

Dane County Contract Cover Sheet

Revised 01/2025

Res 365

Dept./Division	Dane County District Attorney		
Vendor Name	Wisconsin Department of Justice	MUNIS #	
Brief Contract Title/Description	VAWA Stop Grant through DOJ		
Contract Term	01/01/2025 - 06/30/2025		
Contract Amount	\$62,500.00		

Contract # Admin will assign	15780
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Marlys Howe	Name	Wisconsin Department of Justice
Phone #	608-284-6888	Phone #	608-266-1221
Email	Marlys.Howe@da.wi.gov	Email	vamadoela@doj.state.wi.us
Purchasing Officer			


Purchasing Authority	<input type="checkbox"/> \$13,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$13,000 – \$45,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$45,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$45,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$45,000 (N/A to Public Works)	
	<input type="checkbox"/> Cooperative Contract	Contract Name & #
	<input checked="" type="checkbox"/> N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org: DACTA 80534	Obj:	Proj:	\$ 62,500.00
		Org: DACTA 32481	Obj:	Proj:	\$ 62,500.00
	Year	Org:	Obj:	Proj:	\$

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	<input checked="" type="checkbox"/> Contract does not exceed \$100,000		
	<input type="checkbox"/> Contract exceeds \$100,000 – resolution required.	Res #	365
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year	2024

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input checked="" type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL
Dept. Head / Authorized Designee


APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 3/11/25	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, March 25, 2025 11:47 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15780
Attachments: 15780.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 3/25/2025 12:20 PM	Approve: 3/25/2025 4:52 PM
	Rogan, Megan	Read: 3/25/2025 11:51 AM	Approve: 3/25/2025 11:51 AM
	Gault, David	Read: 3/25/2025 1:06 PM	Approve: 3/25/2025 1:07 PM
	Cotillier, Joshua		Approve: 3/25/2025 1:05 PM
	Stavn, Stephanie	Read: 3/25/2025 3:27 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #15780
Department: District Attorney
Vendor: WI Dept of Justice
Contract Description: Accept VAWA Stop Grant (Res 365)
Contract Term: 1/1/25 – 6/30/25
Contract Amount: \$62,500.00

Thanks much,
Michelle

Michelle Goldade

Administrative Manager
Dane County Department of Administration
Room 425, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Please note: I am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

2024-RES-365

**AUTHORIZING TO ACCEPT STOP VIOLENCE AGAINST WOMEN ACT
GRANT FUNDING FOR THE POSITION OF SPECIALIZED REGIONAL
RESOURCE PROSECUTOR FOR THE DANE COUNTY DISTRICT
ATTORNEY'S OFFICE, GRANT NUMBER 2020-VA-01B-19460**

The Stop Violence Against Women Act provided a grant through the Department of Justice, State of Wisconsin, to the Dane County District Attorney Office for a 1.0 FTE Domestic Violence Regional Resource Prosecutor position, Grant Number **2020-VA-01B-19460**

This funding is from January 1, 2025 through June 30, 2025. The purpose of this federally funded grant is to provide a Domestic Violence Regional Resource Prosecutor who is a resource for Region 2, in the state of Wisconsin that includes 17 surrounding counties. This position will carry a specialized Domestic Violence (DV) and Sexual Assault (SA) caseload and also be attending meetings related to DV/SA issues as a liaison from our office to the community.

NOW, THEREFORE, BE IT RESOLVED that the Dane County District Attorney's Office is hereby authorized to accept \$62,500 from the Department of Justice and the County Executive is authorized to execute the necessary documents, and

BE IT FURTHER RESOLVED that the 2025 Operating Budget be amended to increase account line "Domestic Violence Grant-STOP Revenue" DACTA 80534 by \$62,500 and increase account line "Domestic Violence Grant-STOP Expense" DACTA 32481 by \$62,500;

BE IT FINALLY RESOLVED that all unexpended funds and unrecognized revenues are carried forward from the 2025 into the 2026 budget period.



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

Room 114 East, State Capitol
PO Box 7857
Madison, WI 53707-7857
(608) 266-1221
TTY 1-800-947-3529

January 13, 2025

ELECTRONIC DELIVERY ONLY

Marlys Howe, Deputy Director Victim Witness
Dane County District Attorney's Office
marlys.howe@da.wi.gov

Re: STOP VAWA/Dane County Regional Resource Prosecutor DOJ Grant Number
2020-VA-01B-19460


Dear Marlys Howe:

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) has approved a grant award to Dane County in the amount of \$62,500.00 to support Dane County's Dane County Regional Resource Prosecutor. These funds are from the OCVS STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program available through the U.S. Department of Justice - Office on Violence Against Women.

To accept this award, please have the authorized official sign the *Signatory Page, and Attachments A, B, C, D, E, and F*. The Project Director should sign the Acknowledgement Notice. Please return a copy of the award with the required signatures to OCVS within 30 days. A copy should be maintained for your records. Funds cannot be released until the signed documents are received.

The Project Director will be responsible for all reporting requirements outlined in the grant award and ensuring that funds are administered according to the approved application materials and certifications. Please refer to the FAQ documents on our website for additional information and grant guidelines. Congratulations on the receipt of this award. We look forward to a collaborative working relationship with you.

Sincerely,


Joshua L. Kaul
Attorney General

JLK:TAN:alm
Enclosures
cc: Melissa Agard



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

15780

Josh Kaul
Attorney General

Room 114 East, State Capitol
PO Box 7857
Madison, WI 53707-7857
(608) 266-1221
TTY 1-800-947-3529

GRANT AWARD
STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM
Dane County Regional Resource Prosecutor
2020-VA-01B-19460

The Wisconsin Department of Justice (DOJ) hereby awards to Dane County, (hereinafter referred to as the Subgrantee), the amount of \$62,500 for programs or projects pursuant to the federal Violence Against Women Act of 1994.

This grant may be used until June 30, 2025 for the programs consistent with the budget in Attachment A, and subject to any limitations or conditions set forth in Attachment B, C, D, E, and F.

The Subgrantee shall administer the programs or projects for which this grant is awarded in accordance with the applicable rules, regulations, and conditions of the Wisconsin Department of Justice. The submitted application is hereby incorporated as reference into this award.

This grant shall become effective, and funds may be obligated (unless otherwise specified in the award document Attachments) when the Subgrantee signs and returns a copy of this grant award to the Wisconsin Department of Justice.

BY: Joshua L. Kaul
Joshua L. Kaul
Attorney General

01/13/2025
Date _____

The (Subgrantee), Dane County, hereby signifies its acceptance of the above-described grant on the terms and conditions set forth above or incorporated by reference therein.

SUBGRANTEE: Dane County

BY: _____
NAME: Melissa Agard
TITLE: County Executive

Date

Completion of this signed grant award within 30 days of the date of the award is required to release federal funds.

**WISCONSIN DEPARTMENT OF JUSTICE
ATTACHMENT A**

Subgrantee: Dane County

Project Title: Dane County Regional Resource Prosecutor CFDA #16.588

Grant Period: From January 1, 2025 To June 30, 2025

Unique Entity ID: M7DYJMKQ9MH7

Grant Number: 2020-VA-01B-19460 Program Area: 1B

Federal Award Identification Number (FAIN) and Federal Award Date: 15JOVW-23-GG-00609-STOP - 09/13/2023

Federal Awarding Agency: US Department of Justice Office on Violence Against Women

APPROVED STOP VIOLENCE AGAINST WOMEN PROGRAM BUDGET

Federal & Match		
Personnel		\$70,833
Employee Benefits		\$12,500.00
Travel (Including Training)		
Equipment		
Supplies & Operating Expenses		
Consultants		
Other		
FEDERAL TOTAL	\$62,500	
LOCAL CASH MATCH	\$20,833	
LOCAL IN-KIND MATCH		
TOTAL APPROVED BUDGET	\$83,333	\$83,333

See your Egrants Application for details

FUNDING SOURCE		PERCENTAGE DISTRIBUTION		
Federal Share		<u>\$62,500</u>	Law Enforcement	<u>15</u> %
Local Share	<i>Cash</i>	<u>\$20,833</u>	Prosecution	<u>85</u> %
	<i>In-Kind</i>		Victim Services	<u> </u> %
			Judicial	<u> </u> %
TOTAL APPROVED FUNDING		\$83,333	Total	100 %

VIOLENCE AGAINST WOMEN ACT GRANT PROGRAM
ACKNOWLEDGEMENT NOTICE
ATTACHMENT B

Subgrantee: Dane County Date January 2025
Project Title: Dane County Regional Resource Prosecutor Grant No. 2020-VA-01B-19460

The following reporting requirements apply to your grant award.



PROGRAM REPORTS must be submitted and completed in Egrants. The narrative reports are completed in Egrants and are due to OCVS on:

4/30/2025

7/30/2025 Final

NOTE: Reports due in July include January - June program activity.
Reports due in January includes July- December program activity.



FINANCIAL REPORTS serve two functions: to report fiscal status and to request funds. The fiscal report reports are completed in Egrants and may be submitted monthly but, at a minimum, are due to OCVS on:

4/30/2025

7/30/2025 Final

NOTE: Reports due in April include January, February, and March program activity.
Reports due in July include April, May, and June program activity.
Reports due in October include July, August, and September program activity.
Reports due in January include October, November, and December program activity.



ANNUAL PROGRESS REPORT (APR) All STOP Program subgrantees are required by the U.S. Department of Justice Office on Violence Against Women to submit an Annual Progress Report. Subgrantees will receive the forms and instructions from the Grants Specialist, at the beginning of the following calendar year.



FEDERAL CIVIL RIGHTS REQUIREMENTS The Office of Justice Programs requires all subgrantees complete the EEO Certification form and submit it to the Office for Civil Rights. A copy of the certification completed online must be submitted to OCVS.

The Office of Justice Programs, Office for Civil Rights has an online Equal Employment Opportunity (EEO) Program Reporting Tool which allows for a streamlined submission process. Subgrantees can create an account, then prepare and submit your EEO certification form and, if required, create and submit an EEO Utilization Report. Please complete your EEO certification form or, if required, submit an EEO Utilization Report through the EEO Program Reporting Tool: OCR - EEO.

ACKNOWLEDGEMENT

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions which were previously provided in the Instructions for Filing and Application. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

3/10/25
Date

Marlys K. Howe, Project Director
Marlys Howe

ATTACHMENT C

U.S. DEPARTMENT OF JUSTICE CERTIFIED STANDARD ASSURANCES

As the subrecipient of the federal award, the Wisconsin Department of Justice must agree to all U.S. Department of Justice Certified Standard Assurances, and therefore all subgrantees must agree as well. Please note that the Wisconsin Department of Justice Award Conditions and award contract will include additional requirements.

On behalf of the subrecipient, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application —
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition —
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002

- (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
- c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
- d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).
- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).
- (7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.
- (8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance —
- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
- b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application—

- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11) it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self-Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271- 10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

SIGNING OFFICIAL INITIAL HERE: -----

2020 FEDERAL OVW GENERAL TERMS AND CONDITIONS

As the recipient of the federal award, the Wisconsin Department of Justice must agree to all the 2020 United States Department of Justice Office on Violence Against Women (US DOJ OVW) Award Conditions, and therefore all subrecipient must agree as well. Please note that the Wisconsin Department of Justice Award Conditions and award contract will include additional requirements.

Please read the 2020 OVW Award Conditions and initial below. If you have questions about individual conditions, please contact WI DOJ OCVS.

2020 Federal OVW General Terms and Conditions

Signing Official Initial Here: _____

Project Director Initial Here: MKH

ATTACHMENT D

WISCONSIN DEPARTMENT OF JUSTICE AWARD CONDITIONS

Dane County
Dane County Regional Resource Prosecutor
2020-VA-01B-19460

WI DOJ AWARD CONDITIONS

Dane County agrees by acceptance of this grant award to the following general award conditions:

Allowable Expenses/Activities

- The Subgrantee shall make expenditures with project funds (federal funds and local match) only for items contained in the approved project budget.
- All legal services provided under this subgrant shall be consistent with federal rules and state guidelines.
- Federal Violence Against Women Act funds may not be used for fund raising activities.
- All training outside the state of Wisconsin must be pre-approved by OCVS before making travel arrangements. This subgrant award agreement does not constitute pre-approval.
- Subgrantees should refer to the U.S. Department of Justice financial guide (<https://ojp.gov/financialguide/DOJ/>) and the STOP Frequently Asked Questions Frequently Asked Questions (FAQs) About STOP Formula Grants for further guidance. Subgrantees must comply with all provisions found in these documents.

Reimbursements

- Grant funds will be disbursed on a reimbursement basis either monthly or quarterly upon submission of a fiscal report in Egrants. All reimbursements are based on actual, allowable, paid expenditures. Subgrantee is responsible for maintaining accurate accounting records that support expenditures for this grant project.
- Reimbursement for travel will be limited in accordance with state rates.
 - In-State Travel: a maximum 51¢ per mile, \$98.00/night for lodging (\$103.00 for lodging in Milwaukee, Racine, and Waukesha Counties), and \$45.00/day for meals (\$10 breakfast, \$12 lunch, \$23 dinner).
 - Travel Outside of Wisconsin: The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by

DPM. Section F – 5.02 F-16 For lodging maximums in higher cost cities, refer to the most recent issue of the DPM Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.” see <https://dpm.wi.gov/Bulletins/DPM-0606-CC-TSA.pdf>, and \$55.00/day for meals (\$11 breakfast, \$17 lunch, \$27 dinner).

- Reimbursement payments will be held for late program reports.
- Please note that requests for reimbursements may take 6 to 8 weeks for processing and payment. Agencies can help OCVS expedite the process by submitting fiscal reports by the deadline and ensuring that all calculations are correct and sufficient explanation of expenses is provided.

Modifications

- Budget changes in excess of 10% of the amount in the approved budget category, alterations to the scope of the project, adjustments affecting a budget category that was not included in the original budget, or changes to indirect budget category require justification to and approval from OCVS.
- Budget modifications take effect on the date that the Grant Adjustment Notice (GAN) is signed and approved by OCVS. No new expenses can be incurred until the GAN is approved.
- Personnel changes or additions require a modification in Egrants. Modifications must be submitted during the month or pay period in which expenses are being incurred.
- Budget modifications can only apply to those allowable expenses within the same financial reporting period and cannot be used to retroactively charge off previously unreported expenses in order to fully expend the VAWA subgrant award.
- Requests for budget modifications during the final reporting period must be submitted to your grant manager via Egrants at least 60 days prior to the end of your project period/grant cycle.
- Modifications are also required for:
 - changes to or additions of personnel listed in the budget
 - changes in Project Director, Financial Officer, or Signing Official
 - changes in project scope

Match

- Not-for-profit, non-governmental service providers are exempt from match.

Records Management

- If the grant award budget contains wages, the subgrantee’s records must be maintained in a form that, at any time, an auditor or DOJ representative would be able to identify the use of the Federal

and Matching funds. These records should include information such as employee name, rate of pay; hours worked, and amount of time dedicated to the grant project.

- The agency accounting system and financial records will accurately account for funds awarded to them. Accounting systems must ensure that federal award funds are not commingled with funds from other sources. Funds specifically budgeted or received for one project may not be used to support another (including provided match).

Contractual/Consultants

- All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.
- All sole source procurement requests shall be submitted to DOJ for review and approval.
- Fees for independent consultants may not exceed the federal rate of \$650.00 per eight-hour day, or \$81.25 per hour, unless prior approval is received from DOJ. Consultants, whether independent or employed by a commercial or nonprofit organization, who are contracted through a competitive bidding process are not subject to the maximum consultant rate threshold.

General

- All subrecipients will be required to send the Project Director and Financial Officer identified on the grant to any trainings as identified by OCVS.
- It is a federal requirement that the subrecipient permit the pass-through entity (Wisconsin Department of Justice) and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of 2 C.F.R. §200.
- All subgrantees must maintain registration on the System for Award Management (SAM).
- To be allowable under a grant program, costs must be paid or obligated for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
- All program income generated as a direct result of this award shall be deemed program income and reported quarterly to DOJ on the Program Income/Expenditure Report form. Program income must be used for the purposes and under the conditions applicable to the award and must be expended during the grant period. Program income includes, but is not limited to, collection of registration fees, tuition fees, interest earned and royalties.

- Emergency Victim Assistance Funds

If applicable, the grant recipient shall establish and submit to OCVS within 30 days of the award date, or modification award date, written policies specifying the criteria and operation of its emergency financial assistance fund. These policies shall include:

- The types of expenses for which emergency funds may be used;
- Costs covered by this fund shall not supplant funds or services otherwise generally available from other community resources or for which a charge is not normally imposed;
- Fiscal and program procedures, controls and reports. It must be verified that the expenses are a direct result of the crime. The subgrantee shall retain all source documents relating to fund disbursements;
- Specific information regarding individual recipients, the type of crime, the need for and use of such emergency financial assistance.

- Property and/or Equipment Inventory Report

OCVS will reimburse the grant recipient for the cost of approved Equipment and/or Property in the same manner as other expenditures. The following information must be submitted in Egrants to OCVS in an Inventory Report at the same time the reimbursement is requested in the Fiscal Report:

- The date and the actual cost of the acquisition
- The name of the title holder
- A serial number or other unique identification numbers
- The address where each item will be located
- Any minor changes from the information contained in the original request. (Any significant or major deviations (e.g. item cost, use, etc.) from the information originally provided require advance approval from OCVS)

SPECIAL CONDITIONS REQUIRING A SPECIFIC RESPONSE:

- **Audit Required** - The grant recipient shall comply with federal audit requirements pursuant to 2 CFR 200.501, including the submission of audit report including management letter within nine (9) months of the close of subgrantee's fiscal year.
- All OCVS grant funded personnel must take the **Introductory Training for Victim Services Providers** (regarding OCVS services including Crime Victim Compensation, Victim Rights and the Victim Resource Center, SAFE Fund, and Safe at Home) every three years. OCVS will provide details for OCVS' upcoming trainings as available. If you are interested in virtual training options, please reach out to your OCVS contacts for more information.

*OCVS recognizes that states do not have general civil regulatory authority over tribes and will waive the above state-based compliance requirement. These requirements apply to all other subrecipients.

Signing Official and Project Director Initial Here: _____

MKH

ATTACHMENT E

CIVIL RIGHTS/NONDISCRIMINATION PROVISIONS

1. Subrecipient will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §10228); the Victims of Crime Act (34 U.S.C. § 20110(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations –OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (Partnerships with Faith-Based and Other Neighborhood Organizations).
2. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, or sex against a subrecipient of funds, the subrecipient will forward a copy of the findings to the Wisconsin Department of Justice (DOJ).
3. Subrecipient will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs and the DOJ, and if required, an EEOP Utilization Report; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the DOJ that it has a current EEOP on file, if required to maintain one. For grantee agencies receiving less than \$25,000, or grantee agencies with less than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.
4. The subrecipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if subrecipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subrecipient is in compliance.
5. As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, subrecipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subrecipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and

in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.

6. In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

CERTIFICATION

I certify that subgrantee will comply with the above-certified assurances.

Melissa Agard, County Executive

Date _____

ATTACHMENT F

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT SUBRECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.
- (d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
 - (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

CERTIFICATION

I certify that Subgrantee will comply with the above-certified assurances.

Melissa Agard, County Executive

Date _____