



STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor  
Joel Brennan, Secretary  
Susan Brown, Division Administrator

February 25, 2021

Mr. Cameron Clapper, City Manager  
312 W. Whitewater Street  
Whitewater, WI 53190

RE: City of Whitewater 2021 Community Development Block Grant for CLOSE Public Facilities (CDBG-CL-PF)  
Project Award and Pre-Agreement Requirements

Dear Mr. Clapper:

Thank you for your recent Community Development Block Grant for CLOSE Public Facilities (CDBG-CL-PF) project proposal to construct a new Water Tower and Elevated Tank. On behalf of Governor Tony Evers and Secretary Joel Brennan, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to \$859,366 to the City of Whitewater for this CDBG-CL-PF project.

The U.S. Department of Housing and Urban Development (HUD) provides federal funding to states through the Community Development Block Grant (CDBG) program. Wisconsin uses this federal funding to provide affordable housing, suitable living environments, and expanded economic opportunities for persons with low and moderate incomes.

To ensure that your CDBG Application meets federal HUD regulations and program goals, the DOA Division of Energy, Housing and Community Resources (DEHCR) has reviewed your Grant Application.

Information regarding CDBG requirements and a list of documents that must be submitted to finalize the CDBG Grant Agreement are provided on pages 5-7 of this letter. The City has **forty-five (45) days** from the date of this letter to sign and return the Acceptance of Award on page 3 and submit the pre-agreement items listed under "Documents Submission" on pages 5-7.

After the Division receives these items, the City will be contacted by the assigned CDBG project representative to further discuss the terms and conditions of this CDBG-CL-PF award to help ensure the successful administration of this project under HUD guidelines. Certain compliance requirements must be met and the grant agreement must be executed **prior to** construction starting for the project.

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

Sincerely,

DocuSigned by:  
*Susan Brown*  
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Susan Brown, Division Administrator  
Division of Energy, Housing and Community Resources

Attachments: 7

cc: Senator Janis Ringhand, Senate District 15, State of Wisconsin  
Representative Don Vruwink, Assembly District 43, State of Wisconsin  
Steve Hatton, City Finance Director, City of Whitewater  
Michele Smith, City Clerk, City of Whitewater  
Brad Marquardt, Application Contact, Public Works Director, City of Whitewater  
David Pawlisch, Director, Bureau of Community Development, DEHCR  
Kristine Haskin, Budget and Policy Analyst – Advanced, DEHCR

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**ACCEPTANCE OF THE AWARD**

This award letter represents the Department of Administration – Division of Energy, Housing and Community Resources’ participation in the project. It can be accepted by signing below and returning this to the Division via email to Ben.Lehner@wisconsin.gov.

**AUTHORITY TO SIGN DOCUMENT:** The persons signing this Acceptance on behalf of the Municipality certify and attest that the Municipality’s respective Resolutions, and/or other related documents, give full and complete authority to bind the Municipality on whose behalf they are executing this document. The persons signing below also acknowledge that the specific provisions of this award letter are not binding upon the Division or the City of Whitewater and that the Division may withdraw this award at any point for any reason.

**ACKNOWLEDGEMENT**

City of Whitewater

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

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

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

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

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

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

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

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

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

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

The grant award of up to \$859,366 represents approximately 30% of the proposed project costs. Total costs for this project are estimated to be \$2,875,000. The City must contribute other funds above the grant award amount if necessary to successfully complete the project.

### **PROJECT ADMINISTRATOR TRAINING**

All CDBG project administrators are required to attend implementation training sessions, as scheduled by the Division. The 2021 Grantees must attend implementation training in Fall 2021. Training information will be posted on the Bureau of Community Development website at:  
<https://doa.wi.gov/Pages/LocalGovtsGrants/TrainingAndTechnicalAssistance.aspx>

### **PROCUREMENT PROCESS**

Regulations require each CDBG Grantee follow its local procurement policy. The City must use procurement procedures that comply with federal, state, and local regulations for purchases and contracts funded in whole or in part with CDBG dollars. The City's procurement policy must be submitted to and reviewed by the Division prior to the City receiving any funding. **The Division cannot release CDBG funds for contracted materials and services that have been improperly procured.**

Refer to Chapter 3 of the CDBG Implementation Handbook, available on the Bureau of Community Development's website at <https://doa.wi.gov/Pages/LocalGovtsGrants/CDBGImplementationHandbook.aspx>, for procurement and contracting guidance. The City must adhere to competitive sealed bid requirements for public works construction contracts of more than \$25,000 under Wisconsin Statutes (§59.03; §60.47; §61.54-57; §62.15; and §66.0901). Procurement through competitive proposal is most appropriate for engineering, grant administration, and related professional services. Grantees may choose to use simplified acquisition procedures for other services and goods that cost \$50,000 or less, per State CDBG policy. Records verifying that the appropriate procurement procedures were followed must be maintained in the City's CDBG project files.

### **ENVIRONMENTAL REQUIREMENTS**

An Environmental Review Record and the affiliated actions must be completed for the project and an Environmental Certification letter must be issued by the Division's Environmental Compliance Officer prior to construction activities beginning. Starting construction activities prior to meeting environmental compliance certification requirements will disqualify the project from CDBG funding eligibility. The environmental specifications for CDBG projects are provided in Chapter 4 of the CDBG Implementation Handbook.

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## SEMI-ANNUAL & ANNUAL REPORTING

Semi-annual and annual reporting for the CDBG project is required. The City must submit the reports in accordance with Chapter 9 of the current CDBG Implementation Handbook and the CDBG Grant Agreement. Grantees that accept a CDBG award must submit the applicable reports for the first reporting period for semi-annual reporting period ending September 30, 2021, regardless of whether the CDBG Grant Agreement has or has not been fully executed. The Grantee shall report all activities from the Award Date (i.e., the date of this letter) through the end of the reporting period ending September 30, 2021.

## DOCUMENTS SUBMISSION

### Pre-Agreement Documents:

All information provided in the CDBG Application is subject to further verification and review by the Division upon request. The Grant Agreement will be finalized, contingent upon the Division receiving and approving the following pre-agreement documentation:

1. A copy of the City of Whitewater's procurement policy.
2. A list of executed contracts for CDBG project-related services and method of procurement used for each.
3. A completed Financial Management Contact Person form (attached with this letter).
4. A completed Depository Certification form (attached with this letter).
5. A completed Signature Certification form (attached with this letter).
6. A completed W-9 [Request for Taxpayer Identification Number (TIN) Certification] form (attached with this letter).
7. A completed DOA-6460 New Supplier Form (attached with this letter) and accompanying bank documentation (required if the bank account the UGLG will be using for the CDBG funding deposits has not been previously registered with the State of Wisconsin Department of Administration after 2015).
8. A completed DOA-6456 Authorization for Electronic Deposit form (attached with this letter) and accompanying bank documentation. If the City would like to receive a paper check instead of having CDBG funds deposited electronically, contact your assigned DEHCR Program Representative to obtain the appropriate form.
9. Documentation verifying that the City currently has an **active registration status with a registered DUNS** on the federal System for Award Management (SAM) at <https://sam.gov/SAM>. If the City's SAM.gov registration has expired or will expire prior to the execution of the Grant Agreement, then the

City must activate/re-activate the registration on SAM.gov and provide a copy showing the updated status to the Division.

***Alerts Regarding SAM.gov Registration:***

- If the City is not registered or has an inactive/expired registration on SAM.gov, then the Division strongly advises the City to complete the registration process or re-activation process (if applicable) ***immediately*** to avoid delays in executing the CDBG Grant Agreement. Some grantees have experienced significant delays in registration and re-activation approvals in the past.
  - Records generated from websites other than the *official* SAM.gov website at <https://sam.gov/SAM> or emails from entities other than SAM.gov and the Federal Service Desk (which manages SAM.gov) at <https://www.fsd.gov/fsd-gov/> will **not** be accepted. Third-party entities have websites that display SAM information but are not the *official* SAM.gov website.
  - Third-party entities may offer services for a fee to municipalities to assist with registering on SAM.gov. However, there is no fee or charge from <https://sam.gov/SAM> for registration. Municipalities and other entities may self-register on SAM.gov without third-party assistance and registration on the system is **FREE**. Refer to the "HELP" section on SAM.gov and contact the Federal Service Desk (contact information available at [https://www.fsd.gov/gsafsd\\_sp/?id=gsa\\_landing](https://www.fsd.gov/gsafsd_sp/?id=gsa_landing)) as needed for guidance on registering on the SAM.gov.
10. An updated project budget, reflecting the CDBG award and any changes to funding or projected costs, if applicable, using the budget form previously provided with the CDBG Application materials (also attached with this letter).
  11. Proof that all local match funds have been secured, including verification from the other sources of match funding listed for this project in the City's CDBG Application, if the total project costs will exceed the CDBG CLOSE award amount and additional funds are necessary to complete the CDBG project. Documentation may include copies of signed award letters, signed loan paperwork, bank account statements, or similar items. (Note: A resolution to commit funds is **not** verification that the funds are available nor have been secured. Items previously submitted with the City's CDBG Application do not need to be resubmitted.)
  12. An itemized, bullet-pointed list of all construction activities and project deliverables to be included in the Scope of Work in the CDBG Grant Agreement, based on the description of the project in the City's CDBG Application.

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13. An updated project timeline with the projected construction bidding date(s) and construction start and end dates. Construction must begin no later than December 31, 2021 and end no later than October 31, 2022. Grantees must contact their assigned DEHCR Project Representative to request any exceptions.
14. Additional items as applicable. Contact your assigned CDBG Project Representative in DEHCR to determine if any additional items from the CDBG Application require follow-up or additional submissions prior to executing the Grant Agreement.

Please respond with the requested items in the Pre-Agreement section above within **forty-five (45) days** from the date of this letter. Requested information should be submitted to the Division via email to [ben.lehner@wisconsin.gov](mailto:ben.lehner@wisconsin.gov).

**Pre-Construction Documents:**

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

- A fully executed CDBG Grant Agreement between the Division and the City (signed by all parties).
- A completed Environmental Review Record (including an Environmental Assessment, if required) and issuance of the Environmental Certification letter from the Division's Environmental Compliance Officer.
- Documentation of compliance with applicable federal labor standards and Federal Davis-Bacon Wage Rates for any construction funded, in whole or in part, with CDBG funds. An overview of the Davis-Bacon federal labor standards and requirements is provided in Chapter 7 of the CDBG Implementation Handbook.
- Copies of the competitive procurement solicitation (e.g., the Request for Proposals [RFP]) and the advertisement for the RFP, if applicable, and the executed contract between the City and the contracted grant administrator, if the City has contracted with another party for grant administration services. Only submission of the executed contract and documentation verifying the City followed the local procurement policy in selecting and contracting with the grant administration firm are required if the City is *not* using CDBG funds to directly pay for this activity.

Please contact your assigned CDBG project representative Ben Lehner, Grants Specialist – Advanced by phone at 608-264-6110 or email [ben.lehner@wisconsin.gov](mailto:ben.lehner@wisconsin.gov) if you have any questions or concerns. We congratulate the City of Whitewater on this 2021 grant award and we look forward to working with you to ensure successful completion of this CDBG-CL-PF project.