



**GRANT ANNOUNCEMENT**  
**Neighborhood Investment Fund**  
**Grant Program**

Issued: September 30, 2021

Applications Due:  
**2:00PM CDT, November 4, 2021**

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<b>ATTACHMENTS</b>	
	GRANT APPLICATION (on-line)
APPENDIX A	IRS Form W-9 (required)
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## 1.0 GENERAL INFORMATION

### 1.1 Introduction

The Neighborhood Investment Fund (“Program”) provides grants to local and Tribal governments for purposes of making significant investments with long-term benefits to help neighborhoods recover from negative effects of the COVID-19 pandemic, with a particular emphasis on addressing the needs of residents living in communities disproportionately impacted by the pandemic. Capital investments, such as construction of buildings, are among the projects eligible for funding. The purpose of this document is to provide local units of government and Tribal governments with information to prepare and submit a grant application. The State as represented by the Department of Administration (DOA) intends to use the results of this Grant Announcement to establish one or more grant agreements. DOA intends to award up to \$200 million in grants through this Announcement. Funding for this assistance is provided to Wisconsin by the Federal American Rescue Plan Act of 2021.

### 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 should be sent to the following email address:

[NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@wisconsin.gov)

The agreement(s) resulting from this Grant Announcement will be administered by DOA.

### 1.3 Definitions

Applicant	The legal entity that will enter into a Grant Agreement with DOA in the event of an award.
DOA	Department of Administration.
Qualified Census Tract	Any census tract (or equivalent geographic area defined by the Bureau of the Census) in which at least 50% of households have an income less than 60% of the area median family income or have a poverty rate of 25 percent or more. Qualified Census Tracts in Wisconsin can be found here: <a href="#">State Table   HUD USER</a>
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: [NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@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.

DOA may accept questions during a scheduled webinar presentation or by email to: [NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@wisconsin.gov)

Questions posed to the Program will be published in a question and answer document on the Program website only after DOA has had the opportunity to formulate response(s). 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 [NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@wisconsin.gov).

#### 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 target dates and times.

EVENT	DUE DATE
Eligible Expense Incurred Period	March 3, 2021 through December 31, 2024
Grant Announcement Issue Date	September 30, 2021
Application Open	September 30, 2021
Webinar	October 12, 2021 (tentative)
Questions Due	October 18, 2021 at 2:00 PM CDT
<b>Applications Due</b>	<b>November 4, 2021 at 2:00 PM CDT</b>
Notification of Award Issue Date	December 2021 (estimate)
Grant Agreement Execution	December 2021 (estimate)
Annual Reports	See section 1.8

#### 1.7 Grant Agreement Term

The Grant Agreement shall be effective on the execution date and shall be in force until all eligible activities are completed and all required documents are submitted to DOA. Expenses must be incurred between March 3, 2021 and December 31, 2024 and all projects completed by December 31, 2024.

#### 1.8 Annual Reports Required

Grantees shall submit semi-annual reports to DOA summarizing the use of funds and describing the impact on the neighborhood targeted by the grantee. DOA will supply a reporting document for completion by grantees and prescribe the dates upon which the semi-annual reports are due.

## 2.0 PREPARING AND SUBMITTING AN APPLICATION

#### 2.1 General Instructions

The evaluation and selection of a grantee(s) and the grant agreement 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. Elaborate applications (e.g., extensive graphics) beyond that sufficient to present a complete and effective application are not necessary or desired.

## 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 **November 4, 2021 at 2:00 PM CDT** through the on-line application located on the DOA website at <https://doa.wi.gov/pages/NeighborhoodInvestment.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 email, 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 posted application form. 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	Narrative
Section 3	Budget
Section 4	Attestations and Required Signature
Attachments	IRS W-9 (required), DOA-3027 (optional), and Supportive Documentation including a Site Plan and Construction Budget

## 2.5 Multiple Applications

Multiple applications from an applicant will be considered. Each project should have a separate application.

## 2.6 Oral Presentations

Applicants may be required to participate in interviews to support and clarify their applications, if requested by DOA. DOA will make every reasonable attempt to schedule each presentation at a time that is agreeable to the applicant. Failure of an applicant to interview on the date scheduled may result in rejection of the applicant's application.

## 2.7 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 [NeighborhoodInvestmentFundProgram@wisconsin.gov](mailto:NeighborhoodInvestmentFundProgram@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.

### 3.0 APPLICATION SELECTION AND AWARD PROCESS

#### 3.1 Preliminary Evaluation

Applications will be reviewed initially to determine if Eligibility Requirements (Section 4.0) are met. Failure to meet Eligibility Requirements will result in rejection of the application. DOA reserves the right to evaluate and select application(s) which most closely meet the requirements specified in this Grant Application as allowed by law.

#### 3.2 Application Evaluation

Accepted applications will be reviewed by an evaluation committee ("Committee"), consisting of members who have been selected because of their professional expertise and knowledge of the topic(s) that are the subject of this Grant Application.

Applicants may **not** contact members of the Committee except at DOA's specific direction.

The Committee will review all accepted applications against the Evaluation Criteria stated in Section 3.3 and the Eligibility Requirements stated in Section 4.0. The Committee's scoring will be tabulated and applications will be ranked based on the numerical scores received.

#### 3.3 Evaluation Criteria

The Program is intended to assist local and Tribal units of government in funding significant, transformational projects that help neighborhoods recover from negative effects of the COVID-19 pandemic and provide long-term benefits to the neighborhood. A goal of the Program is to enable high-impact projects needing significant upfront investments to achieve long-term goals. Applicants must identify the impact of COVID-19 that the project will respond to and demonstrate how the project is reasonably likely to respond to it. 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.

The most successful applicants will demonstrate the following:

- Financial need and leverage of outside funding sources.
- Project is "shovel-ready," able to begin construction in 2022, and be completed by December 31, 2024.
- Project addresses negative economic or health effects of the COVID-19 pandemic.
- Project would enable better outcomes for individuals.
- Project benefits communities disproportionately impacted by the COVID-19 pandemic (e.g., those living or working in Qualified Census Tracts, or demographic or geographic communities outside of Qualified Census Tracts that have experienced disproportionate impacts of the pandemic).

Applications will be scored against the following criteria: Maximum score is 130 points.

1. **Need for the project** - Describe the issue or need that this project will address. Provide documentation that clearly identifies the need for this project. The need must be related

in whole or in part to one or more negative economic or health impacts of the COVID-19 pandemic. (25 points possible).

2. **Meeting the need** - Project meets an identifiable, quantifiable, community or regional need. Describe how this project will meet the need/issue described in Question #1. State the estimated number of people expected to be served by the project. (25 points possible).
3. **Timing** - Is the proposed project “shovel-ready,” i.e., will substantial work begin in 2022 and be completed by December 31, 2024? Provide a narrative and timetable that describes the current status of the project, and future steps to implement this project within the timeframe established for this Program. (20 points possible).
4. **Staffing** – Staff capacity to deliver and complete the project within the identified timeline is important. Identify what entity or organizations will be responsible to oversee implementation of this project, provide required reporting, and oversee all aspects of the project to completion. Identify municipal staff, consultants or contractors who will be key team members in the successful completion of this project. (10 points possible).
5. **Budget** - Provide a detailed budget. Matching funds are not required. If matching funds are necessary to complete your project, outline the status of securing those funds. Projects that have funding secured will score higher than projects with “proposed funding sources”. See Section 7. (15 points possible).
6. **Other funding** - Matching funds are not required but are encouraged. Projects that include other public or private investment and/or result in increased tax base are encouraged. Please describe and document other sources of investment, both public and private, in this project. (5 points possible).
7. **Disproportionately Impacted Communities/Qualified Census Tracts** - Projects that serve a community disproportionately impacted by the COVID-19 pandemic and/or a Qualified Census Tract will receive additional points. Describe the geographic or demographic community that your project will serve and how it has been impacted by the COVID-19 pandemic. (15 points possible).

#### 3.4 Right to Reject Applications and Negotiate Grant Agreement Terms

DOA reserves the right to reject any and all applications. DOA reserves the right to negotiate the terms of the grant agreement(s) that result from this Grant Application, including the award amount, with the selected applicant prior to entering into a grant agreement.

#### 3.5 Award Amounts

DOA anticipates awards of between \$1,000,000 and \$15,000,000 to each eligible applicant. DOA reserves the right to negotiate, limit or amend awards in accordance with objectives of the program and available funding.

#### 3.6 Method of Award

DOA will determine final evaluations for each application (see section 3.3). DOA intends to award multiple grant agreements. Awards will be based upon the highest scoring application(s).

Priority will be given to programs that are not funded through other State of Wisconsin American Rescue Plan Act initiatives (i.e., Workforce Innovation Grant Program). Funds may not be requested for expenses reimbursed from any other American Rescue Plan Act program.

### 3.7 Notification of Award

All applicants who respond to this Grant Announcement will be notified in writing of DOA's award of one or more grant agreements that result from this Grant Application.

After a Notice of Award is made, copies of the accepted applications, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), may be made available for public inspection in accordance with applicable Wisconsin law.

## 4.0 ELIGIBILITY

### 4.1 Eligible Applicants

1. Wisconsin local governmental units.
2. Federally Recognized Wisconsin Tribal governments.

### 4.2 Ineligible Applicants

1. For-profit organizations
2. Nonprofit organizations
3. Individuals
4. Lobbying organizations as defined by the IRS
5. Political organizations subject to tax under IRC section 527 such as political parties; campaign committees for candidates for federal, state or local office; and political action committees
6. Federally recognized state government agencies
7. Public, private, Tribal, or 501(c)(3) accredited institutions of higher education
8. Other organizations which are not explicitly eligible as defined in section 4.1 as determined by the Department

## 5.0 APPLICANT INFORMATION

This section is NOT scored.

Complete **Section 1: Applicant Information**

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

## 6.0 NARRATIVE

This section is scored. (105 points total)

Complete **Section 2. Narrative.**

The purpose of this section is to provide DOA with a basis for determining an applicant's specific qualifications to conduct this work and advance the goals of the grant. Be specific when answering the following questions. Applicants shall provide a thorough and concise response detailing how the organization intends to use the funds.



1. Describe the issue or need that this project will address. The need must be related in whole or in part to one or more negative economic or health impacts of the COVID-19 pandemic. What population has been most impacted by this issue? Describe the geographic area that the issue/need encompasses (local or regional). Provide documentation that identifies the need for this project (including demographic, socio-demographic, and economic evidence that supports your claims). **25 points possible.**
2. Project meets an identifiable and quantifiable, community or regional need. Describe how this project will meet the need/issue described in Question #1. **25 points possible.**
3. Is the proposed project “shovel-ready,” meaning will substantial work begin on the project in 2022 and will all work be completed by the end of December 31, 2024? Provide a narrative and timetable that describes the current status of the project, and future steps to implement this project within the timeframe established for this program. If the project involves construction, specifically identify the status of engineering/architecture plans. Is the project ready to be bid? Please provide a summary of all permit and municipal approval and the status of those approvals. If applicable, are private developers and their financing secured and ready to proceed? **30 points possible.**
4. Staff capacity to deliver and complete the project within the identified timeline is important. Identify what entity or organizations will be responsible to oversee implementation of this project, provide required reporting, and oversee all aspects of the project to completion. Identify staff, consultants or contractors who will be key team members in the successful completion of this project. **10 points possible.**
5. Projects that are focused on serving geographic or demographic communities disproportionately impacted by the COVID-19 pandemic and/or Qualified Census Tracts will receive **15 points possible.** The following link shows the Qualified Census Tracts in Wisconsin <https://www.huduser.gov/portal/qct/1statetable.html?statefp=55.0&DDAYEAR=2022> If the project serves a community outside of a QCT, if applicable, describe how the community served was disproportionately impacted by the COVID-19 pandemic. Provide a site plan for your proposal.

## 7.0 BUDGET

This section is scored. (20 total points)

Complete **Section 3. Budget.**

1. Provide a detailed budget. Matching funds are not required. If matching funds are a component of your project, provide information on the funding status, source and amount. **15 points possible.**
2. Projects that maximize the impact of grant funds through leveraging of additional funding sources shall receive additional points. Projects that result in increased tax base, include private or public investment are encouraged. Please describe and document other sources of investment, both public and private in this project. **5 points possible.** Documentation of the status of these designations must be included, such as award letters, resolution to commit funds, approved municipal budget, developer letter of commitment and private financing confirmation.

## **8.0 ATTESTATIONS AND REQUIRED SIGNATURES**

This section is NOT scored.

Complete Section 4. Attestations and Required Signature.

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

## **9.0 SPECIAL GRANT AGREEMENT TERMS AND CONDITIONS**

### **9.1 Recordkeeping**

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

### **9.2 Order of Precedence**

In the event of grant agreement award(s), the contents of the Grant Announcement (including all attachments), Grant Announcement addenda and revisions, and the application of the successful applicant(s), and additional terms agreed to in writing by DOA and the applicant(s) shall become part of the grant agreement. Failure of the successful applicant(s) to accept these as a contractual agreement may result in a cancellation of award. The following priority for grant agreement documents will be used if there are conflicts or disputes:

1. American Rescue Plan Act provisions
2. Applicable State of Wisconsin statutes and regulations.
3. The terms of the resulting grant agreement.
4. The terms of the applicant's response as accepted by the State.
5. The terms of the Grant Application as amended.

### **9.3 Grant Agreement**

A grant agreement between the grantee and DOA will cover the period of performance, payment requirements, document requirements, reporting requirements, and budget. Grant agreements cover a pre-determined period after the date DOA signs the contract. Applicants must agree to abide by applicable state and federal rules and regulations.

### **9.4 Public Disclosure**

Copies of the application materials, excluding materials deemed to be confidential and proprietary information on Appendix B: Designation of Confidential and Proprietary Information (DOA-3027), will be made available for public inspection in accordance with applicable Wisconsin law.

### **9.5 Compliance with the Federal American Rescue Plan Act**

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.

9.6 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.

9.7 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

9.8 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.