



SUN PRAIRIE

UNHOUSED SUPPORT SERVICES GRANT NOTICE OF FUNDING OPPORTUNITIES (NOFO)

NOFO Issuance Date:

January 3, 2024

Funding Amount

\$10,000 - \$60,000

Grant Period of Performance:

Date of Award to December 31, 2024

Eligible organizations interested in submitting an application are encouraged to read this NOFO thoroughly to understand the type of project sought and the application submission requirements.

To be eligible for the award, the applicant must submit all required information and documents in this application including the attachments found in this funding opportunity.

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SECTION 1 – PROGRAM OVERVIEW

On March 11, 2021, President Biden signed the U.S. Senate-amended H.R. 1319 (P.L. 117-2) known as the American Rescue Plan Act (hereinafter “ARPA”) and on May 10, 2021, the U.S. Treasury issued the Interim Final Rule (“IFR”) to implement ARPA in Title 31, Part 35 of the Code of Federal Regulations (“CFR”) describing eligible and ineligible uses of funds (as well as other program provisions). Under ARPA Section 603 (c)(1)(A) and (3) and the Interim Final Rule 31 CFR 35.6(b)(7) Subrecipients may use Coronavirus State and Local Fiscal Recovery Fund (“SLFRF”) Funds to award grants to organizations that are responding to the negative impact of the COVID-19 public health emergency.

The City is in receipt of funding under the SLFRF program and wants to support a local project that enhances Sun Prairie’s capacity to address unsheltered homelessness humanely and effectively by connecting vulnerable individuals and families to housing and support services. For more information on Eligible Projects, please refer to Section 1.2 below. The City encourages collaboration between organizations in responding to homelessness in our community.

1.1 Community Background

Sun Prairie is located in northeastern Dane County, just east of the City of Madison and is the second largest city in the county. The City of Sun Prairie has experienced strong population growth since its incorporation from a village to a city in 1958, with an estimated population of 38,387 today. Sun Prairie has 1.7x as many people today as it did in 2000, approximately 20% of the population is people of color.

Sun Prairie’s population growth is reflected in the fact that the Sun Prairie Area School District is the fastest growing school district in Wisconsin. The Sun Prairie Area School District enrolls over 8,300 students from several communities including Sun Prairie. 60 different languages are spoken in the district with the top five being English, Spanish, Hmong, Telugu, and Tamil. 28.4% of students receive free or reduced meals. During the 2020-2021 school year, the District served 237,168 free breakfasts and 288,238 free lunches to students. Currently, Community Schools and the Sun Prairie Emergency Food Pantry are partnering to provide Weekend Meals to families. The Sun Prairie Emergency Food Pantry has been a critical partner in addressing food insecurity. As of December 8, 2023, 1,179,000 pounds of food and personal care items were distributed with 49,881 people served. Approximately half of those were children and seniors.

Data from the US Department of Housing and Urban Development shows that 54% of renters and 21% of homeowners in Sun Prairie are considered housing cost burdened and struggle to afford housing. We know that are additional households struggling with housing and other costs beyond what is reflected in this data. Seventy-six percent (76%) of the households that struggle with housing costs are low-income households earning less than 50% of the area median income, or \$54,950 for a family of three. Census data reports that in Sun Prairie, 6% of the population lives below the poverty line.

1.2 Eligible Projects

Applicants should propose projects that comply with the requirements indicated below. The unhoused support services grant opportunity was created to assist community partners in activities that promote, achieve, or progress toward more stable housing arrangements for persons or families experiencing homelessness, or at risk of becoming homeless. Applicants are encouraged to create a program or request funding for an existing program that addresses one or more of the following areas of focus:

- Prevention: prevention aims to reduce the number of people who experience homelessness through financial assistance and housing stabilization services that keep people in housing.
- Diversion: diversion is a flexible short-term intervention that assists households at imminent risk of homelessness with innovative solutions to overcome their housing crisis and avoid entering the shelter system whenever possible. Diversion is typically offered at the point households are seeking shelter or emergency housing options.
- Emergency Shelter: emergency shelters provide immediate and low-barrier access to shelter and other resources until participants can move into more stable housing.
- Capacity Building or Expansion: planning efforts to expand current facilities or offer additional services.

1.4 Eligible Organizations

- Organization must be a public not-for-profit, in good standing* (charitable organizations, school districts, trade associations, social clubs, etc.), that serves citizens within the community.
- For-profit organization: Wisconsin Secretary of State Business Filing and Certificate of Good Standing* (current within the last 12 months).
- Business must certify and provide supporting documentation of the business's negative economic impact due to COVID-19 or the project needs are associated with COVID-19.
- Faith-based organizations that provide community services to the public which could include: goods, services, accommodations offered generally to the public (e.g., a restaurant or thrift store)
- Physical location and operating within the city limits of Sun Prairie, Wisconsin. Preference will be given to those projects that are shown to benefit the City of Sun Prairie residents, Sun Prairie Area School District students, and community partners.
- No outstanding tax liens or judgements, excluding 2020 property taxes.*

**The City understands that the COVID-19 pandemic has had an impact on many small businesses and non-profit organizations which may have impacted their "in good standing" status or ability to pay taxes. We recognize this and want to work with those who have been impacted. In your application materials, please explain what impact the pandemic has had on your business standing and how the grant will assist your organization in recovering from the pandemic.*

1.5 Ineligible Organizations

- Businesses located outside of the eligible geographic area
- Businesses engaged in illegal activities under federal, state, or local laws
- Businesses otherwise prohibited by federal or Wisconsin laws
- Businesses ineligible or precluded to receive federal or State of Wisconsin funding due to

- federal laws (including but not limited to the ARPA Act) or Wisconsin laws
- Owners or partners currently undergoing bankruptcy proceedings
- Businesses with the following concerns: Real estate holding businesses to include:
 - “Side gig” or "hobby" businesses (not your primary source of income)
 - Gambling businesses, including casinos, racing operations or other activities where the purpose involves gambling
 - Lobbying organizations and political organizations subject to Internal Revenue Code 527
 - Sexually Oriented Businesses (live performances, product sales, items, or materials)
 - Pawn Shops, Pawn Broker, or Secondhand Goods Dealer.

1.6 Reporting Requirements

The Subrecipient will be required to submit Financial Reports in discussed in [Section 1.6.1](#) and Programmatic Reports discussed in [Section 1.6.2](#), quarterly by the 10th day of the following calendar quarter month end as detailed in the schedule below:

Performance Period	Report Due Date
January 1 – March 31	April 10
April 1 – June 30	July 10
July 1 – September 30	October 10
October 1 – December 31	January 10
Final Report	60 days after all funds are exhausted but no later than March 31, 2025

If the Grant has been fully expended, the Subrecipient will be required to submit a final report as described in [Section 1.6.3 Final Reporting](#) below.

If there is no activity that quarter, the Subrecipient will be required to submit the report with \$0 for the current quarter and the prior quarterly reports cumulative totals.

The first report is due the first quarter following execution of a subrecipient agreement unless otherwise indicated by the City.

1.6.1 Financial Reports

Subrecipients will be required to submit the ARPA Grant Quarterly Financial Report in [Exhibit E](#) which contains the following items.

1. Subrecipient's name and address as it appears on the Grant Application.
2. Start and end dates of the report period.
3. Hourly rate. Identify each employee or consultant whose time/activity is being billed to the Grant, the individual's title, and the hourly billing rate used to calculate reimbursement from the City for that individual's time/activity. Explain the method used for calculating hourly rates, e.g. whether benefits are included in the rate.

4. Staff hours. Indicate for each employee the total number of hours being billed to the Grant cumulatively and for the quarter. For each individual whose work time will be reimbursed from the Grant, multiply the relevant hours by the relevant hourly rate (see item #3) and indicate the cumulative total and total for the quarter.
5. Budget vs. Actual Costs. Submit a detailed budget vs. actual report by budgetary line item for each quarter and cumulatively for the Grant period to date. At a minimum, the accounting must include the following as applicable: salaries, fringe and other benefits, training, travel, rent, phone, postage, supplies, technology/equipment, marketing, and indirect costs. The accounting must itemize the expenditure of each dollar being billed to the Grant. Any deviation between the budgeted and actual costs must be explained in detail and approved by the City.
6. Supporting Documentation. Supporting documentation must be submitted quarterly with the financial report and reconcile to the expended amount for the quarter being reported.
7. Required Certification. In accordance with the Code of Federal Regulations 2 C.F.R. § 200.415(a), include a certification, signed by an individual who is authorized to execute the certification on behalf of the Subrecipient, which reads as follows: *“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729 – 3730 and 3801 – 3812).”*

1.6.2 Final Report

A final report for the entire period of performance will be due 60 days after the Subrecipient has completed all Grant activities that will be funded under the Grant, but not later than March 31, 2025.

- a. **Programmatic Report.** The final report must cover all activity conducted under the Grant. The report must not be more than five (5) single-spaced letter-sized pages using a font size of no smaller than 12 or larger than 14. In the narrative report, Subrecipient must briefly summarize the outcomes of the activities that Subrecipient proposed in the Project Description. Additionally, Subrecipient should also include in this narrative report items, such as problems encountered by the Subrecipient, items for which the Subrecipient needs additional guidance, and developments having a significant impact on the award supported activities, such as delays or adverse conditions which materially impair the ability to meet the objectives of the awards. The final report shall also describe any action taken or contemplated, and any assistance needed to resolve the situation.
- b. **Financial Report.** The Subrecipient will submit final Budget vs. Actual report by budgetary line item consistent with the approved project budget. If there are any funds not expended, they must be returned to the City along with the final report.

The Subrecipient will also submit with the final report a certification, signed by an individual who is authorized to execute the certification on behalf of the Subrecipient, which states that all applicable closeout activities required in the Code of Federal Regulations 2 CFR § 200.343 have

been completed.

SECTION 2 – REQUIREMENTS

APRA Grants awards from the City are funded with SLFRF federal funds. SLFRF awards are generally subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 (the “Uniform Guidance”). In all instances, the applicant should review the Uniform Guidance requirements applicable to your organization’s use of SLFRF funds, and SLFRF-funded projects. Applicants should consider how and whether certain aspects of the Uniform Guidance apply. Below are sections from the Uniform Guidance applicable to financial requirements.

2.1 Uniform Administrative Requirements

2.1.1 Code of Federal Regulations 2 CFR § 200.302: Financial management

(a) The Subrecipient in accordance with this agreement must expend and account for the ARPA Grant in accordance with federal and state laws. In addition, the City and the Subrecipient’s financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the ARPA Grant, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the ARPA Grant. See also Code of Federal Regulations 2 CFR § 200.450.

(b) The financial management system of Subrecipient must provide for the following: (see also Code of Federal Regulations 2 CFR §§ 200.334, 200.335, 200.336, and 200.337):

(1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the Assistance Listings title and number, Federal award identification number and year, name of the Federal agency, and name of the pass-through entity, if any.

(2) Accurate, current, and complete disclosure of the financial results of each Federal award or program in accordance with the reporting requirements set forth in §§ 200.328 and 200.329. If a Federal awarding agency requires reporting on an accrual basis from a Subrecipient that maintains its records on other than an accrual basis, the Subrecipient must not be required to establish an accrual accounting system. This Subrecipient may develop accrual data for its reports on the basis of an analysis of the documentation on hand. Similarly, a pass-through entity must not require a subrecipient to establish an accrual accounting system and must allow the subrecipient to develop accrual data for its reports on the basis of an analysis of the documentation on hand.

(3) Records that identify adequately the source and application of funds for federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, financial obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

(4) Effective control over, and accountability for, all funds, property, and other assets. The non-Federal entity must adequately safeguard all assets and assure that they are used solely for authorized purposes. See Code of Federal Regulations 2 CFR § 200.303.

- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to implement the requirements of Code of Federal Regulations 2 CFR § 200.305.

2.1.2 Code of Federal Regulations 2 CFR § 200.307: Program income

Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Subrecipients of City Grant funds should calculate, document, and record the organization's program income. Additional controls that the Subrecipient should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

2.1.3 Code of Federal Regulations 2 CFR § 200.303: Internal controls

The Subrecipient entity must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with the U.S. Constitution, Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Across each of the compliance requirements above, the Treasury has described some best practices for development of internal controls in **Table 1** below, with an example of each best practice.

Table 1. Internal controls best practices.

Best Practice	Description	Example
Written policies and procedures	Formal documentation of Subrecipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records	Storage of all subrecipient payment information

2.1.4 Code of Federal Regulations 2 CFR Part 200, Subpart E Cost Principles

§ 200.401 Application. (a) *General*. These principles must be used in determining the allowable costs of work performed by the non-Federal entity under Federal awards. These principles also must be used by the non-Federal entity as a guide in the pricing of fixed-price contracts and subcontracts where costs are used in determining the appropriate price. The principles do not apply to:

- (1) Arrangements under which Federal financing is in the form of loans, scholarships, fellowships, traineeships, or other fixed amounts based on such items as education allowance or published tuition rates and fees.
- (2) For IHEs, capitation awards, which are awards based on case counts or number of beneficiaries according to the terms and conditions of the Federal award.
- (3) Fixed amount awards. See also § 200.1 Definitions and 200.201.
- (4) Federal awards to hospitals (see appendix IX to this part).
- (5) Other awards under which the non-Federal entity is not required to account to the Federal Government for actual costs incurred.

2.2 Records and Retention

All Records, including any and all supporting documentation for invoices submitted to City, shall be retained by Subrecipient, and made available for review by City, the Auditor of the State of Wisconsin, the federal government and any of its departments and agencies, and any of their designees for a minimum of five (5) years after the Period of Performance. Notwithstanding the foregoing, if there is litigation, claims, audits, negotiations, or other actions that involve any of the records pertaining to this Agreement, which commences prior to the expiration of the period of performance, such records shall be retained until the conclusion of such action.

Subrecipient shall comply with the requirements for record retention and access to records specified in the applicable Code of Federal Regulations 24 C.F.R. §§ 214.315, 2 C.F.R. §§200.333-200.337, and other applicable record retention requirements. Subrecipient may also be subject to record retention requirements under other applicable laws and regulations, including but not

limited to, the nondiscrimination regulations.

2.3 Oversight and Monitoring

Subrecipient must cooperate with all the City's oversight activities, requests for access to facilities, requests for information, including, but not limited to, complete files, financial data, financial management system, and data. Oversight may include, but is not limited to, on-site or remote audit and/or review of financial records, on-site or remote review of the financial management system, and/or on-site or remote performance reviews by City staff or designee. Subrecipient must take measures to ensure that City has access to all related files, financial management system, financial records, and information for audit and oversight purposes that demonstrates to the satisfaction of City that the Subrecipient is in compliance with Code of Federal Regulations 24 C.F.R. Part 214 and the requirements of this Grant Agreement.

2.4 Audit Requirements

Non-Federal entities that expend \$750,000 or more during a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501–7507) and Code of Federal Regulations 2 CFR Part 200, Subpart F, which is available at <http://www.ecfr.gov/cgi-bin/text-idx?SID=fd6463a517ceea3fa13e665e525051f4&node=sp2.1.200.f&rgn=div6>

Non-Federal entities that expend less than \$750,000 for a fiscal year in Federal awards are exempt from Federal audit requirements for that year, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and General Accounting Office (GAO).

Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial audits. Additional audit requirements applicable to this agreement are found at 2 CFR Part 200, Subpart F, as applicable. Additional information on single audits is available from the Federal Audit Clearinghouse at <http://harvester.census.gov/sac/>.

2.5 Tax Representation

Subrecipient certifies that, as of the date of execution, it does not owe any delinquent taxes to the City of Sun Prairie and/or does not owe delinquent taxes for which Subrecipient is liable under Chapter 3.12 - Sun Prairie, Wisconsin - Code of Ordinances Title 3 - Revenue and Finance.

Or, if such delinquent taxes are owed, Subrecipient currently is paying such delinquent taxes pursuant to an undertaking enforceable by the State of Wisconsin or an agent or instrumentality thereof, or Subrecipient filed a petition in bankruptcy under 11 U.S.C. Section 101. et seq., or such a petition has been filed against Subrecipient. For the purposes of this certification, delinquent taxes are taxes that remain unpaid on the latest day prescribed for payment without penalty under the chapter of the Wisconsin Code governing payment of those taxes.

2.6 Disputes

During performance of this Agreement, disagreements may arise between the Subrecipient and the City on various issues. The Parties shall initially attempt to resolve all claims, disagreements, or controversies arising under, out of, or in connection with this Agreement by conducting good faith negotiations amongst themselves. If the Parties hereto are unable to resolve the matter following good faith negotiations, the Parties reserve the right to pursue all legal and equitable remedies afforded to them by law.

2.7 False Statements.

A false statement in the Subrecipient's Project Description or Grant-related documents and reports, will be grounds for termination of this Agreement and recovery of the ARPA Grant funds and punishable as provided in 18 U.S.C. §1001.

2.8 General Conditions

1. Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating, or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services funded by the ARPA grant. City of Sun Prairie shall be exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance as the Subrecipient is an independent entity.
2. Subrecipient shall hold harmless and indemnify the City of Sun Prairie from any and all claims, actions, suits, charges, and judgments whatsoever that arise out of the Subrecipient's performance or nonperformance of the services or services provided by the ARPA grant.
3. City of Sun Prairie or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, and signed by a duly authorized representative of both organizations. Such amendments shall not invalidate this Agreement, nor relieve or release City of Sun Prairie or Subrecipient from its obligations under this Agreement.
 - City of Sun Prairie may, in its discretion, amend this Agreement to conform with federal, state, or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both the City of Sun Prairie and Subrecipient.
4. Either party may terminate this Agreement at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, reports, or other materials prepared by Subrecipient under this Agreement shall, at the option of the City of Sun Prairie, become the property of the City of Sun Prairie.
 - City of Sun Prairie may also suspend or terminate this Agreement, in whole or in part, if Subrecipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations, or provisions referred to herein; and the City of Sun Prairie may declare Subrecipient ineligible for any further participation in City of Sun Prairie's award agreements, in addition to other remedies as provided by law. In the event there is probable cause to believe Subrecipient is in noncompliance with any applicable rules or regulations, City of Sun Prairie may withhold funding.

2.9 Compensation and Method of Payment

Subrecipient hereby acknowledges and agrees that they shall only use the ARPA Grant for Eligible Expenses, as defined herein. Any expenses incurred by Subrecipient in an amount which exceeds

the Grant Amount shall be the sole responsibility of Subrecipient and Subrecipient shall not seek reimbursement of such expenses from the City.

The City will pay to Subrecipient an amount up to that specified in the award document as full compensation for all services and work to be performed or undertaken by Subrecipient under this Agreement. Payment of funds to Subrecipient is subject to all of the following requirements, which shall be conditions precedent to payment:

- (i) that Subrecipient has expended funds for eligible approved expenditures
- (ii) that Subrecipient is not in default of any material provision of this Agreement nor applicable law or regulation
- (iii) that Subrecipient has timely submitted requests for payment or reimbursement detailing the eligible payment or reimbursement items in a format approved by City
- (iv) that Subrecipient has certified with each payment or reimbursement request compliance with the requirements identified in the approved project scope and that all expenditures for which reimbursement is sought were made for and in furtherance of the approved Project and are an eligible use of federal assistance under ARPA and federal regulations as described in [Exhibit A](#).

Payment hereunder will also be subject to and may only be disbursed in accordance with applicable Federal regulations, as presently promulgated and as same may be revised from time to time in the future, all other terms of this Agreement, and any special provisions in the Scope of Services. All payments received by Subrecipient hereunder are subject to repayment by Subrecipient.

a. Drawdown Reporting

Subrecipient shall comply with the applicable regulations of Code of Federal Regulations 2 C.F.R. §200.305 for cost reimbursement agreements. See Section 1.6 Reporting Requirements, for the required financial reporting for the advanced grant proceeds.

b. Funds Recapture

The City shall recapture any unspent funds or funds for expenses that are determined to be ineligible and/or unallowable. Subrecipients are required to cooperate with recapture requests, including any paperwork requests. See Section 1.6.3 Reporting Requirements for Final Report for additional information concerning the funds recapture.

SECTION 3 – APPLICATION INSTRUCTIONS

3.1 Communications Regarding this Project

Please direct all communications regarding the NOFO process to:

Caitlin Stene
Director of Administrative Services
City of Sun Prairie
300 E Main Street, Sun Prairie, WI 53590
Telephone: (608)825-1175
Email: cstene@cityofsunprairie.com

All communications/questions concerning this NOFO must be submitted via email referencing the specific paragraph and page number. A copy of this NOFO application and any additional documentation may be found at the City's website at: <https://cityofsunprairie.com/ARPA>

3.2 Schedule

The following is the anticipated schedule for the NOFO Process:

Issue NOFO:	January 3, 2024
Deadline to Submit Questions	January 15, 2024
Response to Questions Posted on City website	January 22, 2024
Final Application Submission Deadline @ 4 pm	February 5, 2024
Notice of Intent to Award	February 16, 2024
Grants are Awarded (City Council meeting)	February 20, 2024
Funding Must Be Expended by	December 31, 2024

3.3 Submitting an Application

Each Organization seeking consideration for funds related to this NOFO must submit a response. All applications and supporting documents must be submitted electronically to:

Caitlin Stene - Email: cstene@cityofsunprairie.com

Fax or hard copy applications will not be accepted.

Completed applications must be submitted in their entirety by 4:00 PM on the date indicated in [Section 3.2](#) (Schedule). Applications received after the scheduled date/time will not be considered. All supporting materials and documentation must be included with the application.

3.4 Required Application Contents

Proposers are required to submit the following information in their application:

1. Wisconsin Secretary of State Business Filing (Certificate of Good Standing)
2. Previous Year Federal Business Tax Return
3. W-9
4. Complete the Application in [Exhibit B](#).
5. Detailed budget for project/program, including all related proposed expenses
6. Any additional relevant documents regarding project/program.

3.5 Rejection of Application

The City reserves the right to reject any and all applications, to waive any irregularities in an application, or to accept the application(s) which in the judgment of proper officials, is in the best interest of the City. The City reserves the right to accept a part or parts of an application unless otherwise restricted in the NOFO or issue subsequent NOFOs. The City reserves the right to approve or reject any sub-Firms proposed for work under this application or waive any minor irregularities

3.6 Competitive Award

All federal, state, and local laws regarding competitive bidding, anti-competitive practices, and conflict of interest shall be applicable to this NOFO. The City does not guarantee that any contract will be awarded because of this NOFO. If a contract award is made but the contract is not executed, the City does not guarantee that the contract will be re-awarded.

SECTION 4 – EVALUATION CRITERIA

The selection committee will evaluate each application submitted based on the criteria identified Exhibit F. Also, see [Exhibit A](#) for detailed information concerning the eligible activities.

Applicants shall not assume that any information shared with the City prior to this NOFO will be considered in the evaluation process of this NOFO. The evaluation team may or may not have prior knowledge of any discussions and processes. Evaluation will be completed on the information submitted in response to the NOFO only; unless a presentation or clarification is requested. Should this occur, all of these factors will be used to determine the outcome.

See Evaluation Score Card in [Exhibit F](#).

EXHIBIT A – ELIGIBLE ACTIVITIES

Assistance to Households

Impacted Households and Communities

Treasury presumes the following households and communities are impacted by the pandemic:

Qualifier
✓ Low- or-moderate income households or communities
✓ Households that experienced unemployment
✓ Households that experienced increased food or housing insecurity
✓ Households that qualify for the Children’s Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
✓ <i>When providing affordable housing programs:</i> households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
✓ <i>When providing services to address lost instructional time in k-12 schools:</i> any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with: (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines: or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area’s median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Subrecipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$65,880 per year.³ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions and may also pursue projects not listed below in response to these impacts consistent with Treasury’s standards.

³ For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$75,780 per year.

Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling, and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly- employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Cash assistance
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing

EXHIBIT B – APPLICATION

Please complete the application in its entirety. The City will accept the information in another document as long as all required information in this application is included. All references to page limits are single sided, single spaced, letter size, pages with a minimum 11pt font. Graphics and table can be in a smaller font.

SECTION 1. MEASURABLE PROJECT INFORMATION

Please provide the following information the following information for your organization:

Organization Name:	
Address:	
Primary Point of Contact:	
Name and Title:	
Email:	
Telephone Number:	
Federal Identification Number:	
Type of Entity:	☐ Nonprofit ☐ Small Business ☐ Individual
	☐ Other_____

SECTION 2. REQUIRED RESPONSES

Please submit the required in responses in this attached application or a separate document.

General and Programmatic

1. Please describe, in detail, the Project and how it meets the requirements for the eligible activity outlined in Exhibit A. Refer to [Exhibit A](#) for more detailed information related to your selected eligible activity. *(2-page limit)*
2. **Assistance to Households:** Describe how your organization will measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community. *(1 page limit)*
3. What is the location (address and neighborhood) of your proposed project? Be as specific as possible. Preference will be given to those projects that are shown to benefit the City of Sun Prairie residents, Sun Prairie Area School District students, and community partners. Is this a new, existing, or changed project? *(1 page limit).*

4. Is the project in or serving an impacted population a defined in the eligible activities in Exhibit A? *(1 page limit)*.
5. Does this project benefit minority populations that have been disproportionately impacted by COVID19? ☐ YES ☐ NO Be specific as possible. (100-word limit).
6. Please explain your proposed project's timeline to completion. All ARPA grants distributed by the City must be expended by December 31, 2024. *(1 page limit)*.

Budget/Funding:

1. What is the amount of funding requested? Complete the Budget Form in [Exhibit C](#).
2. But for receiving this funding, would your organization be able to implement this proposed project? Please explain. *(1 page limit)*.

Documentation

The City of Sun Prairie requires the following documents be submitted with the ARPA application:

- Wisconsin Secretary of State Business Filing – Certificate of Good Standing
- Previous year federal business tax return
- Completed W-9
- Any additional relevant documents regarding the project
- Detailed budget for the project using Budget Form in [Exhibit C](#).

APPLICATION SIGNATURE

THE APPLICANT CERTIFIES TO THE BEST OF ITS KNOWLEDGE:

1. The information submitted to the City of Sun Prairie in this application, including required supporting documentation, is true and correct.
2. The applicant is in compliance with all applicable federal, state, and local laws, regulations, ordinances, and orders and must report any and all noncompliance with said laws that could have an adverse material impact on the business. Adverse material impact includes lawsuits, criminal or civil actions, bankruptcy proceedings, or regulatory action by a governmental entity.
3. The applicant has not received other federal, state, or local assistance for the same expenses as submitted in this application.
4. The applicant is current on all federal, state, and local (i.e., property taxes) taxes.

Signature: _____

Printed Name: _____

Date Submitted: _____

EXHIBIT C – BUDGET FORM

ARPA GRANT PROGRAM

BUDGET FORM

Subrecipient Name:

Project Name:

Period of Performance:

Grant Amount:

Period of Performance:

Date Budget Submitted

List the budgetary line items that will be used for this grant. Amount should be equal to or less than the grant award. If expended amount is more than awarded amount (at the end of the period of performance), explain below. Please enter data in the fields highlighted in yellow only.

Line Item	Assumptions (See Tab for Instructions)	BUDGET
Salaries		\$ -
Fringe Benefits		\$ -
Accounting / Audit fee		\$ -
Repairs and Maintenance		\$ -
Insurance		\$ -
Marketing/Advertising		\$ -
Phone		\$ -
Postage		\$ -
Printing		\$ -
Rent		\$ -
Supplies		\$ -
Technology and Computer Equipment		\$ -
Training		\$ -
Travel		\$ -
Other (specify):		\$ -
Other (specify):		\$ -
Other (specify):		\$ -
		\$ -
TOTALS:		\$ <u> </u> -

Explain if Budget is greater than award amount.

EXAMPLE: Budget Assumptions for the ARPA Grant Application Detailed Budget

Budgetary Line Item	Cost Principle Considerations	Assumption Examples
Personnel	Rates are reasonable. §200.430 Compensation: Personal Services	Name, pay rate, labor category, # of hours and employee years of experience.
Fringe Benefits	Reasonable rate, allowable fringe pool, §200.431 Compensation—Fringe Benefits.	Fringe pool (accounts), rate and effective date.
Travel	Reasonable (consistent with Federal Travel Regulations "FTR"), allowable purpose, allocable for the ARPA related activities, §200.474 Travel Costs	Purpose of travel, # of participants and itemized costs.
Supplies	Allowable, allocable for the ARPA related activities, reasonable costs/quantity	Itemized list (including quantity, unit, rate), use/purpose and costs.
Training	Allowable under §200.474 Training and Education and §200.432 Conferences	Purpose of training, rates, # of hours/fixed fee and services provided.
Equipment	Allowable consistent with §200.439 Equipment and other capital expenditures.	Itemized list (including quantity, unit, rate), use/purpose and costs.
Meals	Allowable, allocable for the ARPA related activities, reasonable (consistent with per diem requirements under FTR)	Purpose, # of participants and itemized costs.
Occupancy	Allowable under §200.465 Rental costs of real property and equipment, for the ARPA related activities, reasonable (FMV)	Rationale/justification, allocation methodology (based on square footage for # of individuals working on the ARPA grant) and FMV of rental costs.
Stipends	Allowable under Uniform Guidance Subpart E, allocable for the ARPA related activities, reasonable and necessary	Purpose, rates, # of participants and services provided.
All other proposed Costs (Postage, printing, delivery, etc.)	Allowable under Uniform Guidance Subpart E, allocable for the ARPA related activities, reasonable and necessary	Rationale/justification, costs, allocation methodology and purpose.

EXHIBIT D – ELIGIBLE EXPENSES

The City shall pay Subrecipient, up to the Maximum Grant Amount as stated in this agreement for Allowable Costs. Subrecipient is prohibited from using any part of this Grant to satisfy a delinquent federal debt.

1. ***Code of Federal Regulations 2 CFR Part 200, Subpart E Allowable Costs/Principles.*** As outlined in the Code of Federal Regulations 2 CFR Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a Subrecipient is responsible for the effective administration of federal funding, application of sound management practices, and administration of federal funds in a manner consistent with the program objectives and terms and conditions of the award. Subrecipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

Allowable Costs are those incurred in the performance of the Agreement that are determined by the City to be allowable, allocable, and reasonable in accordance with the:

- (A) Provisions of this Agreement,
- (B) Applicable Federal cost principles as outlined in Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, see Code of Federal Regulations 2 CFR Part 200, Grants and Agreements. Subrecipient must obtain prior written approval for certain costs as outlined in the Code of Federal Regulations 2 C.F.R. §200.407. If these regulations are revised or clarified during the period of performance of this Agreement the most recent revision or clarification shall apply, and
- (C) The regulations and allowable expenses in the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) program.

2. **Indirect Cost Rates**

The allowable indirect cost rate is either the Negotiated Indirect Cost Rate Agreement (NICRA) or alternatively, any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in Appendix VII to Code of Federal Regulations 2 C.F.R. Part 200 – States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b, may elect to charge a de minimis rate of 10 percent of modified total direct costs (MTDC) which may be used indefinitely.

As described in Code of Federal Regulations 2 C.F.R. Part 200.403, *Factors affecting allowability of costs*, costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.

3. Period of Availability of Funds

Subrecipient may charge to the Grant only Allowable Costs resulting from obligations incurred during the Period of Performance.

4. Profits

No fee, profit, or other increment above allowable costs shall be paid to Subrecipient.

5. Example of Ineligible COVID Related Expenses

The following is a list of examples of costs that may *not* be eligible expenditures of payments from the Fund.

1. Damages covered by insurance
2. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency
3. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the Federal government pursuant to the CARES Act of contributions by State-to-State unemployment funds
4. Reimbursement to donors for donated items or services
5. Workforce bonuses other than hazard pay or overtime
6. Severance Pay
7. Legal settlements.

EXHIBIT E – QUARTERLY FINANCIAL REPORT

ARPA GRANT PROGRAM

QUARTERLY REPORT FORM: Cover Sheet

Subrecipient Name:

Address:

Period Start Date:

Period End Date:

Signature of Authorized Official

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject me to criminal civil or administrative penalties for fraud, false statements, false claims, or otherwise."

Name of Official:

Title of Official:

Telephone #:

Email:

Complete each report by clicking the appropriate sheet tab below:

Budget vs. Actual

Summarizes ALL grant expenditures for the reporting period as well as cumulative totals (i.e. program inception thru end of reporting period) and balance remaining, if any.

Staffing Summary

Summarizes staff hours billed (quarterly and total)

ARPA GRANT PROGRAM

QUARTERLY REPORT: Budget vs. Actual

Subrecipient

Reporting Period Covered:

Summarizes all grant expenditures for the appropriate reporting period (s) listed below. Amount should be equal to or less than the grant award. If expended amount is more than awarded amount (at the end of the period of performance), explain below.
Please enter data in the fields highlighted in yellow only.

Line Item	APPROVED BUDGET	Actuals Quarters 1-3	Actuals Quarter 4	Actuals Quarter 5	Actuals Quarter 6	Cumulative to Date	Balance Remaining
Salaries						-	-
Fringe Benefits						-	-
Accounting / Audit fee						-	-
Repairs and maintenance						-	-
Insurance						-	-
Marketing/Advertising						-	-
Phone						-	-
Postage						-	-
Printing						-	-
Rent						-	-
Supplies						-	-
Technology and Computer Equipment						-	-
Training						-	-
Travel						-	-
Other (specify):						-	-
Other (specify):						-	-
Other (specify):						-	-
TOTALS:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Please explain any negative budget variances (Actual > Budget)

QUARTERLY REPORT: Staffing Summary									
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Please enter data in the fields highlighted in yellow only.
Total must match the Salaries and Fringe Benefits Line Item on the Expenditures Summary (Tab 2).

Total must match the Salaries and Fringe Benefits Line Item on the Expenditures Summary (Tab 2).

Total must match the Salaries and Fringe Benefits Line Item on the Expenditures Summary (Tab E).

EXHIBIT F – EVALUATION SCORE CARD

Criteria	Measurement	Questions	Score	Possible Points
Federal Allowable Uses	Yes/No	Does the project meet the criteria for an eligible activity? (Response #1)		Must meet one of the two Uses
Federal Allowable Uses	Yes/No	Was a detailed description of how the Project will meet the performance requirements identified in Exhibit A. (Response #2)		
Time to Complete	Yes/No	Can the project be completed by December 31, 2024?		Must complete
Community Priorities	Scale High to Low	Does the project advance a stated community priority area (section 1.2)? <i>Scoring Guidelines:</i> <i>No (0); Moderately (10); Significantly (15); Multiple Priority Areas (20)</i>		20
Community Outcome	Scale High to Low	Does the project address disproportionately impacted households? <i>Scoring Guidelines:</i> <i>No (0); Moderately (7); Significantly/Multiple Priority Areas (15)</i>		15
Racial Equity and Inclusion	Directly/Indirectly/ Does not Address	Does the project address an economic or social inequity and/or advance inclusion? <i>Scoring Guidelines:</i> <i>No (0); Moderately (7); Significantly/Multiple Priority Areas (15)</i>		15
Budget	Allowable Costs	Does the budget include allowable and reasonable costs consistent with the Code of Federal Regulations 2 CFR? Does the budget seem reasonable and accurately reflect the needs for the proposals? <i>Scoring Guidelines:</i> <i>No (0); Captures more reasonable costs (5); Clearly defines all relevant costs (10)</i>		10
Other External Resources	Present value as a % of project cost	Does the project leverage other external resources? Is the proposal proposing a partnership with another organization? Will the proposal receive any funding from an additional source? <i>Scoring Guidelines:</i> <i>No (0); Yes (5)</i>		5
Cost	Describe	Is the proposed funding request within the award range? <i>Scoring Guidelines:</i> <i>No (0); Yes (5)</i>		5
TOTAL POINTS				70

EXHIBIT G – 2024 W-9

Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification ▶ Go to www.irs.gov/FormW9 for instructions and the latest information.	Give Form to the requester. Do not send to the IRS.																																																							
Print or type. See Specific instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.																																																								
	2 Business name/disregarded entity name, if different from above																																																								
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ▶ _____																																																								
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)																																																								
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)																																																							
	6 City, state, and ZIP code																																																								
	7 List account number(s) here (optional)																																																								
Part I Taxpayer Identification Number (TIN)																																																									
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="11" style="text-align: center;">Social security number</td></tr><tr><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td></tr><tr><td colspan="11" style="text-align: center;">or</td></tr><tr><td colspan="11" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td><td style="width: 4%;"> </td></tr></table>			Social security number																						or											Employer identification number																					
Social security number																																																									
or																																																									
Employer identification number																																																									
Part II Certification																																																									
Under penalties of perjury, I certify that:																																																									
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and																																																									
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and																																																									
3. I am a U.S. citizen or other U.S. person (defined below); and																																																									
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.																																																									
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.																																																									
Sign Here	Signature of U.S. person ▶	Date ▶																																																							
General Instructions																																																									
Section references are to the Internal Revenue Code unless otherwise noted.																																																									
Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9 .																																																									
Purpose of Form																																																									
An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.																																																									
• Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property)																																																									
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.																																																									
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.																																																									
Cat. No. 10231X																																																									
Form W-9 (Rev. 10-2018)																																																									