

# Dane County Contract Cover Sheet

Revised 01/2025

Res 374  
significant

BAF # 25092  
Acct: Seitz  
Mgr: Cervantes  
Budget Y/N: N

Dept./Division	Human Services / HAA		
Vendor Name	State of Wisconsin - Department of Administration	MUNIS #	3839
Brief Contract Title/Description	CDBG-Disaster Relief (CDBG-DR) funding		
Contract Term	12/5/2024 - 12/31/2026		
Contract Amount	\$ 1,998,275.00		

Contract # Admin will assign	15776rev
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input checked="" type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Spring Larson, Contract Coordination Assistant	Name	Diana Maas, Asst. Deputy Secretary & Sandy Hilgendorf, Budget & Policy Analyst
Phone #	608-242-6391	Phone #	608-261-8076
Email	dcdhscontracts@danecounty.gov	Email	sandy.hilgendorf@wisconsin.gov
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$13,001 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)		
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		


MUNIS Req.	Req #	Org:	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input type="checkbox"/> Contract does not exceed \$100,000		
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res #	374
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2024

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
	SHR 4.7.25

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: _____	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

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**From:** Goldade, Michelle  
**Sent:** Tuesday, April 8, 2025 8:47 AM  
**To:** Hicklin, Charles; Cotillier, Joshua  
**Subject:** Contract #15776rev  
**Attachments:** 15776revised.pdf

**Importance:** High

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 4/8/2025 9:07 AM	Approve: 4/8/2025 9:07 AM
	Cotillier, Joshua		Approve: 4/8/2025 9:46 AM

This is the revised version...just routing to the 2 of you for confirmation that this revised version is okay to move forward to County Board Thursday night.

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15776rev  
Department: Human Services  
Vendor: State of Wisconsin  
Contract Description: CDBG-Disaster Relief Grant Funding (Res 374)  
Contract Term: 12/5/24 – 12/31/26  
Contract Amount: \$1,998,275.00

*Michelle Goldade*

Administrative Manager  
Dane County Department of Administration  
Room 425, City-County Building  
210 Martin Luther King, Jr. Boulevard  
Madison, WI 53703  
PH: 608/266-4941  
Fax: 608/266-4425  
TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

1 2024 RES-374

2  
3 ACCEPTING STATE OF WISCONSIN CDBG-DR FUNDS  
4 DCDHS – HAA DIVISION  
5

6 Dane County is an Entitlement Community under two U.S. Department of Housing and Urban  
7 Development (HUD) grant programs: the Community Development Block Grant (CDBG) and the  
8 Home Investment Partnerships (HOME). As an Entitlement Community, Dane County is eligible  
9 entity to apply for the Community Development Block Grant Disaster Relief (CDBG-DR) funds  
10 directly to the State of Wisconsin. The CDBG-DR funds are intended to help cities, counties and  
11 states to recover from Presidentially declared disaster.  
12

13 On October 18, 2018, a Presidentially declared disaster was made for portions of the State of  
14 Wisconsin including Dane County, to help people and communities who suffered damage from  
15 the storms and flooding that occurred in the designated time period. The Village of Oregon has  
16 become a part of the highest percentage growth in rent burdened households at or below 30% of  
17 County Median Income as a result of the 2018 flood's impact on the availability of rental units,  
18 and the substantial population growth in the village.  
19

20 Following the approval of resolution 2024 RES-138, Dane County submitted an application to the  
21 CDBG-DR program and was awarded an allocation of \$1,998,275.00. This resolution intends to  
22 accept the funds from the State of Wisconsin into the budget and authorize the County Executive  
23 to sign the grant agreement.  
24

25 **NOW, THEREFORE, BE IT RESOLVED** that the following new revenue and expenditure  
26 accounts be adjusted and that the revenue increase be credited to the County General Fund and  
27 transferred from the General Fund to the following expenditure accounts in the Department of  
28 Human Services:

29 Revenue		
30 <u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
31 CDCDBG TBD (NEW)	CDBG-DR REVENUE	\$1,948,275.00
32 80000 TBD (NEW)	CDBG-DR REVENUE	\$50,000.00
33 80000 80196	ARP-HOME REVENUE	<u>(\$50,000.00)</u>
34 Total		\$1,948,275.00

35 Expenditure		
36 <u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
37 CDCDBG TBD (NEW)	CDBG-DR EXPENSE	<u>\$1,948,275.00</u>
38 Total		\$1,948,275.00

40 **BE IT FURTHER RESOLVED** that the County Executive is authorized to sign the grant  
41 agreement with the State of Wisconsin for the CDBG-DR funds.  
42

43 **BE IT FINALLY RESOLVED** that the unspent funds be carried forward for expenditure in 2026.

**AGREEMENT  
BETWEEN  
THE STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
AND  
DANE COUNTY**

**THIS SUBAWARD AGREEMENT** is made and entered into for the period of **12/5/2024** through **12/31/2026** ("Performance Period"), by and between the Department of Administration ("Department"), State of Wisconsin ("State"), whose principal business address is 101 East Wilson Street, P.O. Box 7970, Madison, WI 53707-7970 and **Dane County** ("Grantee"), whose service address is 210 Martin Luther King Jr Blvd., Madison, WI 53703-3345

**WHEREAS**, on behalf of the State, the Department administers the Community Development Block Grant Program ("Program"), to provide funds for eligible activities; and

**WHEREAS**, it is the intention of the parties to this Agreement that all activities described herein shall be for their mutual benefit; and

**WHEREAS**, the State has approved an award to the Grantee in the amount of **\$1,998,275** for eligible activities herein described ("Project"); and

**WHEREAS**, the terms and conditions herein shall survive the Performance Period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement; and

**WHEREAS**, this Agreement is mutually exclusive and is distinguished from all previous Agreements between the Grantee and the Department and contains the entire understanding between the parties;

**NOW, THEREFORE**, in consideration of the mutual promises and dependent documents, the parties hereto agree as set forth in Articles 1 – 41 and Attachment A – F which are annexed and made a part hereof.

Attachment A – Scope of Work

Attachment B – Budget

Attachment C - Source of Funds

Attachment D – Method of Payment

Attachment E – Reporting Requirements

Attachment F – Program Rules & Special Conditions

**IN WITNESS WHEREOF**, the Department and Grantee have executed this Agreement as of the date this Agreement is signed by the Department.

**DANE COUNTY**

**DEPARTMENT OF ADMINISTRATION  
DIVISION OF ENERGY, HOUSING &  
COMMUNITY RESOURCES**

**BY:** \_\_\_\_\_  
**Melissa Agard**

**BY:** \_\_\_\_\_  
**Diana Maas**

**TITLE:** County Executive

**TITLE:** Assistant Deputy Secretary

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**UEI Number: M7DYJMKQ9MH7**

## GENERAL TERMS AND CONDITIONS

### **ARTICLE 1. AGREEMENT ADMINISTRATION**

The Department employee responsible for the administration of this Agreement shall be the **Division Administrator** or their designee, who shall represent the Department's interest in review of quality, quantity, rate of progress, timeliness of services, and related considerations as outlined in this Agreement.

The Grantee's employee responsible for the administration of this Agreement shall be the **County Executive**, who shall represent the Grantee's interest regarding Agreement performance, financial records, and related considerations. The Department shall be immediately notified of any change of this designee.

The person(s) signing this Agreement on behalf of the Grantee certifies and attests that the Grantee's respective Articles of Organization, Articles of Incorporation, By-Laws, Member's Agreement, Charter, Partnership Agreement, Corporate or other Resolutions, and/or other related documents give full and complete authority to bind the Grantee, on whose behalf they are executing this document.

### **ARTICLE 2. CONDITIONS OF THE PARTIES' OBLIGATION**

This Agreement is contingent upon authorization of Wisconsin and United States laws, and any material amendment to, or repeal of same affecting relevant authority of the State of Wisconsin in regard to Program shall serve to revise or terminate this Agreement, except as further agreed by the parties hereto. Nothing contained in this Agreement shall be construed to supersede the lawful power or duties of either party.

The Grantee shall notify the Department in writing within ten (10) days of change in the Grantee's address. All notices, demands or requests under this Agreement shall be in writing.

### **ARTICLE 3. LEGAL RELATIONS AND INDEMNIFICATION**

The Grantee shall at all times comply with and observe all applicable federal and state laws, published circulars, ordinances, federal and state administrative regulations, guidance, and findings that are in effect during the Performance Period of this Agreement and which in any manner affect the Grantee's work or conduct.

In carrying out any provisions of this Agreement or in exercising any power or authority contracted to the Grantee thereby, there shall be no personal liability upon the State it being understood that in such matters the Department acts as an agent and representative of the State.

Each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations of joint liability, each party shall be responsible for the consequences of its own acts, errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers, and representatives. It is not the intent of the parties to impose liability beyond that imposed by state statutes.

If an audit is required by federal law and if the Grantee is also the recipient of State funds under the same or a separate contract program, then the State funded programs shall also be included in the scope of the federally required audit.

### **ARTICLE 4. SCOPE OF WORK**

The eligible activities under this Agreement are summarized in the Attachments. In the event of a conflict between the summary in the Attachments and the application and/or other supporting documents previously submitted to the State by the Grantee, the Attachments shall control.

The Grantee shall supply or provide for all the necessary personnel, equipment, and materials (except as may be

otherwise provided herein) to accomplish the tasks set forth on the attached Scope of Work and Budget. Changes to the Scope of Work shall be by written agreement of both the Department and the Grantee.

#### **ARTICLE 5. SUBLET OR ASSIGNMENT OF AGREEMENT**

The Grantee, its agents, or sub recipients shall not sublet or assign all or any part of the work under this Agreement without prior written approval of the Department. The Department reserves the right to reject any sub recipient after notification. The Grantee shall provide the Department with a copy of any executed subcontract or accepted sub recipient bid for the purpose of administering this Agreement that relates to activities funded and exceeds the total grant amount in the Attachments. The Grantee shall be responsible for all matters involving any sub recipient engaged under this Agreement, including contract compliance, performance, and dispute resolution between itself and a sub recipient. The State bears no responsibility for sub recipient compliance, performance, or dispute resolution hereunder.

#### **ARTICLE 6. DISCLOSURE: STATE PUBLIC OFFICIALS AND EMPLOYEES**

If a State public official as defined by s. 19.42, Wis. Stats., or an organization in which a State public official holds at least a 10% interest is a party to this Agreement, this Agreement is voidable by the State unless timely, appropriate disclosure is made to the State of Wisconsin Ethics Commission, 212 East Washington Ave., Third Floor, Madison, WI 53703.

The Grantee shall not engage the services of any person or persons now employed by the State, including any department, commission or board thereof, to provide services relating to this Agreement without the prior written consent of the Department and the employer of such person or persons.

The Grantee, its agents and employees shall observe all relevant provisions of the Ethics Code for Public Officials under Wis. Stat. Secs. 19.41 et seq. and 19.59 et seq.

#### **ARTICLE 7. CONFLICT OF INTEREST**

No person who is an employee, agent, consultant, or officer of the Grantee, or an elected or appointed official, and who exercises or has exercised any functions or responsibilities with respect to activities supported by and described in this Agreement, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or have an interest in any Agreement, subcontract, or Agreement with respect thereto or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure. Receipt of earnings from the Grantee by employees of the Grantee shall not be considered a conflict of interest, but otherwise employees of the Grantee shall be fully bound by the requirements of this Article. Upon request, the Department can make exceptions to this requirement after full disclosure and where the Department determines, in consultation with federal agencies if necessary, that such exception is in the best interests of the State and is not contrary to state or federal laws.

**\*Portion of page left intentionally blank\***

## **ARTICLE 8. NONDISCRIMINATION AND AFFIRMATIVE ACTION REQUIREMENTS**

The Grantee shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in section 51.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This includes, but is not limited to, 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. Except with respect to sexual orientation, the Grantee shall take affirmative action to ensure equal employment opportunities. The Grantee shall post in conspicuous places, available for employees and applicants for employment, notices required by law.

Subrecipient, if a Wisconsin municipality, is exempt from submitting a written affirmative action plan to DOA. For record keeping purposes Subrecipient shall submit a Request for Exemption from Submitting an Affirmative Action Plan to DOA's Division of Enterprise Operations, P.O. Box 7867, Madison, WI 53707-7867 or via email at [DOADEOSBOPPrograms@wisconsin.gov](mailto:DOADEOSBOPPrograms@wisconsin.gov). Subrecipient is encouraged to contact this office at (608) 266-2605 for technical assistance on Equal Opportunity requirements.

Grants estimated to be over fifty thousand dollars (\$50,000) require the submission of a written affirmative action plan by the Grantee. An exemption occurs from this requirement if the Grantee has a workforce of less than fifty (50).

Within fifteen (15) working days after this Agreement is executed, the Grantee shall submit the Affirmative Action Plan/exemption statement to the Department of Administration, Division of Enterprise Operations, P.O. Box 7857, Madison, WI 53707-7867 unless compliance eligibility is current. No extensions of this deadline shall be granted. Grantee is encouraged to contact this office at (608) 266-2605 for technical assistance on Equal Opportunity requirements.

Failure to comply with the conditions of this clause may result in the declaration of Grantee ineligibility, the termination of this Agreement, or the withholding of funds.

## **ARTICLE 9. SMALL BUSINESS, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES**

The Grantee shall make positive efforts to utilize small business, local business, woman-owned and minority-owned business sources of supplies and services. Such efforts should allow these sources the maximum feasible opportunity to compete for contracts or subcontracts to be performed utilizing state or federal funds.

## **ARTICLE 10. TERMINATION OF AGREEMENT**

The Department reserves the right to terminate this Agreement in whole or in part without penalty to the Department effective upon mailing of notice of cancellation for failure of the Grantee to comply with the terms and conditions of this Agreement.

Notwithstanding and in addition to the right to terminate the Agreement for cause described above, the Department may terminate this Agreement at any time with or without cause by delivering written notice to the Grantee by Certified Mail, Return Receipt Requested, not less than thirty (30) days prior to the effective date of termination.

Date of receipt as indicated on the Return Receipt shall be the effective date of notice of termination. Upon termination, the Department's liability shall be limited to the actual costs incurred in carrying out the Project as of the date of termination plus any termination expenses having prior written approval of the Department. The Department shall have no liability to the Grantee whatsoever where the Project is ineligible for funding under applicable federal rules or in the event of termination due to non-appropriation of funds or receipt of funds by the Legislature or federal government.

The Grantee may terminate this Agreement with or without cause by delivering written notice to the Department by Certified Mail, Return Receipt Requested, not less than 30 days prior to effective date of termination. Date of

receipt, as indicated on the Return Receipt, shall be the effective date of notice of termination. Upon receipt of termination notice, the Grantee shall make available to the Department program records, equipment, and any other programmatic materials. In the event the Agreement is terminated by either party, for any reason whatsoever, the Grantee shall refund to the Department within forty-five (45) days of the effective date of notice of termination any payment made by the Department to the Grantee that exceeds actual approved costs incurred in carrying out the Project as of the date of termination.

#### **ARTICLE 11. FAILURE TO PERFORM**

The Department reserves the right to suspend payment of funds if required reports are not provided to the Department on a timely basis, or if performance of contracted activities is not evidenced. The Department further reserves the right to suspend payment of funds under this Agreement if there are deficiencies related to the required reports or if performance of contracted activities is not evidenced on other agreements between the Department and the Grantee in whole or in part.

The Grantee's management and financial capability including, but not limited to, audit results and performance may be taken into consideration in any or all future determinations by the Department and may be a factor in a decision to withhold payment and may be cause for termination of this Agreement.

#### **ARTICLE 12. PUBLICATIONS AND SOFTWARE DEVELOPMENT**

The Grantee may publish materials produced under this Agreement subject to the following conditions:

- a) All materials produced under this Agreement shall become the property of the Department of Administration and may be copyrighted in its name. The Grantee reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, otherwise use, and to authorize others to use such materials for government purposes.
- b) The following notation shall be carried on all articles, reports, publications, or other documents resulting from this Agreement.

*"This (article, report, publication or document) is funded (in whole or in part) by the Wisconsin Department of Administration, Division of Energy, Housing & Community Resources under the terms and conditions of this Agreement."*

#### **ARTICLE 13. AMENDMENT**

Except as provided in this Article, this Agreement may be amended by mutual consent of the parties hereto. Amendments shall be documented by written, signed and dated addenda.

Upon written request of the grantee and at the sole discretion of the Division, an adjustment to the use of funds may be interchanged among eligible grant budget items without execution of an amendment; however, the total grant award amount shall not be exceeded. No other terms or conditions of the Agreement may be adjusted absent an Amendment, and all other terms and condition shall remain the same and in full effect if an adjustment is made.

#### **ARTICLE 14. SEVERABILITY**

If any provision of this Agreement shall be adjudged to be unlawful or contrary to public policy, then that provision shall be deemed null and void and severable from the remaining provisions and shall in no way affect the validity of this Agreement.



**ARTICLE 15. WAIVER**

Failure or delay on the part of either party to exercise any right, power, privilege, or remedy hereunder shall not constitute a waiver thereof. A waiver of any default shall not operate as a waiver of any other default or of the same type of default on a future occasion.

**ARTICLE 16. FORCE MAJEURE**

Either party's performance of any part of this Agreement shall be excused to the extent that it is hindered, delayed, or otherwise made impractical by reason of flood, riot, fire, explosion, war, acts, or omissions of the other party or any other cause, whether similar or dissimilar to those listed, beyond the reasonable control of that party. If any such event occurs, the non-performing party shall make reasonable efforts to notify the other party of the nature of such condition and the extent of the delay and shall make reasonable, good faith efforts to resume performance as soon as possible.

**ARTICLE 17. CHOICE OF LAW AND VENUE**

In the event of a dispute, this Agreement shall be interpreted in accordance with the laws of the State of Wisconsin, to the extent that there is no conflict with federal law or applicable program requirements. The venue for any dispute shall be Dane County, Wisconsin.

**ARTICLE 18. STANDARDS OF PERFORMANCE**

The Grantee shall perform the Project and activities as set forth in the application and described herein in accordance with those standards established by statute, administrative rule, the Department, and any applicable professional standards.

**ARTICLE 19. EXTRA WORK**

If applicable, and if the Department desires to have the Grantee perform work or render services other than provided for by the expressed intent of this Agreement, such work shall be considered extra work, subject to written amendment to this Agreement setting forth the nature and scope thereof and the compensation therefor as determined by mutual agreement between the Department and the Grantee. Work under such amendment shall not proceed unless and until so authorized by the Department.

Any such continuance of service that would cause compensation to exceed the total amount of this Agreement shall be contingent upon the above provision and the appropriation of necessary funds by the Wisconsin Legislature or the receipt of funds from the federal government.

**ARTICLE 20. SURVIVAL OF REQUIREMENTS**

Unless otherwise authorized in writing by the Department, the terms and conditions of this Agreement shall survive the performance period and shall continue in full force and effect until the Grantee has completed and is in compliance with all the requirements of this Agreement.

**FISCAL TERMS AND CONDITIONS****ARTICLE 21. AVAILABILITY OF FUNDS**

Funds have been appropriated by the Wisconsin Legislature or received from the federal government for the services covered under this Agreement.

Continuation of this Agreement beyond the limits of funds available shall be contingent upon appropriation of the necessary funds or receipt of funds from the federal government. The Department reserves the right to terminate this Agreement in whole or in part without penalty due to non-appropriation of necessary funds by the Legislature or federal government.

## **ARTICLE 22. ALLOWABLE COSTS**

The Omni Circular Subpart E shall be complied with by the Grantee with respect to specific items and their cost allowability.

## **ARTICLE 23. REIMBURSEMENT OF FUNDS**

The Grantee shall return to the Department or other appropriate governmental agency or entity any funds paid to the Grantee in excess of the allowable costs of services provided under this Agreement. If the Grantee fails to return excess funds, the Department may deduct the appropriate amount from subsequent payments due to the Grantee from the Department. The Department also reserves the right to recover such funds by any other legal means including litigation if necessary.

The Grantee shall be responsible for reimbursement to the Department for any disbursed funds the Department determines have been misused or misappropriated. The Department may also require reimbursement of funds if the Department determines that any provision of this Agreement has been violated. Any reimbursement of funds required by the Department, with or without termination, shall be due within forty-five (45) days after giving written notice to the Grantee.

## **ARTICLE 24. LIMITED USE OF PROGRAM FUNDS**

This Agreement is a mutually exclusive Agreement. The Grantee shall not apply funds authorized pursuant to other agreements under this Program toward the activities for which funding is authorized by this Agreement, nor shall funding authorized by this Agreement be used toward the activities authorized pursuant to other agreements under the Program. Grant funds shall not be used to supplant existing funding otherwise budgeted or planned for projects outside of this Program whether under local, state or federal law, without the consent of the Department. The word "funds" as used in this Article does not include Program Income.

## **ARTICLE 25. FINANCIAL MANAGEMENT**

The Grantee agrees to maintain a financial management system that complies with the rules and regulations required by the Program funding source described in the Attachments and with standards established by the State to assure funds are spent in accordance with law and to assure that accounting records for funds received under this Agreement are sufficiently segregated from other Agreements, programs, and/or projects.

The minimum acceptable financial records for the Project consist of: 1) Documentation of employee time; 2) Documentation of all equipment, materials, supplies and travel expenses; 3) Inventory records and supporting documentation for allowable equipment purchased to carry out the Project scope; 4) Documentation and justification of methodology used in any in-kind contributions; 5) Rationale supporting allocation of space charges; 6) Rationale and documentation of any indirect costs (submitted with initial invoice); 7) Documentation of Agreement Services and Materials; and 8) Any other records which support charges to Project funds.

**ARTICLE 26. METHOD OF PAYMENT**

Payments are to be used exclusively for eligible costs incurred during the Performance Period of this Agreement. The Department shall make payment to the Grantee upon receipt of an invoice submitted to the following email or address:

**DOADEHCRFiscal@wisconsin.gov**

**Department of Administration  
Division of Energy, Housing & Community Resources  
Attn: Fiscal  
P. O. Box 7970  
Madison, WI 53707-7970**

Payments under this Agreement shall be made according to the schedule incorporated as part of this Agreement in the Attachments. Invoices shall reflect eligible costs incurred by approved Budget line item, as identified in the Attachments. Invoices shall be accompanied by written documentation of eligible costs.

**Final Payment/Close-Out**

Requests for final payment of any and all funds awarded by this Agreement shall be received by the Department by the end of the Performance Period or upon termination of this Agreement unless otherwise specifically provided for in the Attachments. The State of Wisconsin is not responsible for payment of any request received outside of the aforementioned time frame, unless a valid amendment of this contract is executed.

**ARTICLE 27. LIMITATION ON COSTS**

The Department's contribution to the total cost, both direct and indirect, of performing the tasks under this Agreement shall not exceed the total amount for eligible costs, as identified in the Attachments. Changes to this Agreement that do not affect the total amount for eligible costs may be made by written agreement of both the Department and the Grantee.

**ARTICLE 28. ELIGIBLE COSTS**

1. No eligible costs subject to reimbursement by this Agreement may be incurred prior to the execution of this Agreement unless previously approved in writing by the Department.
2. Costs only as identified in the Budget, described in the Scope of Work, as included in the Attachments are allowed.
3. All methods of charging expenses against this Agreement shall be submitted for review and approval by the Department.

**ADMINISTRATIVE TERMS AND CONDITIONS****ARTICLE 29. SINGLE AUDIT REQUIREMENT**

The Grantee shall have a certified annual audit performed utilizing Generally Accepted Accounting Principles and Generally Accepted Auditing Standards.

**Federal Funded Awards:**

**Governmental and Non-profit Grantees**, or their assignees, that **expend** federal funds during their fiscal year shall comply with the Omni Circular Subpart F, and the State Single Audit Guidelines issued by the Department. Audit reports are due to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

**State Funded Awards:**

***NOTE:** If an audit is required under the Omni Circular Subpart F as described above, then this section does not apply as State Funded Awards will already be included in that audit.*

**Governmental and Non-profit Grantees**, or their assignees, which **received** state funds during their fiscal year, shall comply with the requirements set forth in the State Single Audit Guidelines issued by the Department. Audit reports are due to the Department within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Please review the Department of Administration's Single Audit Compliance Supplement for details on submission of the reporting package.

<https://doa.wi.gov/Pages/StateFinances/State-Single-Audit-Guidelines.aspx>

**ARTICLE 30. RECORDS AND REPORTS**

The Grantee shall submit all required reports to the Department in a complete and timely manner per the schedule set forth in the Attachments and comply with all other applicable regulations.

**ARTICLE 31. BONDING AND INSURANCE**

Unless authorized otherwise by the Department, the Grantee shall provide either insurance, fidelity, or surety bonds in amounts sufficient, in the opinion of the Department, to safeguard Agreement funds and activities undertaken with Agreement funds and program income expended under this Agreement.

The Grantee shall establish and maintain in a state or federally insured financial institution an account for the purpose of receiving and disbursing all funds pertaining to this Agreement.

**ARTICLE 32. EXAMINATION OF RECORDS**

The Department, any of its authorized representatives and the U.S. Government shall have access to and the right at any time to examine, audit, excerpt, transcribe, and copy on the Grantee's premises any directly pertinent records and computer files of the Grantee involving transactions relating to this Agreement. Similarly, the Department shall have access at any time to examine, audit, test, and analyze any and all physical projects subject to this Agreement. If the material is held in an automated format, the Grantee shall provide copies of these materials in the automated format or such computer file as may be requested by the Department. Such material shall be retained until such time as the Department notifies otherwise.

This provision shall also apply in the event of cancellation or termination of this Agreement. The Grantee shall notify the Department in writing of any planned conversion or destruction of these materials at least 90 days prior to such action. Any charges for copies provided by the Grantee of books, documents, papers, records, computer files or computer printouts shall not exceed the actual cost thereof to the Grantee and shall be reimbursed by the Department.

## SPECIAL TERMS AND CONDITIONS

### **ARTICLE 33. COMPETITIVE PROCUREMENT PRACTICES**

The Grantee shall utilize State of Wisconsin competitive procurement practices for products and services purchased as a result of this award. Where state and local procurement practices differ, state rules, standards, policies and practices shall take precedence.

### **ARTICLE 34. REASONABLE COSTS**

The Grantee shall control unit costs for products and services procured as a result of this Agreement, to the state average experience.

### **ARTICLE 35. AUDITS**

Grantee shall perform an “Agreed upon Procedures Audit” on request. This audit shall consist of procedures and questions agreed upon by the Department and the Auditor and shall extend beyond the scope of that provided for under the Wisconsin State Single Audit Guideline requirements.

### **ARTICLE 36. CONFIDENTIAL, PROPRIETARY, AND PERSONALLY IDENTIFIABLE INFORMATION**

The Grantee shall not use Confidential, Proprietary, or Personally Identifiable Information (“Confidential Information”) for any purpose other than the limited purposes set forth in this Agreement, and all related and necessary actions taken in fulfillment of the obligations there under. The Grantee shall hold all Confidential Information in confidence, and shall not disclose such Confidential Information to any persons other than those directors, officers, employees, and agents who have a business-related need to have access to such Information in furtherance of the limited purposes of this Agreement and who have been apprised of, and agree to maintain, the confidential nature of such information in accordance with the terms of this Agreement. Grantee shall require all such Representatives to read and sign a non-disclosure statement and shall be responsible for the breach of this Agreement by any said Representatives.

Grantee shall institute and maintain such security procedures as are commercially reasonable to maintain the confidentiality of the Confidential Information while in its possession or control including transportation, whether physically or electronically.

#### **Definitions**

“Confidential Information” means all tangible and intangible information and materials, including all proprietary and Personally Identifiable Information, being disclosed in connection with this Agreement, in any form or medium (and without regard to whether the information is owned by the State or by a third party), that satisfy at least one of the following criteria: (i) Personally Identifiable Information; (ii) non-public information related to the State’s employees, customers, technology (including data bases, data processing and communications networking systems), schematics, specifications, and all information or materials derived there from or based thereon; or (iii) information expressly designated as confidential in writing by the State.

“Personally Identifiable Information” means an individual’s last name and the individual’s first name or first initial, in combination with and linked to any of the following elements, if the element is not publicly available information and is not encrypted, redacted, or altered in any manner that renders the element unreadable: (a) the individual’s Social Security number; (b) the individual’s driver’s license number or state identification number; (c) the number of the individual’s financial account, including a credit or debit card account number, or any security code, access code, or password that would permit access to the individual’s financial account; (d) the individual’s DNA profile; or (e) the individual’s unique biometric data, including fingerprint, voice print, retina or iris image, or any other unique physical representation, and any other information protected by state or federal law.

**ARTICLE 37. LOBBYING**

Program funds may not be used to influence federal contracting or financial transactions.

**ARTICLE 38. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION**

The Grantee certifies that to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- (b) Have not within a three-year period preceding the Grantee's applications for these funds been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statement, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b); and
- (d) Have not within a three-year period preceding the Grantee's applications for these funds had one or more public transactions (federal, state, or local) terminated for cause or default.

**ARTICLE 39. EQUIPMENT ACCOUNTABILITY**

Title to equipment purchased with funds provided under this Agreement shall vest in the Grantee's name, unless otherwise specified by the Attachments. Disposition of any equipment shall be in accordance with applicable property disposal procedures.

**ARTICLE 40. PATENT INFRINGEMENT**

If the Grantee is selling or providing for use articles to the State of Wisconsin, the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, the Grantee guarantees that the sale or use of the articles described herein shall not infringe any United States patent. The Grantee covenants that it shall, at its own expense, defend every suit brought against the State of Wisconsin (provided that such Grantee is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale of use of such articles and agrees to pay all costs, damages, and profits recoverable in any such suit.

**ARTICLE 41. TRAINING – WORKSHOPS – SEMINARS – EXHIBIT SPACE**

If any portion of the funds shall be used to support training, workshops, seminars, exhibit space, etc., the Department shall receive complimentary registrations and/or exhibit/booth space, if requested.

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## ATTACHMENT A

## SCOPE OF WORK

In the event of conflict between the application and/or other supporting documents previously submitted to the Department by the Grantee, provisions of the Agreement shall take precedence.

### 1. Scope of Work:

Northpointe Development- Main Street Townhomes in the Village of Oregon:

- Funds shall be used to construct 24- three bedroom townhomes in the Village of Oregon
- All units will be rented to households at or below 80% CMI for Dane County

### 2. Time Table:

Due Date	Activity
<b>Prior to Construction and Acquisition</b>	<ul style="list-style-type: none"> <li>• Execute Grant Agreement.</li> <li>• Establish record keeping system.</li> <li>• Establish financial management system.</li> <li>• Procure engineering and administrative services, if contracting with third-party firm(s) for these services.</li> <li>• Enter into the grant administration contract, if contracting with a third-party for grant administration. Submit executed contract to DEHCR CDBG Project Representative.</li> <li>• Complete Environmental Report and obtain official approval from DEHCR Environmental Desk. Submit copy of approval from DEHCR Environmental Desk to DEHCR CDBG Project Representative.</li> <li>• Submit "Notice of Acquisition/Relocation to DEHCR" form if any acquisition (including easements) and/or relocation will be required for the CDBG Project.</li> <li>• Complete acquisition and relocation requirements for property purchase, easement(s), etc., if applicable to project.</li> <li>• Grantee shall adhere to new residential construction requirements including but not limited to, Green Build and Broadband Infrastructure as set forth in the "Residential Construction Requirements" document.</li> <li>• Obtain federal Davis-Bacon wage decision(s) for the construction contract(s) to insert in the bid packet(s) if federal labor standards are applicable to Project.</li> <li>• Complete Record of Wage Decision Selection Form prior to bidding if federal labor standards are applicable to project and submit to DEHCR CDBG Project Representative for review.</li> <li>• Prepare and solicit construction and/or demolition related bids, if applicable.</li> <li>• Check for wage decision updates prior to the bid opening date in accordance with the guidance in the Program Implementation Manual. If there are any changes update the bid packet(s) and inform known potential bidders of the update(s).</li> <li>• Enter updated wage decision(s) information in effect at the time of bid opening, or on the contract award date if the contract award occurs more than 90 days after bid opening, on Notice of Contractor Award form.</li> <li>• Submit Notice of Contractor Award form(s) for each prime contract awarded to DEHCR CDBG Project Representative.</li> </ul>

Due Date	Activity
	<ul style="list-style-type: none"> <li>• Submit detailed bid tabulation summary to DEHCR CDBG Project Representative.</li> <li>• Submit copy of the advertisement for bids with the publisher's affidavit to DEHCR CDBG Project Representative.</li> <li>• Obtain all necessary permits.</li> <li>• Submit Force Account Affidavit form to DEHCR if local government employees will be conducting any construction work on the project.</li> <li>• Hold pre-construction meeting (pre-construction meeting is optional but strongly recommended). Submit meeting minutes/notes to DEHCR CDBG Project Representative if a pre-construction meeting was held.</li> <li>• Ensure required Project sign and labor standards documents are posted at the Project site in accordance with the requirements set forth in the Program Implementation Handbook (prior to or within the first week of starting construction).</li> </ul>
March 25, 2025	<ul style="list-style-type: none"> <li>• Submit Semi-Annual CDBG Data Report for the period of October 1, 2024 through March 31, 2025 [reporting activities December 5, 2024(the Award Date) through March 31, 2025], unless notified by DEHCR CDBG Project Representative of another submission date.</li> </ul>
April 15, 2025	<ul style="list-style-type: none"> <li>• Submit Semi-Annual Summary Narrative Report and supporting documentation for the period of October 1, 2024 through March 31, 2025 [reporting activities December 5, 2024 (the Award Date) through March 31, 2025]. Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> </ul>
July 1, 2025	<ul style="list-style-type: none"> <li>• Begin Construction or Acquisition.</li> </ul>
September 25, 2025	<ul style="list-style-type: none"> <li>• Submit Semi-Annual CDBG Data Report for the period of April 1, 2025 through September 30, 2025, unless notified by DEHCR CDBG Project Representative of another submission date.</li> </ul>
September 30, 2025	<ul style="list-style-type: none"> <li>• Complete Fair Housing Actions described in the attachments of the Grant Agreement.</li> </ul>
October 15, 2025	<ul style="list-style-type: none"> <li>• Submit Semi-Annual Summary Narrative Report and supporting documentation for the period of April 1, 2025 through September 30, 2025. Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> <li>• Report Fair Housing Actions completed (in the Fair Housing section of the Semi-Annual Report Summary Narrative) and submit supporting documentation to DEHCR.</li> </ul>
January 15, 2026	<ul style="list-style-type: none"> <li>• Submit Single Audit Statement for CY2025 to DEHCR CDBG Project Representative. Arrange for Single Audit, if required (Single Audit Report will be due to Federal Audit Clearinghouse (FAC) within 30 days of Single Audit being completed or September 30, 2026, whichever date is <i>earlier</i>).</li> </ul>
March 25, 2026	<ul style="list-style-type: none"> <li>• Submit Semi-Annual CDBG Data Report for the period of October 1, 2025 through March 31, 2026, unless notified by DEHCR CDBG Project Representative of another submission date.</li> </ul>



Due Date	Activity
March 31, 2026	<ul style="list-style-type: none"> <li>Conduct second Public Hearing to report project progress to, and receive input from, local community regarding the CDBG project.</li> </ul>
April 15, 2026	<ul style="list-style-type: none"> <li>Submit Semi-Annual Summary Narrative Report and supporting documentation for the period of October 1, 2025 through March 31, 2026. Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> <li>Report status of second Public Hearing completion (in the 2nd Citizen Participation Public Hearing section of the Semi-Annual Report Summary Narrative) and submit second Public Hearing meeting notice, attendance list, and minutes to DEHCR CDBG Project Representative.</li> </ul>
September 25, 2026	<ul style="list-style-type: none"> <li>Submit Semi-Annual CDBG Data Report for the period of April 1, 2026 through September 30, 2026, unless notified by DEHCR CDBG Project Representative of another submission date.</li> </ul>
September 30, 2026	<ul style="list-style-type: none"> <li>Complete Single Audit and submit Single Audit Report for CY2025 to Federal Audit Clearinghouse (FAC) (submit within 30 days of Single Audit completion or September 30, 2026, whichever date is <i>earlier</i>). Submit copy of FAC email confirmation of submission to DEHCR CDBG Project Representative, if the Grantee was required to complete a Single Audit for CY2025. Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> </ul>
October 15, 2026	<ul style="list-style-type: none"> <li>Submit Semi-Annual Summary Narrative Report and supporting documentation to DEHCR CDBG Project Representative for the period of April 1, 2026 through September 30, 2026. Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> </ul>
October 31, 2026	<ul style="list-style-type: none"> <li>Complete all Construction.</li> <li>End of Construction Period. <b><i>No construction expenses incurred after this date.</i></b></li> </ul>
December 31, 2026	<ul style="list-style-type: none"> <li>Submit Final Payment Request and supporting documents.</li> <li>Submit Project Completion Report and supporting documents.</li> <li>Submit Final Summary Narrative and supporting documents for the reporting period of October 1, 2026 through December 31, 2026 (with the Completion Report). Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> <li>Submit CDBG Project Data Report for the reporting period of October 1, 2026 through December 31, 2026 (with Completion Report).</li> <li>Submit Final Labor Standards Compliance Report (LSCR) for each prime contractor (with Completion Report), if applicable.</li> <li>Submit Residential Housing Completion Report and supporting beneficiary documentation for the project.</li> <li>Grantee shall maintain records to verify the project is meeting Low- and Moderate-Income (LMI) affordability requirements for 20 years. This documentation must be available upon request by the Department or the U.S. Department of Housing and Urban Development.</li> </ul>
January 15, 2027	<ul style="list-style-type: none"> <li>Submit Single Audit Statement for CY2026 to DEHCR CDBG Project Representative. Arrange for Single Audit, if required (Single Audit</li> </ul>

Due Date	Activity
	Report will be due to Federal Audit Clearinghouse (FAC) within 30 days of Single Audit being completed or September 30, 2027, whichever date is <i>earlier</i> ).
<b>Due Within 60 Days of Receiving Final CDBG Payment</b>	<ul style="list-style-type: none"> <li>• Submit Financial Certification of Completion, final financial journals, and supporting documents to DEHCR.</li> </ul>
<b>September 30, 2027</b>	<ul style="list-style-type: none"> <li>• Complete Single Audit and submit Single Audit Report for CY2026 to Federal Audit Clearinghouse (FAC) (submit within 30 days of Single Audit completion or September 30, 2027, whichever date is <i>earlier</i>). Submit copy of FAC email confirmation of submission to DEHCR CDBG Project Representative, if the Grantee was required to complete a Single Audit for CY2026. Reporting must follow the guidance provided in the CDBG Implementation Handbook.</li> </ul>

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**ATTACHMENT B****BUDGET**

In the event of conflict between the application and/or other supporting documents previously submitted to the Department by the Grantee, provisions of the Agreement, shall take precedence.

<b>Project</b>	<b>CDBG Award Amount</b>	<b>Grantee Match Amount</b>	<b>Total</b>
Main Street Townhomes	\$1,998,275	\$9,193,298	<b>\$11,191,573</b>

**Grantee Match:**

No minimum match amount is required for the Grantee to be eligible for the total CDBG award.

**Engineering/Architectural Costs:**

No CDBG funds will be used for engineering/architectural costs. All engineering/architectural costs will be borne by the Grantee.

**Administrative Costs:**

No CDBG funds will be used for administration costs. All administration costs will be borne by the Grantee.

**Duplication of Benefits:**

The Grantee agrees to establish and maintain adequate procedures to prevent any duplication of benefits as required by section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5155), as amended by section 1210 of the Disaster Recovery Reform Act of 2018 (division D of Public Law 115–254; 132Stat.3442). A Grantee’s policies and procedures are not adequate unless they include, at a minimum: (1) a requirement that any person or entity receiving CDBG-DR assistance (including subrecipients and direct beneficiaries) must agree to repay assistance that is determined to be duplicative; and (2) a method of assessing whether the use of CDBG-DR funds will duplicate financial assistance that is already received or is likely to be received by acting reasonably to evaluate need and the resources available to meet that need.

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**ATTACHMENT C**

**SOURCE OF FUNDS**

**Program Name:** The United States Government, through the Housing and Community Development Act (HCDA) of 1974, as amended, has established the Community Development Block Grant (CDBG) Program and has allowed each State to elect to administer CDBG funds for its non-entitlement areas, subject to certain conditions.

**CFDA #:** The CFDA Number for the CDBG Program is 14.228. **Federal**

**Award Identification Number (FAIN):** **B-19-DV-55-0001 Federal**

**Award Date:** **December 15, 2020**

**Total Amount of the Federal Award:** **\$15,355,000**

**Amount of Federal Funds Obligated by this Award:** **Refer to Budget**

**Funding Source:**

The funds awarded under this Agreement have been encumbered and are subject to continued availability of funding from the U.S. Department of Housing and Urban Development.

**The contact information for the federal awarding official is:**

Garry Werra  
Director, Community Planning and Development

U.S. Department of Housing and Urban Development  
Midwest Milwaukee Field Office  
310 West Wisconsin Avenue, Suite 950  
Milwaukee, WI 53203-2289

Phone: 414.935.6644  
[Garry.M.Werra@hud.gov](mailto:Garry.M.Werra@hud.gov)

**The contact information for the pass-thru agency official is:**

David Pawlisch, Division Administrator

Department of Administration  
Division of Energy, Housing & Community Resources 101  
E. Wilson Street  
Madison, WI 53707

Phone: 608-261-7538  
[David.Pawlisch@wisconsin.gov](mailto:David.Pawlisch@wisconsin.gov)

**ATTACHMENT D****METHOD OF PAYMENT****CDBG Funds:**

CDBG funds awarded through this Agreement shall be released upon submission of required reporting. Request for final payment of any and all funds awarded by this Agreement, including Project and administrative funds, must be received by the Department as set forth in the Time Table in the Attachments. If the cost of making payments to eligible CDBG Grantees under this and other outstanding CDBG Agreements exceeds the total amount appropriated by HUD, the Department, in its sole discretion, may:

1. Prorate and reduce the amount payable to the Grantee hereunder;
2. Terminate this Agreement under the Articles.

10% of the total grant award, up to a maximum of \$25,000, will be withheld from disbursement until the Grantee successfully completes the Project and submits Project Completion documentation. The Department must approve the Project Completion report for the Project to be considered complete.

Upon receipt by the Department of all CDBG program required working documents, Grantee may request CDBG funds.

The Department is not responsible for Grantee's disbursement of funds to contractors, sub-grantees and/or other creditors.

**Project Funds:**

Project funds will be disbursed pursuant to the Budget described in the Attachments. The Grantee is responsible for requesting all payments as described in Financial Management chapter of the Department's Program Implementation Handbook.

**Administrative Funds:**

CDBG administrative funds are to be disbursed pursuant to the Budget described in the Attachments and according to the procedures in the Department's Program Implementation Handbook.

**Matching Funds:**

The Grantee shall provide sufficient funds to ensure that the Grantee Match requirement is met, as established in the Budget for the work described in the Scope of Work in the Attachments. Costs in excess of the amounts established in the Budget will be the responsibility of the Grantee. Funds spent on activities outside the Scope of Work or funds spent in violation of the standards established in this Agreement cannot be claimed as Grantee Match. It shall be considered an event of default if the Department determines the Grantee has not satisfied the Grantee Match funds requirement. The Department may require repayment in an amount determined by the Department in order to bring the Grantee into compliance with the Grantee Match requirement.

## ATTACHMENT E

### REPORTING REQUIREMENTS

The Grantee agrees to follow the reporting procedures of the Department as specified in the most recently published Program Implementation Handbook and 24 CFR 570, and any subsequent revisions including but not limited to:

#### **Reporting:**

The Reporting shall be in the format as described in the Program Implementation Handbook.

#### **Semi-Annual Reporting:**

Semi-Annual Summary Narrative Reports for the reporting periods of April 1<sup>st</sup> through September 30<sup>th</sup> and October 1<sup>st</sup> through March 31<sup>st</sup> shall be submitted during the Grant Agreement Performance Period and are due per the Grant Agreement Time Table in the Attachments.

#### **Single Audit Reporting:**

The Grantee shall submit a Single Audit Statement letter advising the Department of whether or not a Single Audit will be performed. The Single Audit Statement letter shall be submitted each calendar year during the Performance Period and until the Grant Agreement has been closed, and due per the Grant Agreement Time Table in the Attachments. If a Single Audit is required for a calendar year, then the Single Audit Report shall be submitted for the year, due per the Grant Agreement Time Table in the Attachments.

#### **Section 3 Reporting:**

The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents and for low- or very-low income businesses in connection with projects and activities in their communities. The Section 3 data reporting is due per the Grant Agreement Time Table in the Attachments, if applicable to the project in accordance with the Program Implementation Handbook.

#### **Labor Standards Reporting:**

The U.S. Department of Labor (USDOL) requires federal agencies administering programs subject to Davis-Bacon and Related Act (DBRA) and Contract Work Hours and Safety Standards Act (CWHSSA) to furnish a Semi-annual Labor Standards Enforcement reporting form, even if the number of hours worked for the reporting period are equal to zero. The Labor Standards data reporting is due per the Grant Agreement Time Table in the Attachments, if applicable to the project in accordance with the Program Implementation Handbook.

#### **Equal Opportunity Reporting:**

Two types of reporting that are required for equal opportunity reporting compliance include:

- Minority Business Enterprise/Women Business Enterprise (MBE/WBE) reporting; and
- Fair Housing Actions reporting.

This MBE//WBE data reporting and Fair Housing Actions reporting are due per the Grant Agreement Time Table in the Attachments.

#### **CDBG Jobs Project Employee Self-Certification Report:**

For CDBG projects that require job creation and/or retention by a Business, reporting of jobs created and/or retained by the Business is required. The CDBG Jobs Project Employee Self-Certification Report and supporting documents are due per the Grant Agreement Time Table in the Attachments, if applicable.

#### **Client Income Certification Report:**

For CDBG projects that require client income certifications for clients receiving services, a Client Income Certification Report is required. The Client Income Certification Report and supporting documents are due per the Grant Agreement Time Table in the Attachments, if applicable.

**Project Completion Report:**

Project Completion Report and supporting documents must be submitted no later than 60 days after the end of Construction Completion as defined in the Attachments of this Agreement. The report shall be in the format designated by the Department in the Program Implementation Handbook and include a summary of program performance compared to program goals and use of program income.

**Financial Certification of Completion:**

The Financial Certification of Completion and supporting documents must be submitted no later than 60 days after the Grantee receives the final CDBG payment, in the format designated by the Department in the Program Implementation Handbook.

**Additional Reports and Information:**

The Department reserves the right to amend and require additional information or reports as needed.

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## ATTACHMENT F

### PROGRAM RULES

In the event of conflict between the application and/or other supporting documents previously submitted to the Department by the Grantee, and these Program Rules, these Program Rules shall take precedent.

The Grantee shall comply with the Program Rules as follows:

#### 1. DEPARTMENT POLICIES AND PROCEDURES

The Grantee agrees to follow policies and procedures of the Department including but not limited to the most recently published Program Implementation Handbook and 24 CFR 570, and any subsequent amendments or changes.

The Grantee understands the Department has discretion to establish and revise the policies and procedures necessary to administer the CDBG Program.

In the event of a conflict between Department policies and procedures and 24 CFR 570, the Department, in its discretion, shall determine which Department policies and procedures or parts of Department policies and procedures apply.

#### 2. FAIR HOUSING

The Grantee shall comply with Title VIII of the Federal Civil Rights Act of 1968 (as amended), and s. 106.50, Wis. Stats., and any subsequent relevant laws or amendments.

The Grantee will accomplish the following three Fair Housing activities, as specified in the Grantee's CDBG application and response to the pre-agreement letter, to further Fair Housing throughout the distribution area according to Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended.

- Display a fair housing poster or provide fair housing information at an appropriate public place.
- Create a standing Housing Committee that reports to the City Council, and
- Hire a Housing and Equitable Development Planner

These activities must be completed no later than the due date in the Grant Agreement Time Table in the Attachments. Failure to complete the activities will result in suspension of funds until the activities are completed.

#### 3. AMENDMENT

The Grantee understands that the Department will not entertain a request for an Agreement amendment within 30 days of the end of this Agreement.

#### 4. ADMINISTRATIVE STAFF

The Grantee shall maintain a staff sufficient to administer the CDBG activities. All records shall be kept at the Grantee's official location or at the office of the contract grant administrator during the period of the Agreement. However, at completion of the Project all records shall be in the possession of the Grantee and maintained at the Grantee's official location. All subcontracts for the administration of this Agreement must be submitted to the Department for review prior to execution.



**5. MONITORING**

The Grantee will be monitored at least once during the Performance Period of the Agreement. Grantees may be monitored on-site at the Grantee's office or the Grantee will be asked to submit their files to the Department for a desk monitoring session.

**6. ENVIRONMENTAL PROTECTION**

The Grantee's chief executive officer shall assume the status of a responsible federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of federal law, as specified in 24 CFR 58. The Grantee and its chief executive officer hereby consent to the jurisdiction of the federal courts for the purpose of enforcement of their responsibilities. The Grantee shall comply with the terms in the Environmental Review section of the Program Implementation Handbook.

**7. LABOR STANDARDS**

The Grantee shall comply with and assure compliance of all Project contractors and subcontractors with the Davis-Bacon Act, as amended 40 U.S.C. 276a-276a-5, the Contract Work Hours and Safety Standards Act, 40 U.S.C. 327-333, and other applicable Federal laws and regulations pertaining to labor standards, and the Labor Standards section of the Program Implementation Handbook.

**8. ACQUISITION/RELOCATION**

The Grantee shall:

- Comply with Ch. 32, Wis. Stats., and related administrative rules issued by the Wisconsin Department of Administration.
- Comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and the Wisconsin Department of Transportation Implementing Instructions related to 49 CFR Part 24.
- Refer to the Acquisition and Relocation section of the Program Implementation Handbook for further requirements.
- Develop and comply with the Residential Displacement and Relocation Plan certification pursuant to Section 104(d)(1) of the HCDA.
- Provide certification of protection of individuals to engage in non-violent civil rights demonstration pursuant to Section 104(1) of the HCDA.
- Provide all applicable certifications under Section 106(d)(7) of the HCDA.

**9. ACQUISITION AND DISPOSITION OF PROPERTY AND EQUIPMENT**

The Grantee shall comply with the Procurement Policy section of the Program Implementation Handbook and account for any tangible personal property acquired with CDBG funds. All proceeds derived from the disposition of real property acquired with CDBG funds shall be treated as Program Income as described within this Agreement.

**10. LOBBYING**

The Grantee shall comply with Section 319 of Public Law 101-102 and 24 CFR Part 87. The Grantee shall maintain a file containing signed copies of 24 CFR 87, Appendix A, 'Certification Regarding Lobbying', and 24 CFR 87, Appendix B, 'Disclosure of Lobbying Activities' for all contracts, if applicable.

**11. RECORD KEEPING**

The Grantee must maintain all documentation relative to the Project and program requirements specified in this Agreement, Implementation Handbook, Code of Federal Regulations, Wisconsin Statutes, and other pertinent requirements. In general, records are to be retained indefinitely until notified by the DOA that the records may be disposed of, unless there is litigation, claims, negotiations, or other actions involving the records, which started before the notification has been received from DOA. In such cases, the records must be retained until completion of the action and resolution of all issues which arise from it or until receipt of DOA disposal notification, whichever is longer.

Representatives of the State of Wisconsin, HUD, the Comptroller General of the United States, or of other authorized governmental agencies have the right of access to any pertinent records of a sub recipient to make audits, examinations, excerpts, and transcripts. (24 CFR 85.10 (e) and 84.53 (e)).

## **12. PROGRAM INCOME**

Program Income means gross income received by the Grantee directly generated from the use of the Agreement award, including but not limited to repayments of funds that had been previously provided to eligible beneficiaries; interest earned on any or all Agreement funds obtained from the State; proceeds derived after the Agreement close-out from the disposition of real property acquired with any or all funds provided under this Agreement or interest earned on Program Income pending its disposition

The Grantee shall record all Program Income which shall be used in accordance with the rules and regulations of the Program funding source. If at any time changes in the use of Program Income are considered, the Grantee shall submit a plan detailing the proposed uses of Program Income to the Department for approval. Should the Grantee decide following Agreement close out to discontinue using Program Income for such purposes, the Grantee shall return the Program Income balance and any additional Program Income accrued to the State by January 31 of the following year.

## **13. FAILURE TO PERFORM**

The Department shall require repayment for failure to perform, including, but not limited to, any failure to meet any HUD national objective.

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