



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Kathy Blumenfeld, Secretary-Designee  
Jana Steinmetz, Administrator

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February 2, 2022

Dear Applicant:

You are receiving this email because you applied to the ARPA Tourism Capital Grant Program. After a competitive review process your application has been selected for funding. Congratulations!

Here is an overview of the coming steps. Please monitor your email for messages pertaining to the following:

**Sam.gov Registration Required**

To receive federal funds, awardees are required to obtain a unique entity ID, or UEI (formerly the DUNS number) by registering with the federal System for Award Management (SAM). SAM registration is free and is required for you to receive funds. It is recommended that you register now so that you will have the number to provide when the grant agreement is routed for signature as there will be a fillable field to provide the UEI. For your convenience, registration can be completed at [US Federal Contractor Registration \(USFCR\) | SAM Register or Renew](#).

**Affirmative Action Plans**

State law requires grant recipients who receive \$50,000 or more to submit Affirmative Action plans to the Department or to file for an exemption from submitting a plan. To make this process as efficient as possible, the Department Contract Compliance program manager will be reaching out to those recipients who meet the threshold to work with them on the submission of the appropriate forms and documentation prior to the release of your award.

**Reports**

You will be required to complete interim and final reports that certify that your expenses are consistent with the terms of the Program. The Report forms will be posted to the Workforce Innovation Grant Program website [DOA Tourism Capital Grant Program \(wi.gov\)](#) under the Award Materials dropdown. You will be notified via email when the report forms are posted and of any pending deadlines. Reports must be returned by the deadlines outlined in the Grant Announcement. Please see the Grant

Announcement for additional details on eligible expenses. The program strongly suggests that you consult a tax professional before you submit a final report to ensure compliance with ARPA guidance.

**Forms**

Some of you may receive forms to set up your payment information in the State's financial system. Please fill those out and return promptly. Please do not be concerned if you do not receive an email requesting that you complete forms as it means you are already set up in the system.

**Method of Payment**

To distribute grant awards as quickly as possible, the Department of Administration ("Department") will determine the payment method used for each award recipient (via ACH or a mailed check). In addition, while some award recipients are already established in State's payment processing systems, others are not or have outdated information. The Department will review the supplier information and may request the completion additional forms before the award payment can be processed.

Please return all materials as soon as possible to help our payment process move smoothly. If you have questions, please see the website or email [TourismCapitalGrantProgram@wisconsin.gov](mailto:TourismCapitalGrantProgram@wisconsin.gov)

Questions regarding this email should also be directed to [TourismCapitalGrantProgram@wisconsin.gov](mailto:TourismCapitalGrantProgram@wisconsin.gov)