



NEIGHBORHOOD INVESTMENT FUND GRANT PROGRAM QUESTIONS AND ANSWERS

October 26, 2021

Program Summary

The purpose of the Neighborhood Investment Fund is to provide grants to local and Tribal governments for making significant investments with long-term benefits to help neighborhoods recover from negative effects of the COVID-19 pandemic. The program is particularly focused on addressing the needs of residents living in communities disproportionately impacted by the pandemic. The State intends to award up to \$200 million in grants through this Program. Funding is provided by the Federal American Rescue Plan Act of 2021. The program is administered by the Department of Administration (DOA). Additional details are available on the [Program website](#).

Prior to contacting DOA please consult the Grant Announcement, Grant Application and this Question and Answer document available on the [Program Website](#).

U.S. Department of the Treasury American Rescue Plan Act guidance can be found [here](#).

FOR ALL QUESTIONS RELATED TO ALLOWABLE EXPENSES

DOA will execute grant agreements with successful applicants only after DOA determines that the proposed project and associated expenses included in an application are reasonably consistent with guidance from the US Department of Treasury for use of State and Local Fiscal Recovery Funds under the American Rescue Plan Act, and Program provisions. DOA's execution of grant agreements, however, is not dispositive as to whether any particular cost meets the criteria. Applicants retain responsibility for demonstrating eligibility of expenses to DOA and are required to hold DOA harmless for any audit disallowance related to the eligibility of costs, including repayment of ineligible amounts.

FOR ALL QUESTIONS RELATED TO APPLICANT ELIGIBILITY

DOA will not respond to inquiries regarding an applicant's specific eligibility. Each applicant is required to determine its eligibility based on program requirements provided in the Grant Announcement. However, DOA will accept and answer questions seeking clarification of eligibility requirements. DOA will determine applicant eligibility only as a routine matter during the application review process after the application deadline has passed. Applicants should carefully review Section 4: Eligibility Requirements of the Grant Announcement prior to applying.

Applicant Eligibility

Please see page 1 of this document for a statement on determination of applicant eligibility.

1. After looking at the requirements, it appears that our county does not fall into the Census Tract as listed on the link. Do we not qualify for this potential grant?

Response: **All Wisconsin local governmental units and federally recognized Wisconsin Tribal Governments are eligible to apply for funds for projects that respond to a negative impact of COVID-19.** Whether a particular proposed project will serve people in Qualified Census Tracts is just one aspect of how a project will be evaluated.

2. Is a Tribal government application required to be for current Tribal sovereign land, or could it be for Native Nation historic homelands so long as the project is located in one of the eligible census tracts designated in the grant guidance?

Response: Tribal Governments are eligible to apply, and the location of projects is not limited to tribal sovereign land.

3. If a tribe applies as an individual entity and they are also part of a collaborative application put in by another tribe, would their solo project be ineligible?

Response: No

4. If a project is not in a Qualified Census Tract, what type of documentation is the program looking for to prove disproportionate COVID impacts?

Response: All Wisconsin local governmental units and federally recognized Wisconsin Tribal governments are eligible to apply for projects that respond to the negative impacts of COVID-19, including where pre-existing disparities may have been exacerbated. If a project does not serve individuals in a qualified census tract, then to receive maximum points for the relevant evaluation criteria, the applicant should supply information in the narrative section to demonstrate that the community (geographic, ethnic, or based on other demographics) was disproportionately impacted by COVID-19. Examples could include the amount of layoffs/level of unemployment, reduction in tourism revenue in a tourism-dependent community, or higher incidence of COVID-related health impacts, etc.

5. What is considered a community impacted by COVID-19 if the applicant is not in a qualified census tract?

Response: The program is specifically not providing direction on how to determine the negative impacts of COVID-19 nor is it providing a definition of a community negatively impacted by COVID-19. Applicants are encouraged to provide their own reasoning and evidence as to how COVID has negatively impacted their respective communities and how the proposed project will respond to such negative impacts.

6. I am seeking eligibility clarification. Is a school district considered a Wisconsin local government unit?

Response: No, school districts are not considered eligible applicants for this grant.

7. If a municipality is not in the Qualified Census Tract are they unable to apply for the grant?

Response: Please see the response to question #1.

8. I am inquiring about this grant. Is it primarily for city, town and county governments or non-profits as well? If I am reading it correctly it does not apply to non-profits.

Response: Per Section 4.2 of the Grant Announcement, nonprofit organizations, standing alone, do not qualify for this program.

9. We have a swimming pool that the school runs, but it's a separate Community Center. We run the pool separately from the school district, but if we submit an application with the local Parks and Recreation Department for this project would it qualify for the Neighborhood Investment program?

Response: Local government entities must apply to be considered for an award and may partner with another eligible organization in the application.

10. Are families able to apply for this grant?

Response: No, families are not eligible to apply for these funds.

11. There is an outstanding project pending that is located in a qualified tract. The project sponsor would like to start construction in early 2022 at the latest. The project is located in a township that is scheduled to dissolve in November 2022, with the area taken over by a nearby City. Question: May the City apply in support of the project knowing that the subject property is not yet within the City's boundaries?

Response: While the criteria don't expressly limit a project to within an applicant's own municipal boundaries, applicants must be able to demonstrate that they have the authority and ability to complete the project. In this instance, the applicant should consider partnering on the grant application with all relevant entities that exist today which are necessary to ensure this is the case.

Eligible Expenses

Please see page 1 of this document for a statement on determination of eligible expenses.

12. Can you provide a list of examples of eligible projects?

Response: Examples of potentially eligible projects include innovation centers to support small businesses with financial resources or subsidized lease space, workforce housing initiatives using grants for developers to build housing accessible to families earning working-wages, transit solutions, expanded childcare initiatives/centers, and public space development. Maintenance of

existing or construction of new general purpose government buildings (e.g., city hall) is not eligible.

13. Are subawards to other organizations allowed?

Response: Applicants may not apply for funds that are intended to be distributed via subawards as part of an applicant's own grant program or other initiative. However, certain subawards or transfer of funds to another organization may be allowed if, for example, an applicant's proposed project relies on a partnership with a nearby municipality or non-profit. Applicants are encouraged to describe any such necessary subawards or transfer of funds as part of their project proposal.

14. Do you have examples of "public space development" projects?

Response: The following are some examples, but certainly not an exhaustive list of possible "public space development" projects:

- Create a plaza within a downtown where a variety of activities such as concerts, farm markets, festivals, flea markets, art fairs, ice skating rink, can be held to attract people downtown to support local businesses impacted by COVID-19.
- Create open space within a downtown where employees and residents can support local restaurants impacted by COVID-19. The open space would support those businesses that cannot establish outdoor dining areas due to space constraints.
- Redevelop an underutilized area by removing vacant or blighted buildings to create park space, with park amenities for families living where outdoor recreation facilities are lacking.

15. Do Davis Bacon Rules apply with new construction?

Response: Davis Bacon rules are not required for projects funded by this program, but they are encouraged.

16. Section 9.0 of the Grant Announcement states "The Program utilizes federal funds provided under the American Rescue Plan Act of 2021. The Department of Administration provides the following information regarding the source of funds". And below, you list Indirect Cost Rate as N/A. Does this mean Indirect Costs are not ELIGIBLE? Or as I read it, does this section indicate Indirect Cost information and the source of funding will not be provided and IDC is eligible? Please provide clarification on the eligibility of IDC and if there is a maximum amount allowed.

Response: The indirect cost rate in Section 9.0 refers to the indirect cost rate for the State of Wisconsin in reference to the federal ARPA funds awarded. Indirect costs are an allowable cost for this program, any indirect costs should be explained in detail in the applicant's budget.

17. Can Neighborhood Investment Fund monies be used to reimburse costs already incurred, such as engineering design costs?

Response: Per Section 1.7 of the Grant Announcement, eligible expenses must be incurred between March 3, 2021 and December 31, 2024. If a project is awarded funds and eligible costs occurred within this time period, then they would be allowable.

- 18.** We have preliminary budgets and site plans in place, but the only work that could be completed in 2022 is leveling a building and site-prep. Would this qualify?

Response: Yes, as long as the applicant is attesting that the entire proposed project can be completed by December 31, 2024.

- 19.** Is reimbursement allowed for costs incurred, including land acquisition, design cost, and other items related to this project?

Response: See the answer to question 18.

- 20.** Can you submit a project that spans multiple sites (for example, an outdoor recreation corridor with improvements at several different sites/locations along the way)?

Response: Yes. Note that there will need to be one applicant for the project, regardless of the number of municipalities impacted.

- 21.** Can a developer perform the work, construction, installation of projects and get paid back by the community? Or does the municipality have to perform the work?

Response: While a private entity can do the work and be reimbursed by the program through the municipality, the municipality needs to be the grant applicant.

- 22.** A municipality is working with a developer that would construct affordable workforce housing in a qualified census tract on privately-owned land. Can the municipality reimburse the developer for a portion of their construction cost as a way to bridge the financial gap?

Response: Yes, please refer to section 3.3 of the Grant Announcement.

- 23.** Are construction projects already in progress but experiencing increased costs due to COVID-19 eligible?

Response: Yes, however only costs incurred during the grant period will be reimbursable.

- 24.** We are looking for grant funds to complete paving a 3.3-mile bicycle trail, which is part of a larger bike trail. I would like to know if this project is eligible for these grant funds based on COVID issues with 1) fundraising and action on the trail 2) increased construction costs to partially fund project.

Response: Local and tribal governments are eligible to apply for funding for proposed projects that respond to a negative impact of COVID-19. The proposed project will then be evaluated based on the criteria listed in section 3.3 of the grant announcement.

- 25.** If our proposal was for renovating the current senior center to accommodate the current and future needs of the rapidly growing senior population, besides construction, can we include updating equipment such as HVAC, commercial kitchen, and furnishings for the building?

Response: Please refer to section 3.3 of the grant announcement. There is nothing prohibiting the inclusion of the above items in the grant budget for an otherwise eligible project.

- 26.** The city I work with is looking for funding to expand their current fire station to include EMS facilities and to provide EMS training and healthcare safety training. Is this an eligible project?

Response: Please refer to section 3.3 of the grant announcement. In addition, please note that applicants must identify how the proposed project responds to a negative impact of COVID-19. For example, the potential applicant here would need to include in their application information about how COVID-19 caused or exacerbated issues with the current EMS services in the community or other community health needs such that expanding the facility in this way would be reasonably likely to respond to those issues.

- 27.** We have a working committee that is trying to work with the community to build a hotel. Our last one burnt to the ground in 2019. Would any of these funds be available for that purpose?

Response: Please refer to section 3.3 of the grant announcement to determine if a project will score well against the evaluation criteria. In addition, see question 27 above related to demonstrating that the project responds to a negative COVID-19 impact.

- 28.** Since the building we are looking to renovate into a community senior center is located next to the county fairgrounds property (owned by the county), would it be acceptable to include an ADA walking trail that would go from the community building through the fairgrounds?

Response: There is nothing prohibiting the inclusion of the above items in the grant budget for an otherwise eligible project.

- 29.** Our Village put an addition onto the library for a new Village Hall and meeting room. Our former Village Hall was very small and did not allow for distancing for COVID precautions. The Village Board moved forward with our new addition and ground-breaking occurred in April of 2021 and we just recently moved into the building. The funding was made available by our local bank and funds saved for this purpose. Would this project qualify? It is also possible that we would upgrade software to allow for bills to be emailed and payments to be made online so that residents no longer would need to leave their homes. We currently do not have an option for residents to participate in meetings by Zoom or another virtual option.

Response: Per section 3.3 of the grant announcement, maintenance of existing or construction of new general purpose government buildings is not eligible.

- 30.** We have a Neighborhood Revitalization Initiative where we partner with municipalities to repair, rehab, or build workforce housing in specific neighborhoods so wanted some clarity around this issue. I would imagine that the city will be able to pay commercial construction sub-contractors for construction related work. Could we be considered the construction sub-contractor and

receive these funds through the cities that have applied for this grant? The funds would help pay for the construction materials and labor to do this work.

Response: Possibly, the organization would need to consult the specific municipality it intends to partner with as DOA does not dictate municipal contracting rules or policies.

- 31.** If the property, in which a grant is being pursued for is not currently owned by the entity that would enter in the grant agreement - would that project be considered ineligible? Would an MOU or a letter from the current owner (showing intent to sell the property to the applicant in the event of an award) be a satisfactory alternative?

Response: This arrangement is not necessarily ineligible, but such a scenario would be evaluated under Section 3.3 question number 3 of the grant announcement is in regard to project timing. Applicants should provide proof that the proposed site is under contract (an option contract would suffice).

- 32.** Can the municipalities we serve use this grant to cover software that helps them manage existing facilities and make those facilities safely accessible to rent? This would allow them to drive additional usage and revenue to cover facility costs and do so in a manner that promotes less in person registration. We have several municipality clients interested in non-contact reservation with built-in buffer time for sanitization and cleaning between rentals. The City of Madison is already using this as well as several others who could use the funds to promote accessibility to all.

Response: Additional information is needed to provide an answer to this question.

- 33.** Can grant funds be used to provide financial assistance to an affordable housing development if we can substantiate a tie between such needs in the community and COVID?

Response: Yes, if the project is otherwise eligible under the criteria.

- 34.** Are public infrastructure such as roads, utilities and housing units eligible for funding?

Response: Roads and utilities are not eligible as standalone projects, but housing units could be eligible. Roads and utilities could be eligible as a part of a larger redevelopment project.

- 35.** Would a project to increase the size of the Village's sanitary lines to accommodate a proposed workforce housing development be eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

- 36.** Would supporting a municipally owned recreational center be eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

- 37.** Would housing rehabilitation grants within Qualified Census Tracts to low to moderate income persons be considered an eligible project?

Response: Yes, if the project is otherwise eligible under the criteria.

38. Are public library renovations eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

39. Is construction of a new public library an eligible project?

Response: Yes, if the project is otherwise eligible under the criteria.

40. Would a homeless shelter be eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

41. Are senior/community centers eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

42. Is senior housing eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

43. If the senior housing project is private non-profit, could we potentially fund infrastructure?

Response: Yes, if the project is otherwise eligible under the criteria.

44. Would a DPW (Public Works) facility be eligible?

Response: Not enough information to provide a response, however , general purpose government buildings are not eligible under this program.

45. Is site engineering for a redevelopment project an eligible expense?

Response: Yes, if the project is otherwise eligible under the criteria.

46. Would a need for a large amount of fill to bring in a downtown housing project be eligible?

Response: Fill is eligible if it is part of a larger, otherwise eligible, project.

47. Does a bike trail project qualify for program? Project has had few delays due to Covid. Delayed fundraising due to covid and increased construction costs too.

Response: Yes, if the project is otherwise eligible under the criteria.

48. Our city has a privately owned blighted property in our downtown corridor that will be condemned soon. Would tearing it down and developing it into an open area for the public be a qualified project?

Response: Yes if the project is otherwise eligible under the criteria.

- 49.** Can funds be used for demolition of buildings and construction of new housing units in on a redevelopment site?

Response: Yes, if the project is otherwise eligible under the criteria.

- 50.** Would municipal parks/sports complexes be eligible?

Response: Yes, if the project is otherwise eligible under the criteria.

- 51.** Would facility/building furniture, fixtures, and equipment be eligible project expenses?

Response: Not enough information is provided for a response from the program. Furniture, fixtures and equipment for existing buildings is not eligible, but could be included as part of new construction projects.

- 52.** Would an ambulance (to support the project) be an eligible project expense?

Response: Please review section 3.3 of the grant announcement regarding eligibility criteria.

- 53.** Are there any specific Environmental Requirements?

Response: here are no specific environmental requirements associated with the grant funds. The National Environmental Policy Act does not apply to these grant funds, as specified in Treasury Guidance.

- 54.** Is there any component to preserve permanent affordability?

Response: No, however, if it is a part of your project, please include it in the application.

Neighborhood Investment Fund Grant Program – General Questions

- 55.** I would like to speak with someone about the Neighborhood Investment Fund Grant Program. Who should I contact?

Response: All programmatic inquiries should be sent to the program email:
NeighborhoodInvestmentFundProgram@wisconsin.gov

- 56.** Must a project be designed to only serve those who have disproportionate impact to COVID-19 or could public space development serve a broader segment of the community as well?

Response: Projects must respond to the negative impacts of COVID-19. Whether a particular proposed project will serve people in Qualified Census Tracts or a disproportionately impacted community is one aspect of how a project will be evaluated. See section 3.3. of the grant announcement for other evaluation criteria.

57. Will projects qualify if they are below \$1 million dollars?

Response: No, the minimum award for projects is \$1 million.

58. What is the maximum amount that can be requested?

Response: The maximum amount that can be requested per project is \$15 million dollars.

59. Can a City submit two \$500k projects to reach the \$1 million threshold?

Response: No, each project should be a minimum of \$1 million, additionally section 2.5 of the grant announcement requires that each project have a separate application.

60. Can two units of government (city and county) apply together for a project?

Response: Yes, however, there needs to be one lead applicant.

61. Is there a preference for organizations that partner together on a project?

Response: No, there are no preference points awarded for projects that have partnering entities.

62. Can an applicant submit applications for more than one project?

Response: Per Section 2.5 of the Grant Announcement, multiple applications from an applicant will be considered. Each project should have a separate application.

63. If a municipality is applying to construct a facility for use by more than one nonprofit and services, would this be considered one project or two (one for facility space used by each nonprofit)?

Response: If it is one building it would be considered one project.

64. Can a public/private partnership that combines construction by the City and construction by a private entity be combined into one grant application?

Response: If the proposed partnership is for a single eligible project, then yes.

65. Can a City ask for a million dollars for more than one project?

Response: Yes, a City can request funding for multiple projects.

66. Does the \$15 million applicant maximum award apply to each unit of government separately (city versus county)?

Response: Yes.

- 67.** Is the \$15 million the cap for all applications or per organization? (i.e., different departments from a single organization submitting various applications.)

Response: Each municipality is limited to a total of \$15 million dollars in applications.

- 68.** Will a project that still needs to go out for bids still count as shovel ready if we are committed to start the project in 2022?

Response: Yes.

- 69.** Is there a detailed description of what is required as part of the site plan?

Response: The site plan does not need to be a final, approved site plan that is the result of a formal process. It should include a description of the site or an illustrative map, including the location and dimensions of any proposed project in relation to existing structures and buildings, and if available any notable environmental features or significant utility or transportation infrastructure.

- 70.** Is it necessary for the municipality to own the property it is developing?

Response: No, the municipality does not need to own the property being developed.

- 71.** Are funds allowed to be passed through to non-profit partners, and if so, are they considered sub-grantees?

Response: Pass through funding to non-profit partners may be allowable if necessary for the project, applicants should clearly describe the proposed relationship between the applicant and possible non-profit partners. Applicants are responsible for monitoring of and reporting for partner organizations.

- 72.** Can a municipality apply for funds on behalf of a non-profit organization (i.e., on behalf of a non-profit day care/after school/youth center) to construct a new building?

Response: Yes. See response to question #71 about pass through funding to non-profit partners.

- 73.** If a city applies for grant dollars to fund capital expenditures for a childcare center, does the center have to be owned by the city or can it be a facility owned by a non-profit entity?

Response: The project can be owned by a non-profit entity.

- 74.** Our local non-profit is working with our local municipality on creating a youth center. Can the city designate funds from this grant to a 501(c)3 to support a project that addresses the needs of residents living in communities disproportionately impacted by the pandemic?

Response: Please see the response to question #71.

- 75.** If building of a homeless shelter is a community need and a non-profit is willing to undertake that venture, can the county plan for applying for the funding and covering the costs of the build but

have the non-profit actually do the project management piece? Other ideas about how to make such a project work?

Response: Please see the response to question #71.

- 76.** If the municipality is awarded the grant and is working with a non-profit to redevelop/build a site for the non-profit to occupy, can the non-profit contract with construction services for the project, i.e. selecting the contractors, building design provided the municipality agrees?

Response: Yes, if the municipality is in agreement.

- 77.** Can counties also sponsor a nonprofit?

Response: Please see the response to question #71.

- 78.** Can a municipality request funds with a plan to do an RFP at a later date?

Response: Yes, but projects need to be completed by December 31, 2024.

- 79.** Will the review committee make a decision based on the total application? Or is there potential that applications will be partially approved?

Response: Please refer to section 3.5 of the grant announcement, DOA reserves the right to negotiate, limit or amend awards in accordance with objectives of the program and available funding.

- 80.** What defines disproportionately impacted populations? Rent burdened? Homeless?

Response: Treasury has used Qualified Census Tracts as a mechanism to identify communities that have been disproportionately impacted by the pandemic. Other measures may include homelessness, rent burdened or historically low-income communities. There may be other scenarios, e.g., a tourism-dependent community, where COVID-19 had impacts disproportionate to the rest of the state or country. Applicants using measures other than Qualified Census Tracts should provide justification using quantitative metrics for the relevant neighborhood or community.

- 81.** Will housing authorities be able to apply for these funds or does their local city or county municipality have to apply on their behalf and then turn the project over if awarded?

Response: Please see question #1.

- 82.** How does this grant define a local unit of government? Are municipal non-Tribal units of government defined as one entity (i.e., a city or county), or are divisions within municipal governments eligible to submit applications (i.e., municipal housing divisions, city development, public health, etc.) as well?

Response: Yes, local governmental units are considered a single entity for the purposes of this grant.

- 83.** Our City is going to be submitting an application; however, since the Housing Authority is a separate entity from the City, could you please confirm that we (the Housing Authority) can submit an application separate from the City's request? Is there a cap for the number of applications that an organization can submit?

Response: No. The applicant must be a Wisconsin municipality or Tribe.

- 84.** Can ARPA funds be used from various funding mechanisms to complete the capital stack? In other words, can this grant be used and the municipality also use their ARPA funds to bring the project to fruition?

Response: ARPA funds allocated directly by Treasury to a municipality may be used by the applicant as match funding; however, funds from other state-sponsored ARPA programs cannot be used as match. Funds cannot be requested from this program to supplant funds already received from any other program.

- 85.** Is this a reimbursement program?

Response: No, it is not a reimbursement program, however, project progress reports will need to be completed in order to receive the full award amount.

- 86.** In the past, some State programs have required an authorizing resolution from the City Council or Village Board prior to applying for funds. Will we need to include a resolution authorizing us to apply to the Neighborhood Investment Fund Program at the time we submit an application? I recognize that, if awarded funds, we will need an authorizing resolution to accept funds and execute a grant agreement; however, we would have a little more time available to seek this approval.

Response: No, you do not need to include a resolution from the City Council or Village Board prior to applying to funds.

- 87.** Will projects be scored more favorably if they identify match?

Response: Matching funds are not required, but section 7.0 of the grant announcement addresses how match dollars will impact the overall application.

- 88.** Can city-received American Rescue Plan Act Fiscal Recovery Fund money can be used as a match to the State DOA Neighborhood Investment Fund Program, which is funded with state American Rescue Plan Act Fiscal Recovery Fund money?

Response: Yes, please see response to question #85.

- 89.** Do you consider the developer's other sources of funds the match? Would non-binding term sheets or letters of interest from lenders be helpful in the scoring? Do all sources of funds need to have a term sheet/LOI at the time of the application in order to be awarded points?

Response: Developer funds can be used as a match. The program will not require a term sheet for the application.

90. Can a nonprofit's property be considered as matching funds if contributed to the project?

Response: Yes.

91. If a city wishes to build a new facility on land owned by a nonprofit, would the nonprofit need to gift the land to the city as a match?

Response: The municipality does not need to own the land.

92. Can land acquisition costs be used as matching funds?

Response: Yes.

93. Which monies are used first, the grant funds or the matching funds?

Response: Matching funds are not required for the grant program.

94. Can the donation of land for the project come from a non-municipal, non-profit partner agency, who would operate programs out of it? Could the value of this donated property count towards matching funds?

Response: Yes to both questions.

95. Would labor of city staff for installation of components be considered matching funds?

Response: Yes it could qualify as match for an eligible project.

96. Would the City have to own the property?

Response: The city would not have to own the property at the end of the project.

97. Can a municipality partner with a private childcare provider to expand daycare services in the community? In other words, can the private provider own the building with the municipality providing grant monies to underwrite a facility expansion?

Response: Please see section 3.3 of the grant announcement regarding project eligibility.

98. Within the awarding agreement, is there anything that requires special construction standards or special maintenance of the project?

Response: There are no special construction standards associated with the grant funds.

99. Do all funding sources need to be committed at the time of the application?

Response: Please provide as many sources of funding as the applicant can supply at the time of the application.

100. Are any construction related documents required beyond the site plan?

Response: No.

101. Per the scoring criteria, what documentation will be necessary to demonstrate the project will be “shovel ready”?

Response: Please see section 6 of the grant announcement, “shovel-ready” is specifically addressed in question 3.

102. The scoring criteria requires the applicant to identify that sufficient staffing is in place to deliver the project. Does the staffing include both the municipality administering the project as well as the organization completing the project? Or just one of those entities?

Response: Please see section 6 of the grant announcement, staffing is specifically addressed in question 4, both entities should be properly staffed

103. In regards to the Evaluation Criteria, Timing: What constitutes substantial completion, are we looking at Design prep or Construction Prep?

Response: Each project will be evaluated independently, applicants are encouraged to demonstrate that the project will begin and have significant progress in 2022 and be completed by December 31, 2024.

104. If awarded, when are the funds available and how will they be disbursed?

Response: The program plans to announce awards in January 2022 and make awards following execution of grant agreements. Details on disbursement of awards will be made available to awardees following announcement of awards.

105. Do you have a sense of how competitive this funding will be?

Response: Based on inquiries, we believe that the funding will be competitive.

106. What is the disbursement timeline?

Response: Please see the response to question #106.

107. How do grantees receive the funds?

Response: Please see section 9.3 of the grant announcement regarding grant agreements.

108. What does the grant agreement look like?

Response: Grant agreements for these funds are in development. Note that grantees will be required to agree to certain federal pass through terms required by Treasury.

109. If awarded the grant, what are the total obligations outlined in the grant agreement and for how long?

Response: Grant agreements for these funds are in development.

110. What are the reporting requirements? Specifically, what is required and how often?

Response: Reporting requirements for the program will be at a minimum bi-annually and will require financial and construction progress updates. Additional project-specific metrics may be required such as number of individuals served or number of affordable housing units preserved or developed.

111. How long do you require grantees to provide grant reports?

Response: Grant agreements are still in development.

Technical Assistance Grant Questions

112. Does the character count requirement include spaces?

Response: Yes, the character count requirement does include spaces.

113. At the bottom of the Project Budget and Matching Funds Form it says that “Documentation to verify that all matching funds have been secured must be submitted in the Grant Application” but during the webinar it was explicitly stated that no additional documentation should be uploaded with the grant application. Also, it was noted during the webinar that any information related to a project resulting in an increase to the tax base should be included in the budget, but there is no place to include that information; please clarify how we should supply that information.

Response: Tax base increase should be highlighted in an applicant’s narrative responses.

114. Is the budget form provided?

Response: Yes, a link to the budget form is included on page 1 of the application instructions. The completed budget needs to be saved and uploaded to the application.

115. What if the grant applicant/preparer is different than the City's Authorized Signer?

Response: We highly recommend that the City’s Authorized Signer complete the document since there is not a way to reassign the signatory. A convenience copy of the application can be accessed via the program’s webpage so that questions can be looked it and typed out before the actual application is completed.

116. Does the responsible local official need to formally prepare and submit the application or can staff do the work with the approval of the local official.

Response: A staff person can prepare the application and have the local official submit it.

117. Would weblinks in the application to a project page be allowed/useful for the reviewers?

Response: The program anticipates a high number of applications for this program, therefore, applicants are instructed to provide required responses and documentation only.

118. How is back up documentation regarding the effects of COVID, such as a developer's letter indicating they couldn't go through with their project due to COVID, be uploaded to the application.

Response: Those kinds of documents are not necessary and should not be uploaded to the application, but they should be described in the narrative section.

119. How do we provide supporting documentation? Are we able to upload it as part of our application?

Response: Yes the application instructions provide directions on how to upload supporting documentation, that link is here: [Neighborhood Investment Fund Application Instructions.pdf \(wi.gov\)](#).

120. Can we submit letters of support from our elected officials? If so, how can we submit these letters?

Response: Please only submit documentation listed in the application instructions.

121. Is Jana Steinmetz, Administrator of DOA Division of Enterprise Operations Grant Administration Team, the appropriate person to list on the Letters of Support from our partners?

Response: Yes.

122. Is the authorized signature a time-stamped autopen or an actual signature?

Response: There is an option to adopt several types of signatures, so applicants can choose to provide their own or have an autopen.

123. Is attachment B and C only one attachment combined into one form?

Response: Attachment B is the Project Budget Form, Attachment C will be the materials that an applicant submits for match funding supporting documentation. Please follow the application form instructions available here: <https://doa.wi.gov/DEO/Neighborhood%20Investment%20Fund%20Application%20Instructions.pdf>

124. Section 2.15 does not allow me to type any information in the box. Am I unable to since we are not a QCT?

Response: Please try again, this issue has been addressed.

125. If there is a disk of the site, it is really a great visual, are we able to attach that? Or get that to the readers of the grant somehow.

Response: This additional information cannot be attached to the application. Please use the narrative section to describe the project.

126. When are the webinar slides from the 12th going to be available on the website?

Response: The webinar slides and recording are now available on the program website.

127. In Section 3.3 on page 6, it indicates a maximum score of 130 points; however, only 115 points are listed across the seven categories ($25+25+20+10+15+5+15 = 115$). Later, under 6.0 (Narrative), the document lists 105 points ($25+25+30+10+15 = 105$) plus the 20 points listed under 7.0 (Budget) for a total of 125. Could you please clarify what the actual scoring system will be?

Response: The total number of eligible points is 125. The numbers listed in section 6 and 7 of the grant announcement are correct. The program will re-issue the announcement with corrections to section 3.3 of the announcement to match the narrative and budget scoring in sections 6 and 7 of the grant announcement.