

Dane County Contract Cover Sheet

Revised 12/2024

Res 301
significant

BAF # 25053
Acct: Seitz
Mgr: Cervantes
Budget Y/N: N

Dept./Division	Human Services / HAA		
Vendor Name	U.S. Department of Housing and Urban Development	MUNIS #	
Brief Contract Title/Description	FY24 PRO Housing Grant Agreement Transmittal for Dane County		
Contract Term	1/23/2025 - 9/30/2030		
Contract Amount	\$ 7,000,000.00		

Contract # Admin will assign	15708
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 checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Spring Larson, Contract Coordination Assistant	Name	Garry Werra, Director, Community Planning and Development
Phone #	608-242-6391	Phone #	414-935-6441
Email	dcdhscontracts@countyofdane.com	Email	garry.m.werra@hud.gov
Purchasing Officer			

Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,001 – \$44,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$44,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$44,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$44,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	



MUNIS Req.	Req #	Org:	Obj:	Proj:
		Org:	Obj:	Proj:
	Year	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	Res #	301
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Year	2024
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

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	
Iheukumere, Astra	Digitally signed by Iheukumere, Astra Date: 2025.01.27 14:49:02 -06'00'

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

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 1/27/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, January 27, 2025 3:15 PM
To: Hicklin, Charles; Gault, David; Rogan, Megan; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15708
Attachments: 15708.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 1/27/2025 4:21 PM	Approve: 1/27/2025 4:21 PM
	Gault, David	Read: 1/27/2025 3:40 PM	Approve: 1/27/2025 3:45 PM
	Rogan, Megan	Read: 1/27/2025 3:19 PM	Approve: 1/27/2025 3:20 PM
	Cotillier, Joshua		Approve: 1/27/2025 3:29 PM
	Stavn, Stephanie	Read: 1/28/2025 12:33 PM	
	Oby, Joe		

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

Contract #15708
Department: Human Services
Vendor: US Dept of Housing & Urban Development
Contract Description: Accept PRO Housing Grant (Res 301)
Contract Term: 1/23/25 -9/30/2030
Contract Amount: \$7,000,000.00

Thanks much,
Michelle

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 am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

1
2
3 **2024 RES-301**

4 **ACCEPTING FEDERAL FUNDS FROM CDBG PATHWAYS TO REMOVING OBSTACLES**
5 **TO HOUSING (PRO HOUSING) PROGRAM**
6 **DCDHS – HAA DIVISION**

7 Dane County is an Entitlement Community under two U.S. Department of Housing and Urban
8 Development (HUD) grant programs: the Community Development Block Grant (CDBG) and the
9 Home Investment Partnerships (HOME). CDBG funds are intended to develop viable urban
10 communities by providing decent housing and a suitable living environment and by expanding
11 economic opportunities, principally for low- and moderate-income persons. The intent of the
12 HOME Program is to expand the supply of decent, safe, sanitary, and affordable housing, with
13 primary attention to rental housing for very low-income and low-income families.

14
15 HUD, under the authority of the Consolidated Appropriations Act, 2024 (Public Law 118-12242,
16 approved March 9, 2024) (Appropriations Act), appropriated \$100 million for competitive grant
17 funding to identify and remove barriers to affordable housing production and preservation.
18 Congress directed HUD to undertake a competition using the CDBG statutory and regulatory
19 framework to disburse the Pathways to Removing Obstacles to Housing (PRO Housing) funds.
20 Dane County has been awarded a grant for \$7 million from HUD through the PRO Housing
21 Program to actively take steps to remove barriers to affordable housing.

22
23 This resolution seeks approval to accept the federal CDBG PRO Housing grant funds from the
24 CDBG Pathways to Removing Obstacles to Housing (PRO Housing) program, create revenue
25 and expenditure lines in the Department of Human Services budget, and allow unspent funds to
26 be carried forward for expenditure in future years.

27
28 NOW, THEREFORE, BE IT RESOLVED that the County Executive is authorized to sign a grant
29 agreement with the U.S. Department of Housing and Urban Development (HUD) to receive the
30 grant funds;

31 BE IT FURTHER RESOLVED that the following new revenue and expenditure accounts be
32 adjusted and that the revenue increase be credited to the County General Fund and transferred
33 from the General Fund to the following expenditure accounts in the Department of Human
34 Services:

35 Revenue

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
CDCDBG XXXXX (NEW)	CDBG PRO HOUSING REVENUE	<u>\$7,000,000.00</u>
Total		\$7,000,000.00

39 Expenditure

<u>Account Number</u>	<u>Account Title</u>	<u>Amount</u>
CDCDBG XXXXX (NEW)	CDBG PRO HOUSING ADMIN EXPENSE	\$700,000.00
CDCDBG XXXXX (NEW)	CDBG PRO HOUSING EXPENSE	<u>\$6,300,000.00</u>
Total		\$7,000,000.00

44
45 **BE IT FINALLY RESOLVED** that the unspent funds be carried forward for expenditure in future
46 years.

Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383) HI-00515R of 20515R


U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

15708

OMB Approval No. 2506-0193 exp 1/31/2025

1. Name of Grantee (as shown in item 5 of Standard Form 424) Dane County	3a. Grantee's 9-digit Tax ID Number 396005684	3b. Grantee's 9-digit DUNS Number M7DYJMKQ9MH7 (UEI)
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 210 Martin Luther King Jr. Blvd Rm 421 Madison, WI 53703	4. Date use of funds may begin 1/23/2025	
	5a. Project/Grant No. 1 B-24-PH-55-0002	6a. Amount Approved \$7,000,000.00 (by this action)
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any additional and/or special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the additional and/or special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Matthew Lamantia		Grantee Name (Contractual Organization) Dane County (Human Services)	
Title Acting CPD Director		Title	
Signature DocuSigned by:  E643038893BA495...	Date (mm/dd/yyyy) 1/23/2025	Signature X	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action: CDBG Pathways to Removing Obstacles to Housing (Public Law 118-42)	8. Additional/Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy)	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy)	
		9c. Date of Start of Program Year N/A	
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee		FY 2024	
b. Funds now being Approved		\$7,000,000.00	
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency
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Loan Guarantee Acceptance Provisions for Designated Agencies:
The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.

12c. Name of Authorized Official for Designated Public Agency	
Title	
Signature X	

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)		Date Entered LOCCS (mm/dd/yyyy)		Batch Number		Transaction Code		Entered By		Verified By		

8. Additional Requirements.

- (a) These additional requirements are attached to the Funding Approval/Agreement (form HUD-7082) (the “Agreement”) between HUD and the Grantee for grant number B-24-PH-55-0002 and apply to all grantees receiving funds appropriated under Public Law 118-42 as part of the Pathways to Removing Obstacles to Housing (PRO Housing) program. By signing the Agreement, the Grantee agrees to these additional requirements on the use of this PRO Housing grant, as may be amended from time to time by the Secretary.
- (b) The submissions for assistance incorporated into the Agreement include the Grantee’s PRO Housing action plan(s) and amendments, including the certifications, assurances, and any documentation the Grantee is required to submit for the award. Until grant closeout, the Grantee must continue to adhere to its submissions, unless amended in accordance with PRO Housing requirements.
- (c) The requirement of the Agreement to comply with the Housing and Community Development Act of 1974, as amended, and the requirements at 24 CFR part 570 are modified to incorporate the requirements of the Consolidated Appropriations Act, 2024 (Public Law 118-42) and the FY24 Pathways to Removing Obstacles to Housing (PRO Housing) Notice of Funding Opportunity (NOFO) FR-6800-N-98, (as now in effect and as may be modified from time to time). The Grantee agrees to comply with the NOFO, and any future Federal Register notices published by HUD that apply to PRO Housing under Public Law 118-42. Future Federal Register notices will apply prospectively from their applicability date, and to costs reimbursed from the grant after their applicability date, as provided in the notices and in 8.(d).
- (d) The period of performance and single budget period for the Funding Assistance shall each begin on the date specified in item 4 and shall each end on September 30, 2030. The Grantee shall not incur any obligations to be paid with such assistance after September 30, 2030.
- (e) Any program income received before or after closeout of the grant is treated as additional PRO Housing grant funds, subject to the requirements of the FY24 PRO Housing NOFO, and must be used in accordance with the Grantee’s PRO Housing Action Plan. Except as amended by the FY24 PRO Housing NOFO, a grantee that is a local government, multijurisdictional entity or metropolitan planning organization shall comply with regulatory provisions at 24 CFR part 570 subparts A, C, D, J, K, and O, and a grantee that is a State shall comply with regulatory provisions at 24 CFR part 570 subpart I. To the maximum extent feasible, program income shall be used or distributed before additional withdrawals from the U.S. Treasury are made, except as provided in the FY24 PRO Housing NOFO.

- (f) The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Addendum #1 to this Agreement. The Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate, so that HUD can amend the Agreement to reflect the change if necessary.
- (g) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS); the System for Award Management (SAM.gov.); the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and General Contractor Registration; and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (h) The grantee shall ensure that no PRO Housing funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water- related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.
- (i) The Grantee or other entity that directly or indirectly receives PRO Housing funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act or the FY24 PRO Housing NOFO.
- (j) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending

any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.

- (k) PRO Housing funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - “Guidelines and Objectives for Evaluating Project Costs and Financial Requirements.” (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).
- (l) The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee’s infrastructure project. Pursuant to HUD’s Notice, “Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance” (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.
- (m) Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD’s Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:
 1. Gross mismanagement of a Federal contract or grant;
 2. Waste of Federal funds;
 3. Abuse of authority relating to a Federal contract or grant;
 4. Substantial and specific danger to public health and safety; or
 5. Violations of law, rule, or regulation related to a Federal contract or grant.

**Addendum # 1 to Agreement B-24-PH-55-0002
Grantee Indirect Cost Rate(s)**

As the duly authorized representative of the Grantee, I certify that the Grantee:

- Will not use an indirect cost rate to calculate and charge indirect costs under the grant.
- Will calculate and charge indirect costs under the grant by applying a *de minimis* rate as provided by 2 CFR 200.414(f), as may be amended from time to time.
- Will calculate and charge indirect costs under the grant using the indirect cost rate(s) listed below, and each rate listed is included in an indirect cost rate proposal developed in accordance with the applicable appendix to 2 CFR part 200 and, *if required*, was approved by the cognizant agency for indirect costs.

Agency/department/major function	Indirect cost rate	Type of Direct Cost Base
	%	
	%	
	%	

Name of Authorized Official:

Signature:


Date (mm/dd/yyyy):

Title:

/ /

Instructions for the Grantee’s Authorized Representative:

You must mark the one (and only one) checkbox above that best reflects how the Grantee’s indirect costs will be calculated and charged under the grant. Do not include indirect cost rate information for subrecipients.

The table following the third box must be completed only if that box is checked. When listing a rate in the table, enter both the percentage amount (e.g., 15%) and the type of direct cost base to be used. For example, if the direct cost base used for calculating indirect costs is Modified Total Direct Costs, then enter “MTDC” in the “Type of Direct Cost Base” column.

If using the Simplified Allocation Method for indirect costs, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

If using the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.

If the Grantee is a government and more than one agency or department will carry out activities under the grant, enter each agency or department that will carry out activities under the grant, the indirect cost rate(s) for that agency or department, and the type of direct cost base to which each rate will be applied.

To learn more about the indirect cost requirements, see 2 CFR part 200, subpart E and Appendix VII to Part 200 (for state and local government and Indian Tribes).