



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR  
**SCOTT A. NEITZEL**  
SECRETARY

Division of Housing  
101 E. Wilson Street, Floor 5  
P.O. Box 7970  
Madison, WI 53707-7970

---

**POLICY:** ADM 01-2015  
**TITLE:** REQUESTS FOR CONTRACT EXTENSIONS  
**EFFECTIVE DATE:** July 1, 2015

**OVERVIEW:**

**Description**

The former Administration's Department of Commerce had a long standing practice of granting extensions for contract/grant agreements even though the actual end date had passed. The Division of Housing is working to wrap up old projects from Commerce, and during the reviews, it was confirmed that performance periods may be extended for the purposes of job creation, data collection, and monitoring. In the past, other requests for contract/grant agreement extensions were reviewed on a case by case basis. However, during a recent single audit by the Legislative Audit Bureau (LAB), they determined the State was not executing contract amendments timely. As part of the State's corrective action plan this policy was created to re-enforce contract/grant agreement language. This new policy\* is aimed at documenting compliance with rules and regulations of the U.S. Department of Housing and Urban Development (HUD) and Single Audit requirements which are annually reviewed by the Legislative Audit Bureau.

After July 1, 2015, all requests for contract/grant agreement extensions shall be made by the local elected official, non-profit or developer, Director or Chief Executive Officer in writing at least 30 days prior to the contract/grant agreement end date for expenditure reimbursement. Occasionally, a performance period may exceed the contract end date for reimbursement. Requests for extensions for reimbursement of expenditures are not measured on a performance period.

**Policy:** Requests for extensions after the contract end date will be denied and requests for reimbursement of expenditures after the end date will be denied.

\* A copy of this document will be sent to all open grantees and their consultants.