



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary

October 7, 2024

David Crowley, County Executive  
Milwaukee County  
901 N. 9th Street  
Milwaukee, WI 53233-1425

RE: Milwaukee County 2024 Flexible Facilities Program (FFP) Project Award and Pre-Agreement Requirements

Dear County Executive Crowley:

Thank you for your recent Flexible Facilities Program (FFP) project proposal for the renovation and expansion of the Clinton & Bernice Rose Senior Center. On behalf of Governor Tony Evers, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to \$3,967,737.00 to the Milwaukee County (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.

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 LaTonya Johnson, Senate District 6, State of Wisconsin  
Representative Kalan Haywood, Assembly District 16, State of Wisconsin  
George Christenson, County Clerk, Milwaukee County  
Rachael Schaser, Grant & Project Analyst, Milwaukee County  
David Pawlisch, Administrator, DEHCR  
Tamra Fabian, Director, Bureau of Community Development, DEHCR  
Cindy Frankiewicz, Fiscal Section Chief, DEHCR  
Stacey Miller, 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 24-20.**

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:**  
Stacey Miller, Grants Specialist – Advanced  
[Stacey.Miller1@wisconsin.gov](mailto:Stacey.Miller1@wisconsin.gov)

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

Applicant / Tribal Government or Local Government:	<b>Milwaukee County</b>
Subrecipient:	
Wisconsin County:	Milwaukee County
Project Title:	Clinton and Bernice Rose Senior Center Renovation and Expansion
Project Category:	Facility Renovation/Expansion
Facility Type:	Community Center
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	700
Estimated Total Project Cost:	\$4,023,777.88
FFP Funding Amount Requested:	\$3,967,737.88
<b>FFP Funding Amount Awarded:</b>	<b>\$3,967,737.00</b>

	<b>Score:</b>	
Project Description (0 – 10 points possible):	<b>9</b>	
Project Need (0 – 40 points possible):	<b>39</b>	
Project Reach (0 – 30 points possible):	<b>27</b>	
Sustainability Plan (0 – 10 points possible):	<b>8</b>	
Match Funding (0 – 10 points possible):	<b>5</b>	
<b>TOTAL (100 points possible):</b>	<b>87</b>	
<b>Grant Award Recommendation:</b>	<b>Award</b>	