



RFP: Response for Request
Grant Award Letter

State of Wisconsin Department of Administration

Tony Evers, Governor
Kathy Blumenfeld, Secretary
David Pawlisch, Division Administrator

April 2, 2026

Darren Schroeder, County Board Chairperson
Columbia County
112 East Edgewater Street
Portage, WI 53901

RE: 2026 Community Development Block Grant Housing (CDBG-HSG) Regional Project Award
and Pre- Agreement Requirements

Dear Chairperson Schroeder:

Thank you for your recent Community Development Block Grant Housing (CDBG-HSG) Regional project proposal for Columbia County and the Southern Region (serving: Columbia, Dodge, Jefferson, Kenosha, Ozaukee, Racine, Rock, Sauk, Walworth and Washington Counties). On behalf of Governor Tony Evers and Secretary Kathy Blumenfeld, I am pleased to inform you that the Wisconsin Department of Administration (DOA) will award up to \$4,000,000 to Columbia County and the Southern Region for this CDBG-HSG project (to assist income eligible low- to moderate-income households with housing rehabilitation, conversion, and homebuyer activities).

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 using the 2026 CDBG-HSG application criteria.

The unit of general local government (UGLG) receiving this CDBG award is referred to as the "Grantee" within this letter. Information regarding CDBG requirements and a list of documents that must be submitted to finalize the CDBG Grant Agreement are provided on pages 4-6 of this letter. The Grantee 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 5-6.

After the Division receives these items, the County will be contacted by a representative of the Division to further discuss the terms and conditions of your CDBG-HSG 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** undertaking CDBG activities.

04/02/26
Page 2 of 6

Columbia County
CDBG HSG Award Amount: \$4,000,000

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:



David Pawlisch, Division Administrator
Division of Energy, Housing and Community Resources
101 E. Wilson Street
PO Box 7970
Madison, WI 53707

Attachments: 4

cc: Lisa Black, County Clerk, Columbia County
Tamra Fabian, Bureau Director, Bureau of Community Development, DEHCR
Cindy Frankiewicz, Fiscal Section Chief, DEHCR
Mark Staff, Deputy Division Administrator, DEHCR


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 the assigned DEHCR Project Representative listed at the end of the award letter.

AUTHORITY TO SIGN DOCUMENT: The persons signing this Acceptance on behalf of the Grantee certify and attest that the Grantee’s respective Resolutions, and/or other related documents, give full and complete authority to bind the Grantee 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 Grantee and that the Division may withdraw this award at any point for any reason.

ACKNOWLEDGEMENT

Grantee:



Signature of Chief Elected Official

4/21/26

Date Signed

Douglas Richmond

Printed Name of Chief Elected Official

County Board Chair

Title of Chief Elected Official

Lisa J. Black

Signature of Clerk

4/21/26

Date Signed

Lisa Black

Printed Name of Clerk

County 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.

PROCUREMENT PROCESS

Regulations require each CDBG Grantee follow its local procurement policy. The Grantee 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 Grantee's procurement policy must be submitted to and reviewed by the Division prior to the Grantee 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 for procurement and contracting guidance. Grantees may choose to use the **Small Purchase/Simplified Acquisition** procurement method (obtaining 3 quotes in writing/print and selecting the lowest quote) non-construction purchases/contracts of \$250,000 or less.

The **Micro-Purchase** procurement option specifies that no competitive procurement is required as long as the Grantee (or subrecipient if purchased by subrecipient) considers the price reasonable, allowed for non-construction and construction purchases/contracts totaling \$10,000 or less.

The Build America, Buy America (BABA) requirements may also apply to the project. Further guidance will be provided in Implementation Training. The BABA Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021, established a domestic content procurement preference for all Federal financial assistance obligated for infrastructure projects after May 14, 2022. The domestic content procurement preference requires that all iron, steel, manufactured products, and construction materials used in covered infrastructure projects are produced in the United States. An overview and resources regarding the BABA Act are on the [HUD BABA website](https://www.hud.gov/baba) [<https://www.hud.gov/baba>]. Guidance for Wisconsin's State CDBG Program is within [Chapter 3: Procurement and Contracting](#) of the [CDBG Implementation Handbook](#) [<https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Implementation-Handbook.aspx>] and [Attachment 3-J: Build America Buy America \(BABA\) Requirements \(Contract Insertion\)](#) (linked on the *Handbook* website).

Records verifying that the appropriate procurement procedures were followed must be maintained in the Grantees 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.

SEMI-ANNUAL & ANNUAL REPORTING

Semi-annual and annual reporting for the CDBG project is required. The County must submit the reports in accordance with Chapter O 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 that occurs after receipt of the Grant Award, regardless of whether the CDBG Grant Agreement has or has not been fully executed.

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 County's procurement policy. Attach a list of executed contracts for CDBG project-related services and documentation on how the services were procured.
2. A completed Financial Management Contact Person form (enclosed with this letter).
3. A completed Signature Certification form (enclosed with this letter).
4. A completed W-9 [Request for Taxpayer Identification Number (TIN) Certification] form (enclosed with this letter).
5. A completed DOA-6456 STAR Authorization for Electronic Deposit form (enclosed with this letter) and accompanying bank documentation. If the County 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.
6. Documentation verifying that the County currently has an **active registration status with a registered UEI** on the federal System for Award Management (SAM) at <https://sam.gov/SAM>. If the County's SAM.gov registration has expired or will expire prior to the execution of the Grant Agreement, then the County 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 County is not registered or has an inactive/expired registration on SAM.gov, then the Division strongly advises the County 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**.
7. 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.

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 County (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.
- Copies of the competitive procurement solicitation (e.g., the Request for Proposals [RFP]) and the advertisement for the RFP, if applicable, and executed contracts for all CDBG funded or related services.

Please contact your assigned DEHCR Project Representative if you have any questions or concerns. We congratulate you on this 2024 grant award and we look forward to working with you to ensure successful completion of the CDBG project.

Assigned DEHCR Project Representative:
Cassandra Dobson, Grants Specialist – Advanced
Cassandra.Dobson1@wisconsin.gov