Project  
 Application Scoring Summary**

Applicant / Tribal Government or Local Government:	<b>Village of Cadott</b>
Subrecipient:	
Wisconsin County:	Chippewa County
Project Title:	Public Library Construction
Project Category:	New Facility Construction
Facility Type:	Library
Project Start Date:	Construction must start no later than July 1, 2025
Project End Date:	Construction must be completed no later than September 30, 2026; Project Completion Report and Final FFP Payment Request must be submitted to DEHCR no later than October 31, 2026
Total # of Beneficiaries	5,000
Estimated Total Project Cost:	\$3,747,710.00
FFP Funding Amount Requested:	\$3,747,710.00
<b>FFP Funding Amount Awarded:</b>	<b>\$3,747,710.00</b>

	<b>Score:</b>	
Project Description (0 – 10 points possible):	<b>8</b>	
Project Need (0 – 40 points possible):	<b>37</b>	
Project Reach (0 – 30 points possible):	<b>29</b>	
Sustainability Plan (0 – 10 points possible):	<b>7</b>	
Match Funding (0 – 10 points possible):	<b>10</b>	
<b>TOTAL (100 points possible):</b>	<b>91</b>	<i>COMMENTS: Award if funds are available.</i>
<b>Grant Award Recommendation:</b>	<b>Award</b>	

## EXHIBIT II

### State and Federal Regulatory Requirements for FFP-Assisted Projects

#### REFER TO EXHIBIT II ATTACHMENTS FOR:

1. FFP POTENTIAL CONFLICT OF DISCLOSURE FORM
2. FFP CONTRACT TERMS & REQUIREMENTS (CONTRACT INSERTION)
3. LOBBYING CERTIFICATION FORM
4. DISCLOSURE OF LOBBYING ACTIVITIES FORM

THE FFP ATTACHMENTS LISTED ABOVE ARE FROM THE FFP IMPLEMENTATION HANDBOOK AND ARE AVAILABLE ON THE [FFP IMPLEMENTATION RESOURCES WEBSITE](https://energyandhousing.wi.gov/Pages/AgencyResources/FFP-Implementation-Resources.aspx) AT:

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

## POTENTIAL CONFLICT OF INTEREST DISCLOSURE

Pursuant to 2 CFR 200.318, decisions concerning the federal grant funds must be free of undisclosed personal or organizational conflicts of interest, both in fact and in appearance. No employee, officer, or agent of the grantee or subrecipient may participate in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent conflict of interest. Conflict of interest provisions within the Code of Federal Regulations must be addressed as part of procurement and contracting processes. Grantees, subrecipients, and contractors must disclose in writing any potential conflict of interest. Documentation of any disclosure of a potential conflict of interest and the grantee's review of the potential conflict must be provided by the grantee to the State of Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) for review prior to proceeding with contracting.

### New Library and Multi-Purpose Center Construction & Digital Technology Installation Project Village of Cadott

**Instructions:** In **Parts A. and B.** below, please check the box next to any person listed, and/or add the name and title of other persons not listed but who are involved with the project, that you have a known family or business relationship. Select "None of the Above" if you have no known family or business relationship with the individuals listed and have none to add. In **Part C.**, describe the relationship(s) with each person for which you checked the box in Parts A. and B. In **Part D.**, enter your typed or printed name, title, signature, company/firm name, and signature date.

#### PART A. ELECTED OFFICIALS:

- Randy Kuehni, Village President
- Terri Licht, Trustee
- Todd Seely, Trustee
- Nicole Whipp Sime, Trustee
- Eric Weiland, Trustee
- Ronald Duncan, Trustee
- Louis Eslinger, Trustee
- April Bruhn, Village Clerk
- Jeremy Kenealy, Public Works Director
- April Bruhn, Village Clerk
- OTHER (Please specify): \_\_\_\_\_
- NONE OF THE ABOVE

#### PART B. OTHER PERSONS INVOLVED WITH PROJECT:

- 
- 
- OTHER (Please specify): \_\_\_\_\_
- NONE OF THE ABOVE

#### PART C. DESCRIPTION OF RELATIONSHIP(S):

PART D. CERTIFICATION: By signing below, I certify the information provided above is true, accurate, and correct. I also acknowledge and understand that the name of any contractor with a potential conflict of interest will be disclosed at the Village Board meeting in which bids/proposals are discussed. Potential conflicts of interest will be reviewed in accordance with 2 CFR 200.318.

\_\_\_\_\_  
Printed Name of Contractor Representative                      Title                      Signature

\_\_\_\_\_  
Name of Entity (i.e., name of business/company, firm, or organization)                      Date Signed [MM/DD/YYYY]

## WISCONSIN FLEXIBLE FACILITIES PROGRAM (FFP) PROJECT CONTRACT TERMS & CONDITIONS

### For Prime Contractors and Subcontractors

*This document must be included in all construction and non-construction prime contracts and subcontracts for an FFP project.*

The Flexible Facilities Program (FFP) is funded by the U.S. Department of Treasury's Capital Projects Fund (CPF), and administered by the State of Wisconsin Department of Administration (DOA) – Division of Energy, Housing and Community Resources (DEHCR). The contracting entity (the "contractor" hereafter) signing the contract to which this document is attached agrees to comply with the requirements of section 604 of the Social Security Act (the Capital Projects Fund Statute), as added by section 9901 of the American Rescue Plan Act of 2021, and guidance issued by the Treasury and DEHCR regarding the foregoing. The contractor also agrees to comply with all other applicable federal statutes, regulations, and executive orders, including but not limited to applicable statutes and regulations prohibiting discrimination in programs receiving federal financial assistance and all applicable federal environmental laws and regulations. The contractor shall provide for such compliance by other parties in any agreements it enters into with other parties relating to the FFP project.

The FFP requirements applicable to the contract award include, without limitation, the following:

1. **Uniform Cost Principles:** Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200, other than such provisions as Treasury may determine are inapplicable to the FFP grant and associated contracts, and subject to such exceptions as may be otherwise provided by Treasury or DOA-DEHCR.
2. **Recipient Integrity and Performance Matters:** Recipient Integrity and Performance Matters pursuant to which the award term set forth in 2 CFR Part 200, Appendix XII to Part 200 is hereby incorporated by reference.
3. **Conflict of Interest Restrictions:** Conflict of interest restrictions and requirements in accordance with 2 CFR Part 200.112, 2 CFR Part 200.318 and 2 CFR Part 200.319(b).  
**2 CFR Part 200.112.** All conflicts must be disclosed by the contractor to the owner of this contract prior to contract execution, and will be reported to Treasury, as deemed appropriate, by the State of Wisconsin.  
**2 CFR Part 200.318.** Entities must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of a grantee or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors. However, the grantee or subrecipient may set standards for situations where the financial interest is not substantial or a gift is an unsolicited item of nominal value. The grantee's or subrecipient's standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.  
**2 CFR Part 200.319(b).** To ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids must be excluded from competing on those procurements.
4. **SAM.gov Debarment and Suspension:** OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement) through the System for Award Management (*SAM.gov* at <https://sam.gov/content/entity-information>), pursuant 2 CFR Part 180, including the requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 CFR Part 180, subpart B) that the award is subject to 2 CFR Part 180 and Treasury's implementing regulation at 31 CFR Part 19.
5. **SAM.gov Records:** "Recipient Integrity and Performance Matters," pursuant to which the award term set forth in 2 CFR Part 200, Appendix XII to Part 200, hereby incorporated by reference, pertaining to entity records on *SAM.gov*.



6. **Loobbying Restrictions and Disclosure of Loobbying Activities:** The new restrictions on loobbying per 31 CFR Part 21. The contractor is to comply with loobbying certification and loobbying disclosure requirements for the FFP project. If the amount of the award under this contract is greater than \$100,000.00, the contractor certifies that to the best of their knowledge and belief, that:
- No Federal appropriated funds have been paid or will be paid, by or on behalf of the contractor, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Loobbying," in accordance with its instructions [accessed at: <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/disclosure.pdf>].
  - The contractor shall require that the language of this certification be included in the contract award documents for all subawards at all tiers (including subcontracts and contracts under grants, loans, and cooperative agreements) and that all subcontractors shall certify and disclose accordingly.
- The certification in this contract is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
7. **Domestic Preference Expectation:** In accordance with the domestic preference provisions of 2 CFR Part 200.322, the contractor agrees, to the greatest extent practicable and consistent with law, to provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).
8. **Build America Buy America (BABA) Exemption (Conditional):** A general exemption has been granted by Treasury from the domestic preference requirements of *Executive Order 14005: Ensuring the Future is Made in All of America by All of America's Workers* (January 25, 2021) and the Build America Buy America Act (2 CFR 184, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021) for projects funded by the Treasury's Capital Projects Fund (CPF). They are *not applicable* to FFP projects *unless* otherwise triggered by another federal funding source for the CPF-funded project, which is specified in this contract.
9. **Consideration for Small Businesses, Women-Owned, Minority-Owned, and Disabled Veteran-Owned Businesses and Labor Surplus Area Firms:** The contractor and their subcontractors (all tiers) shall take all affirmative steps to ensure small businesses, woman-owned, minority-owned and disabled veteran-owned businesses, and labor surplus area firms are considered for sources of supplies and services in accordance with 2 CFR Part 200.321 and Department policy, and as defined below:
- Small Business** – A business firm that matches the revenue and employment status of a small business in their industry, as specified in 13 CFR Part 121.101 and the *North American Industry Classification System (NAICS)*. Registered small businesses may be found in directories available on the *U.S. Small Business Administration website*.
  - Minority-Owned Business Enterprise- (MBE)\*** – A firm that is at least 51% owned, controlled, and actively managed by one or more members of an eligible minority group member; is a sole proprietorship, corporation, LLC, or joint ventures; is organized in a for profit basis and currently performing a useful business function; and is not held in trust. If the business is a subsidiary or affiliate, the parent company must be at least 51% owned by a minority or minority owners. Eligible racial ethnic categories include: American Indian, Asian-Indian, Asian-Pacific, Black, Eskimo or Aleut, Hispanic, and Native Hawaiian [*Wis. Stat. § 16.287(1)* and *Wis. Admin. Code §§ 84.01(29)(a-e)*].
  - Women-Owned Business Enterprise (WBE)\*** – A firm that is at least 51% owned, controlled, and actively managed by one or more women; is a sole proprietorship, corporation, LLC, or joint ventures; is organized in a for profit basis and currently performing a useful business function; and if held in trust, it must be a woman or women as the owner, beneficiary, and trustee of the trust. If the business is a subsidiary or affiliate, the parent company must be at least 51% owned by a woman or women owners.

- **Disabled Veteran-Owned Business (DVB)\*** – A firm that is at least 51% owned, controlled, and actively managed by one or more service-disabled veterans; is a sole proprietorship, corporation, LLC, or joint ventures; is organized in a for-profit basis and currently performing a useful business function; and is not held in trust. If the business is a subsidiary or affiliate, the parent company must be at least 51% owned by a service-disabled veteran owner or service-disabled veteran owners. The headquarters must be located in Wisconsin. A disabled veteran is defined as having a Certificate of Release or Discharge from Active Duty (Form DD214); being a resident of Wisconsin; having a Disability Rating of at least 0% with the Department of Veteran's Affairs or an Armed Services Branch [*Wis. Stat. § 16.283(1)(b)* and *Wis. Admin. Code § 82.22*].
- **Labor Surplus Area Firm** – A business that operates in a "labor surplus area" as designated by the U.S. Department of Labor (USDOL). USDOL publishes a list of LSAs on a fiscal year basis on the *USDOL Labor Surplus Area website* [<https://www.dol.gov/agencies/eta/lssa>].

\*A directory of MBE, WBE and DVB firms may be accessed on the *Wisconsin Supplier Diversity Program website* [<https://supplierdiversity.wi.gov/Pages/Home.aspx>].

10. **Drug-Free Workplace:** The Government-wide Requirements for Drug-Free Workplace, 31 CFR Part 20 is hereby incorporated by reference.
11. **Environmental Laws:** Generally applicable federal environmental laws and regulations, as summarized in DOA – DEHCR's *FFP Environmental Report Template*.
12. **Solid Waste Disposal Act:** Pursuant to 2 CFR Part 200.323, the contractor represents and warrants that in its performance under the Agreement, contractor shall comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
13. **Clean Air Act:** If the contractor's prime contract or subcontract for the FFP project is in excess of \$150,000, the contractor must comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387) and agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with the FFP Grant Award. Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
14. **Protections for Whistleblowers:**
  - (a) In accordance with 41 U.S.C. § 4712, contractor may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.
  - (b) The list of persons and entities referenced in the paragraph above includes the following:
    - 1) A member of Congress or a representative of a committee of Congress;
    - 2) An Inspector General;
    - 3) The Government Accountability Office;
    - 4) A Treasury employee responsible for contract or grant oversight or management;
    - 5) An authorized official of the Department of Justice or other law enforcement agency;
    - 6) A court or grand jury; or
    - 7) A management official or other employee of Grantee or DOA – DEHCR, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct.

(c) Grantee shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.

15. **Encouraging Seat Belt Use:** To promote increasing seat belt use in the United States and pursuant to Executive Order 13043, 62 FR 19217 (Apr. 18, 1997), contractors are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented or personally owned vehicles.
16. **Reducing Text Messaging While Driving:** Pursuant to Executive Order 13513, 74 FR 51225 (Oct. 6, 2009), the contractor is encouraged to adopt and enforce policies that ban text messaging while driving, and Grantee should establish workplace safety policies to decrease accidents caused by distracted drivers.
17. **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment:** The FFP funds may not be used to procure or obtain any covered telecommunication and video surveillance services or equipment as described in 2 CFR Part 200.216, including covered telecommunication and video surveillance services or equipment provided or produced by entities owned or controlled by the People’s Republic of China and telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
18. **Publications:** Any publications produced with funds from this contract award must display the following language: “This project [is being] [was] supported, in whole or in part, by federal award number CFDA # 21.029, awarded to [name of FFP project grantee] via the Wisconsin Department of Administration by the U.S. Department of the Treasury.”
19. **Assurances with Compliance with Civil Rights Requirements:** The following equal opportunity and Civil Rights compliance laws for which the associated requirements apply to FFP project contracts:
  1. Executive Order 13160
  2. Federal Coordination And Compliance Section (justice.gov)
  3. Executive Order 12250
  4. Civil Rights Division | Executive Order 12250 (justice.gov)
  5. Executive Order 13166
  6. Civil Rights Division | Executive Order 13166 (justice.gov)
  7. Title VI of the Civil Rights Act of 1964
  8. Title IX of the Education Amendments of 1972
  9. Section 504 of the Rehabilitation Act of 1973
  10. Age Discrimination Act of 1975

(a) As a condition of receipt of federal funding under this contract, the contractor provides the following assurances with respect to the fulfillment of the contract:

- 1) **Title VI of the Civil Rights Act of 1964.** The contractor will ensure its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance documents.
- 2) **Executive Order 13166 - Access to Services for Persons with Limited English Proficiency.** The contractor acknowledges that Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency” [<https://www.justice.gov/crt/executive-order-13166>], seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). The contractor understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury’s implementing regulations. Accordingly, contractor shall initiate reasonable steps, or comply with the Department of the Treasury’s directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. The contractor understands and agrees that meaningful access may entail providing language

assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the contractor's programs, services, and activities.

- 3) **LEP Persons Consideration.** The contractor agrees to consider the need for language services for LEP persons when the contractor develops applicable budgets and conducts programs, services, and activities. As a resource, the Department of the Treasury has published its LEP guidance at 70 FR 6067. For more information on taking reasonable steps to provide meaningful access for LEP persons, please visit <http://www.lep.gov>.
- 4) **Civil Rights Act Contract Clause.** The contractor acknowledges and agrees that it must require any subcontractors, successors, transferees, and assignees to comply with assurances (1)-(3). above, and agrees to incorporate the following language in every contract or agreement subject to Title VI and its regulations between contractor and its subcontractors, successors, transferees, and assignees:

**Civil Rights Act Subcontract Clause:**

*The subcontractor, successor, transferee, and assignee shall comply with Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq.), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement.*

- (b) The contractor shall cooperate with the owner of this contract, the FFP grantee, and the State of Wisconsin FFP in any enforcement or compliance review activities by the U.S. Department of the Treasury of the aforementioned obligations. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions.

**20. Equal Opportunity Contract Clause:**

**41 CFR Part 60-1.4(b) EQUAL OPPORTUNITY CLAUSE. [EO 11246, as amended by EO 11375]**

***Federally assisted construction contracts.***

- (a) **Law and Provisions.** Except as otherwise provided under 41 CFR Part 60, if the contractor has been awarded a construction contract for the federally assisted FFP project, then the contractor shall comply with, and include in all construction subcontracts for the FFP project, the equal opportunity clause provided under 41 CFR Part 60-1.4(b), as listed on the pages that follow. This is required in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- (b) **Contract Language.** Except as otherwise provided, the FFP grantee, grant subrecipient, each prime contractor and each subcontractor is required to agree to the terms and include the following language as a condition of any contract for the FFP project:

The contractor signing this contract hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

- (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without

regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor.

The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: *Provided*, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The contractor further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the contractor so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The contractor agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the

administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The contractor further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order.

In addition, the contractor agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the contractor under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such contractor; and refer the case to the Department of Justice for appropriate legal proceedings.

- (c) **Subcontracts.** Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.
- (d) **Inclusion of the equal opportunity clause by reference.** *[This is not a provision allowable for or applicable to FFP project construction contractors and subcontractors.]*
- (e) **Incorporation by operation of the order.** By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.
- (f) **Adaptation of language.** Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.  
[80 FR 54975, Sept. 11, 2015]

## 21. Labor – Mechanics & Laborers.

- (a) **Contract Work Hours and Safety Standards Act (CWHSSA):** Where applicable, all contracts awarded for this project financed in whole or in part with the grant award in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Contract Work Hours and Safety Standards Act (CWHSSA), each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
  - i. If such certification is not provided, a contractor must provide a project employment and local impact report detailing:
    - The number of contractors and sub-contractors working on the Project;
    - The number of employees on the Project hired directly and hired through a third party;
    - The wages and benefits of workers on the Project by classification; and
    - Whether those wages are at rates less than those prevailing (As determined by the U.S. Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (commonly known as the “Davis-Bacon Act”), for the corresponding classes of laborers and mechanics employed on projects of a character similar to the contract work in the civil subdivision of the State (or the District of Columbia) in which the work is to be performed).
- (b) **Davis-Bacon Act (DBA) Conditional Exemption:** Contractors and subcontractors are not subject to Davis-Bacon Act compliance requirements for the FFP project (per an exemption allowed by Treasury for projects funded by the Capital

Project Fund) unless DBA requirements are triggered by another funding source for the FFP project. If triggered by another funding source, the DBA requires contractors and subcontractors performing on federally funded or assisted contracts in excess of \$2,000 for the construction, alteration, or repair (including painting and decorating) of public buildings or public works, to pay their laborers and mechanics employed under the contract no less than the prevailing wages and fringe benefits for corresponding work on similar projects in the area, as established by the federal wage rates published on *SAM.gov*.

- (c) **Copeland “Anti-Kickback” Act (40 U.S.C. 3145) Conditional Exemption:** FFP projects are not subject to Copeland “Anti-Kickback” Act compliance requirements unless the project is subject to the Davis-Bacon Act and Federal wages, if triggered by another funding source to the FFP project. The Copeland Act, as supplemented by the U.S. Department of Labor (USDOL) regulations (*29 CFR Part 3, Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States*), is only applicable to construction projects subject to the Federal wage standards (i.e., Davis-Bacon Act wage requirements). If DBA is triggered by another funding source for the FFP project, the Copeland Act is applicable. The Copeland Act provides that each contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The payroll reporting, monitoring, and recordkeeping specifications of *29 CFR Part 3* would apply.
- (d) **Fair Labor Practices - Fair Wages, Payroll Reporting, & Monitoring Requirements:** Competitive wages and payroll documentation are required for construction laborer and mechanic job classifications. The contractor agrees to ensure workers in a laborer or mechanic job classification are paid wages and benefits in accordance with the applicable provisions summarized as follows:
- 1) If the Davis-Bacon Acts (DBA) is deemed to apply to this contract for the FFP project as required by another funding source other than the Flexible Facilities Program funds (which are *not* subject to DBA compliance), then the contractor agrees to comply with all requirements of the DBA, Copeland Anti-Kickback, CWHSSA, and related laws for labor and wages.
  - 2) If DBA is confirmed to *not* apply to this contract for the FFP project, the contractor agrees to comply with the requirement of having fair labor practices and fair wages in accordance with the following FFP labor standards:
    - If the laborer or mechanic is a member of a collective bargaining agreement, the laborer or mechanic shall be paid wages and benefits in accordance with the collective bargaining agreement.
    - If the laborer or mechanic is not a member of a collective bargaining agreement, the laborer or mechanic is entitled to wages and benefits in accordance with whichever is the higher of:
      - Their regular hourly wage and fringe benefits rate for other similar work they perform for the contractor;
      - An hourly wage rate (including cash wage plus fringe benefits rate) not less than the wage rate specified in Federal *Executive Order 14026* for work performed on or in connection with covered federal contracts, which is an hourly rate totaling \$17.20 per hour as of January 1, 2024, per the *Notice of Rate Change for 2024*; increasing to \$17.75 per hour starting January 1, 2025, per the *Notice of Rate Change for 2025*; and subject to an annual inflation increase in 2026.
    - Apprentices shall be compensated according to the provisions of their Federal or State recognized apprenticeship documentation.
  - 3) The contractor agrees to provide payroll documentation for its employees and payroll documentation for its subcontractors’ employees working on the project to verify fair labor practices, including providing certified payroll records to the owner of this contract no later than **seven (7) days** after the conclusion of each payroll period for all pay periods in which their employees work on the FFP project. Records are to be submitted weekly or bi-weekly, depending on the contractor’s regular payroll cycle.

In accordance with the CWHSSA recordkeeping requirements specified on the *USDOL CWHSSA guidance*, the payroll documentation will include the following:

- Contractor/employer company name;
- Payroll period dates;

- Employee names – for each laborer or mechanic working on the FFP project for construction (i.e., new construction, renovation, rehabilitation, expansion, demolition, and related infrastructure and equipment installation at the FFP project site)
  - Each employee’s unique identification (ID) number (the assigned employee ID number or last four digits of their social security number);
  - Each employee’s address
  - Each employee’s telephone number
  - Each employee’s job classification for work performed
  - Number of hours each employee worked per day and total hours worked each week on the FFP project;
  - Hourly rate of pay, including the hourly wage rate for straight-time (ST) hours (hours worked that total 40 and less during the work week) and overtime (OT) hours (hours worked over 40 in the work week);
  - The total gross wages amount earned, and net wages amount paid to the employee after deductions;
  - Hourly fringe benefits rates, including the hourly rate cash equivalent of each fringe benefit;
  - Payroll deductions made for the pay period; and
  - Additional payroll supporting documentation related to wages, fringe benefits plans and rates, records of payments made to employees and fringe benefits plans, and deductions (types, employee authorizations, etc.) on file, which must be provided upon request to the grantee, subrecipient, DOA, the U.S. Department of Treasury, and/or other state and federal agencies.
- (e) **Labor Standards Records Retention.** Contractors must maintain these records during the course of the work and for a period of three (3) years after all the work on the prime contract is completed. They also must be made available to the contracting agency (including Department of Treasury and the State of Wisconsin, FFP grantee and subrecipient, if applicable) and the Department of Labor upon request. [Note: Grantees must retain all records for the FFP project, including the contracting and payroll and related records collected from contractors for seven (7) years in accordance with the FFP requirements.]
22. **Termination Clauses in Contracts:** All contracts made by the contractor and owner of this contract under a federal award, as applicable must contain the contract provisions required under 2 CFR Part 200, Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Specifically, contractor must ensure that all subcontracts in excess of \$10,000 address termination for cause and for convenience, including the manner by which it will be affected and the basis for settlement.
23. **Records and Inspection:** The contractor shall maintain records and financial documents sufficient to evidence compliance with the Treasury Capital Projects Fund Statute, the Uniform Guidance, this contract and the FFP. The grantee, subrecipient (if applicable), the State of Wisconsin, Treasury Office of Inspector General, the Government Accountability Office, Treasury, and their authorized representatives, shall have the right of access to records (electronic and otherwise) of the contractor related to the FFP grant in order to conduct inspections, audits or other investigations. This right also includes timely and reasonable access to the contractor’s personnel for the purpose of interview and discussion related to such documents.
24. **General Compliance:** The contractor agrees to comply with the FFP, CPF Statute and the Guidance and all other applicable federal statutes, regulations, and executive orders, including but not limited to applicable statutes and regulations prohibiting discrimination in programs receiving federal financial assistance and all applicable federal environmental laws and regulations, and the contractor shall provide for such compliance in any agreements it enters into with other parties relating to the FFP project.
25. **False Statements:** The contractor understands that making false statements or claims in connection with this contract is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.



# Division of Energy, Housing and Community Resources (DEHCR)

Flexible Facilities Program (FFP) – Lobbying Certification

## LOBBYING CERTIFICATION

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of their knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" [at [https://www.gsa.gov/system/files/SFLLL\\_1\\_2\\_P-V12b.pdf](https://www.gsa.gov/system/files/SFLLL_1_2_P-V12b.pdf)] in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into.

Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of their knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities" [at [https://www.gsa.gov/system/files/SFLLL\\_1\\_2\\_P-V12b.pdf](https://www.gsa.gov/system/files/SFLLL_1_2_P-V12b.pdf)] in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

FFP PROJECT GRANTEE NAME  
(LOCAL/TRIBAL GOVERNMENT): Village of Cadott

ENTITY'S ROLE ON THE FFP PROJECT (*select one*):

- Grantee (i.e., Local/tribal government awarded the FFP grant funds from the State of Wisconsin/DEHCR)
- Subrecipient (i.e., Non-profit or government entity receiving FFP grant funds as a 'pass-through' from the Grantee to implement the FFP project)
- Prime Contractor (i.e., contracting entity awarded the contract by the Grantee or Subrecipient)
- Subcontractor (i.e., contracting entity awarded the contract by the Prime Contractor or another contractor)

ENTITY'S ORGANIZATION NAME: \_\_\_\_\_

PRINTED FULL NAME OF ENTITY'S  
AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

TITLE OF AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

SIGNATURE OF AUTHORIZED  
REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

# DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year <input type="checkbox"/> quarter <input type="checkbox"/> date of last report <input type="checkbox"/>
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:   Congressional District, if known:	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>   Congressional District, if known:	
<b>6. Federal Department/Agency:</b>   	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):   	<b>b. Individuals Performing Services (including address if different from No. 10a)</b> (last name, first name, MI):   	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## EXHIBIT III

### Minimum Qualifications

- 1) The person(s)/firm(s) must have successfully provided Grant Administration services for a minimum of 5 similar type projects. The person/firm may not be selected if there have been any unresolved issues relative to the services provided.
- 2) The principal responsible for coordination of the Grant Administration must have a minimum 5 years of experience with this specific type of work.
- 3) The principal responsible for provided Grant Administration must have a minimum of 5 years of experience with the FFP Program *or* other federal/state funded programs or projects.
- 4) The person(s)/firm(s) must submit references as to their professional qualifications from a minimum of 3 previous clients for which the person(s)/firm(s) has/have performed work (include contact name, title, firm/organization/government name, email address, mailing address and telephone number).

## EXHIBIT IV Selection Rating System

1. Project Coordinator/Lead's Experience	<u>Maximum 20 Points</u>
A. 5 or more years experience with FFP or other federal/state programs	20 Points
B. 4 years experience	15 Points
C. 3 years experience	10 Points
D. Less than 2 year experience	5 Points
E. No experience	0 Points
2. Firm's Project Completion Background	<u>Maximum 20 Points</u>
A. Completion of 5 or more previous, similar type projects within proposed time frame & budget	20 Points
B. Completion of 4 similar projects	15 Points
C. Completion of 3 similar project	10 Points
D. Working on 2 similar project; not completed	5 Points
E. No work on a similar project	0 Points
3. References from Similar Projects	<u>Maximum 20 Points</u>
A. Respondent lists 3 previous clients with similar projects and all references give excellent response on quality of service	20 Points
B. Respondent lists 2 previous clients	15 Points
C. Respondent lists 1 previous client	10 Points
D. Respondent lists no previous references	0 Points
4. Firm's Familiarity with Community Needs	<u>Maximum 10 Points</u>
A. Firm is thoroughly familiar with community(ies) with similar population and characteristics to Village of Cadott	10 Points
B. Firm is somewhat familiar with community(ies) with similar population and characteristics to Village of Cadott	5 Points
C. Firm is unfamiliar with community(ies) with similar population and characteristics to Village of Cadott	0 Points
5. Responsiveness to Specifications of Project/RFP	<u>Maximum 20 Points</u>
A. Needs of project are fully addressed in Proposal	20 Points
B. Needs of project are somewhat addressed in Proposal	10 Points
C. Needs of project are not addressed/resolved in Proposal	0 Points
6. Cost Effectiveness	<u>Maximum 10 Points</u>
A. Budget/proposal includes 3 or more cost effectiveness Components	10 Points
B. Budget/proposal includes 1-2 cost effectiveness components	5 Points
C. Budget/proposal does not include cost effectiveness components	0 Points

7. Budget	<u>Maximum 10 Points</u>
A. Budget within Village Cadott's capacity as proposed	10 Points
B. Budget slightly above Village of Cadott 's capacity as proposed; potentially feasible with modest adjustment	5 Points
C. Budget not reasonably within Village of Cadott's capacity as proposed; would require extensive adjustment to be feasible	0 Points
8. Minority or Women Business Enterprise or Disabled Veteran-Owned firm or small business*	<u>Maximum 5 Points</u>
A. Firm is MBE, WBE or DVB firm	5 Points
B. Firm is not MBE, WBE or DVB firm	0 Points
9. Small Business Firm or Labor Surplus Area (LSA) firm	<u>Maximum 5 Points</u>
A. Firm is a small business or LSA firm	5 Points
B. Firm is not a small business or LSA firm	0 Points

**MAXIMUM TOTAL POINTS: 120 POINTS**

**Note to Responders of RFP:**

***Proposal submittals are to be organized to address the submittal specifications listed in the RFP and the evaluation criteria listed above.***

**\*FIRM CLASSIFICATION DEFINITIONS:**

- Minority-Owned Business Enterprise (MBE) – Business with at least 51% ownership and control held by minority person(s).
- Woman-Owned Business Enterprise (WBE) – Business with at least 51% ownership and control held by a woman or women.
- Disabled Veteran-Owned Business (DVB) – Business with at least 51% ownership and control held by person(s) classified as a service-disabled veteran(s).
- Small Business – Business with the revenue and employment levels specified by the U.S. Small Business Administration and North American Industry Classification System (NAICS) codes as being a small business in their industry (see [SBA table](#)).
- Labor Surplus Area (LSA) Firm – Business with operations located in an geography designated by the U.S. Department of Labor as a labor surplus area (see [USDOL LSA website](#) to access the list, which is updated annually).