

GRANT ANNOUNCEMENT
**Summer Camp
Grant Program**

Issued: September 16, 2021

Applications Due:
October 15, 2021 2:00PM CDT



**Grant Announcement
Summer Camp Grant Program**

| TABLE OF CONTENTS | | page |
|--------------------------|---|------|
| 1.0 | General Information | 3 |
| 2.0 | Preparing and Submitting an Application | 4 |
| 3.0 | Application Selection and Award Process | 5 |
| 4.0 | Eligibility Requirements | 6 |
| 5.0 | Applicant Information | 6 |
| 6.0 | Tax Information | 6 |
| 7.0 | Attestations and Required Signatures | 7 |
| 8.0 | Special Terms and Conditions | 7 |

| ATTACHMENTS | |
|--------------------|-----------------------------|
| | GRANT APPLICATION (on-line) |
| APPENDIX A | IRS Form W-9 (required) |

Summer Camps Grant Program

1.0 GENERAL INFORMATION

1.1 Introduction

The purpose of this document is to provide owners of summer camps located in Wisconsin with information to prepare and submit a grant application. The State as represented by the Department of Administration (DOA), Division of Enterprise Operations intends to use the results of this Grant Announcement to award up to \$8 million in grants to the owners of summer camps located in Wisconsin (the "Program"). Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act of 2021 (ARPA).

1.2 Granting Agency

This Grant Announcement is issued by DOA which is the sole point of contact for the State of Wisconsin during the selection process. All communications with DOA regarding this Program shall be directed to the following email address:

summercampassistance@wisconsin.gov

1.3 Definitions

| | |
|-------------|---|
| Applicant | The legal entity that is applying for funds from this grant program. |
| Summer Camp | Premises at a fixed location that: 1) include permanent living quarter structures; 2) are operated as overnight living quarters; 3) provide campers with both food and lodging; and 4) are intended for use by children and/or individuals with disabilities. |
| DOA | Department of Administration |
| State | State of Wisconsin |

1.4 Clarifications and/or Revisions to the Grant Announcement

If an applicant discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this Grant Announcement, the applicant should notify DOA of such error at: summercampassistance@wisconsin.gov and request modification or clarification of the Grant Announcement. If it becomes necessary to provide additional clarifying data or information, or to revise any part of this Grant Announcement, revisions/amendments and/or supplements will be posted to the Program website.

Questions posed to the Program will be published in a question and answer document on the Program website at <https://doa.wi.gov/Pages/SummerCampAssistanceGrants.aspx> only after DOA has had the opportunity to formulate responses. All applicants are encouraged to check the Program website on a regular basis for posted questions and answers.

Each application shall stipulate that it is predicated upon the requirements, terms and conditions of this Grant Announcement and any supplements or revisions thereof.

1.5 Reasonable Accommodations

DOA will provide reasonable accommodations, including the provision of informational material in an alternate format, for qualified individuals with disabilities upon request. Any applicant in need of reasonable accommodations should contact the Program via email at summercampassistance@wisconsin.gov

Summer Camps Grant Program

1.6 Calendar of Events

Listed below are specific and estimated dates/times of actions related to this Grant Announcement. The actions with specific dates must be completed as indicated unless otherwise changed by the State. If the State finds it necessary to change any of these dates and/or times, it will do so by issuing an amendment(s) to this Grant Announcement. There may or may not be formal notification issued for changes to estimated dates and times.

| EVENT | DUE DATE |
|----------------------------------|--|
| Grant Announcement Issue Date | September 16, 2021 |
| Questions & Answers | Posted on website as received |
| Applications Due | October 15, 2021 at 2:00 PM CDT |
| Notification of Award Issue Date | October 2021 (estimate) |

2.0 PREPARING AND SUBMITTING AN APPLICATION

2.1 General Instructions

The review and selection of a grantee(s) will be based on the information submitted in the grantee's application. Failure to respond to each of the requirements in the Grant Announcement may be the basis for rejecting an application.

2.2 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by applicants in replying to this Grant Announcement.

2.3 Submitting the Application

Applicants must submit one (1) electronic copy of all materials no later than **October 15, 2021 at 2:00 PM Central Time** through the on-line application located on the Department's website at: <https://doa.wi.gov/Pages/SummerCampAssistanceGrants.aspx>

Applicants may opt to receive confirmation that the application has been submitted via the application instructions. The Program will not provide confirmation of completeness of applications. Applicants are responsible to ensure the application is completed in its entirety before submitting the application.

DOA will not accept applications by mail, hand delivery or facsimile machine (fax).

2.4 Application Organization and Format

All applications shall adhere to the form, format and organization of the application. The application contains the following sections. All sections are required. Any alteration of the forms or attachments is prohibited and may result in disqualification of the application.

| | |
|------------|-------------------------------------|
| Section 1 | Applicant Information |
| Section 2 | Camp Information |
| Section 3 | Tax Information |
| Section 4 | Attestations and Required Signature |
| Attachment | IRS W-9 (required) |

Summer Camps Grant Program

2.5 Multiple Applications

Multiple applications from an applicant are not allowed.

2.6 Withdrawal of Applications

Applicants may withdraw an application at any time by submitting a request via email from an authorized representative of the applicant to the program email summercampassistance@wisconsin.gov

If a previously submitted application is withdrawn prior to the application submission due date and time, the applicant may submit another application on or before the Grant Application submission due date and time. Applications withdrawn after the submission due date and time may not be resubmitted.

3.0 APPLICATION SELECTION AND AWARD PROCESS

3.1 Application Review

Applications will be reviewed by Program staff against the criteria stated in Section 4.0. Applicants may **not** contact any DOA or other state agency official or employee regarding their applications.

3.2 Right to Reject Applications and Negotiate Award Terms

The State reserves the right to reject any and all applications. The State reserves the right to negotiate award terms, including the award amount, with the selected applicant prior to making payment.

3.3 Award Amounts

Grant awards shall not exceed \$50,000 or the amount of the decrease in the applicant's federal taxable income (for-profit camps) or total net receipts (non-profit camps) between tax years 2019 and 2020, whichever is less. The State reserves the right to negotiate, limit or amend awards in accordance with objectives of the program and available funding.

3.4 Method of Award

The State will compile the final review of each application (see section 3.1). The State intends to make multiple awards. Awards will be based upon qualifying responsive and responsible application(s).

3.5 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of the State's award of funds that results from this Grant Application.

After a Notice of Award is made, copies of the accepted applications may be made available for public inspection in accordance with applicable Wisconsin law.

Summer Camps Grant Program

4.0 ELIGIBILITY REQUIREMENTS

Eligible applicants must meet all of the criteria set forth below. DOA shall interpret eligibility criteria to align with Program objectives and ARPA requirements. Eligibility determinations by DOA are final.

4.1 Eligible Applicant

Each eligible applicant shall meet all of the following requirements:

1. Be an individual or entity that owns and operates a Summer Camp (as defined in Section 1.3) located in Wisconsin that, prior to the COVID-19 pandemic, was operated for a minimum of 21 contiguous or non-contiguous days during the summer months (June 1 through August 31).
2. Hold a current recreational and educational camp license from the Wisconsin Department of Agriculture, Trade and Consumer Protection.
3. If the applicant is an entity registered with the Wisconsin Department of Financial Institutions, it must have one of the following statuses as of the Grant Announcement closing date: “restored to good standing”, “incorporated/qualified/registered”, “organized”, or “registered”,
4. Must not be on one of the following lists:
 - [Wisconsin Department of Revenue Delinquent Taxpayer List](#)
 - [Wisconsin Department of Transportation Debarred Contractors List](#)
 - [Wisconsin Department of Administration Compliance Vendor Directory](#)
 - [Wisconsin Department of Corrections Sex Offender Registry](#)
5. Started operating its Summer Camp prior to January 1, 2020, currently remains in operation, and suffered an economic loss in 2020.

4.2 Ineligible Applicants

1. Organizations operating summer camps which are solely day camps.
2. Entities that received a Badger Bounceback Beyond the Classroom grant under the American Rescue Plan Act of 2021. Government entities or higher education institutions.
3. Other organizations which do not meet the intent of the Program as determined by DOA.

5.0 APPLICANT INFORMATION

Complete Section 1: Applicant Information

The purpose of this section is to provide the State with organization and contact information for the applicant.

6.0 TAX INFORMATION

Complete Section 2: Tax Information

Applicants are required to provide both their 2019 and 2020 federal taxable income (for-profit camps) or total net receipts (non-profit camps), which will be used to determine level of award eligibility. Specifically, applicant must provide the information from one of the following lines on their 2019 and 2020 federal income tax forms:

Summer Camps Grant Program

- Line 1c, Form 1065
- Line 1c, Form 1120
- Line 1c, Form 1120-S
- Line 3, Schedule C (Form 1040 or 1040-SR)
- Line 9, Form 990-EZ

7.0 ATTESTATIONS AND REQUIRED SIGNATURES

Complete Section 3. Attestations and Required Signature.

In accordance with applicable provisions of the Federal American Rescue Plan Act of 2021 and Summer Camps Grant Program Grant Announcement provisions, eligible applicants must certify compliance with all statements in the attestation.

8.0 SPECIAL TERMS AND CONDITIONS

8.1 Recordkeeping

The organization has and will maintain for at least five years records sufficient to demonstrate that the expenses were compliant with applicable American Recovery Plan Act of 2021 provisions.

8.2 Order of Precedence

By accepting a grant award, the applicant agrees to be bound by the contents of the Grant Announcement (including all attachments), Grant Announcement addenda and revisions, and its grant application, and any additional terms agreed to in writing by DOA and the applicant. In the event of a conflict or dispute, the following priority of documents will be used:

1. American Rescue Plan Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the Grant Announcement.
4. The terms of the organization's Grant Application, as accepted by the State.
5. The Attestation

8.3 Choice of Venue

All legal proceedings regarding the Program, including but not limited to any disputes about grant eligibility, shall be filed in the state or federal courts located in Dane County, Wisconsin. Applicant waives all objections to those courts based on lack of personal jurisdiction, inconvenient venue, or improper venue.

8.4 Public Disclosure

Copies of the application materials will be made available for public inspection in accordance with applicable Wisconsin law.

8.5 Compliance with the Federal American Rescue Plan Act

Summer Camps Grant Program

The organization is solely responsible for demonstrating that payments it receives under the Program meet the eligibility requirements set forth under this document, state law, federal law, and federal guidance. The organization will hold the Department of Administration and the State harmless for any audit disallowance related to the eligibility of costs or revenues, irrespective of whether the audit is ordered by federal or state agencies or by the courts and will be solely responsible for repaying the ineligible amounts (plus any assessed interest, costs, or fees) to the State or the federal government.

8.6 Miscellaneous

The State of Wisconsin reserves the right to audit any grantee. The organization will cooperate and provide any relevant information or records requested by the Department of Administration, any of its authorized representatives, the State of Wisconsin Legislative Audit Bureau or the Department of the Treasury Office of Inspector General at any time relating to the expenses.

8.7 American Rescue Plan Act Funding

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:

Federal Award Identification Number: N/A

Federal Award Date: N/A

CFDA #: 21.027 Coronavirus State and Local Fiscal Recovery Funds

Federal Awarding Agency: Department of the Treasury

Total Amount of the Federal Award: \$2,533,160,626.50

Amount of Federal Funds Obligated by this Award: Refer to Allocation Amount

Total Amount of Federal Funds Obligated: Refer to Allocation Amount

Research & Development: No

Indirect Cost Rate: N/A

8.8 Indemnity

By providing funds to the organization, the State assumes no liability for any acts or omissions of the organization or any of its officers, employees, contractors, or agents which are in any way related to the costs for which the organization seeks funding. The organization will indemnify and hold harmless the Department of Administration and the State and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the organization, or of any of its contractors, in performing the activities for which the organization seeks funding.

8.9 Subawards

Subawards, transfer of funds to another organization (except as payment of eligible services or goods) or use of funds for grantmaking is not permissible.