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STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

BRAD D. SCHIMMEL
ATTORNEY GENERAL

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VICTIMS OF CRIME ACT (VOCA) GRANT AWARD
Crime Response Specialist, Underserved Populations
2015-VO-01-11816

The Wisconsin Department of Justice (DOJ), hereby awards to Dane County, (hereinafter referred to as the Grantee), the amount of \$94,299.00 for programs or projects pursuant to the federal the Victims of Crime Act of 1984 (VOCA).

This grant may be used until September 30, 2017 for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Grantee 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 Attachments A and/or B) when the Grantee signs and returns one copy of this grant award to the Wisconsin Department of Justice.

Jill J. Karofsky
Executive Director
Office of Crime Victim Services

October 1, 2016

Date

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

GRANTEE: Dane County

BY:

NAME: Ismael Ozanne

TITLE: District Attorney

10-12-16

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

Grantee: Dane County

Project Title: Crime Response Specialist, Underserved Populations CFDA #16,575

Grant Period: From October 1, 2016 To September 30, 2017

Grant Number: 2015-VO-01-11816 DUNS Number: 076148766

Federal Award Identification Number (FAIN) and Federal Award Date: 2015-VA-GX-0052 - 09/15/2015

Federal Awarding Agency: US Department of Justice Office for Victims of Crime

APPROVED VICTIMS OF CRIME ACT (VOCA) BUDGET

		<u>Federal & Match</u>
Personnel		\$76,950
Employee Benefits		\$29,849
Staff Development		\$5,000
Travel (Including Training)		
Equipment		
Supplies & Operating Expenses		\$6,075
Consultants/Contractual		
Other		
FEDERAL TOTAL	<u>\$94,299</u>	
LOCAL CASH MATCH		
LOCAL IN-KIND MATCH	<u>\$23,575</u>	
TOTAL APPROVED BUDGET	<u>\$117,874</u>	<u>\$117,874</u>

See your E-grants Application for details

FUNDING SOURCE		
Federal Share		\$94,299
Local Share	Cash	
	In-Kind	\$23,575
Total Approved Funding Source		<u>\$117,874</u>

Award General Conditions

1. The Victims of Crime Act of 1984 (VOCA) requires a 20% of the total VOCA project cash or in-kind match.
2. Grantees may not reduce or eliminate current appropriation level of the local matching funds during the grant period.
3. Budget changes in excess of \$500 of the line item amount in the approved budget require approval from DOJ.
4. 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.
5. Grant funds will be disbursed on a **reimbursement** basis either monthly or quarterly upon submission of a FSR.
6. 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.

**WISCONSIN DEPARTMENT OF JUSTICE
SPECIAL CONDITIONS
Attachment B**

Dane County
Crime Response Specialist, Underserved Populations
2015-VO-01-11816

Special Conditions requiring a specific response:

- **Property Acquisition**
The Office of Crime Victim services must specifically approve the acquisition and disposition of property or equipment purchased in whole in part with federal VOCA funds. An acquisition request must be submitted to OCVS prior to any purchase. Please refer to the VOCA Program Guidelines - Property/Equipment Policies appendix for specific instructions on what should be submitted for an acquisition request.

- **Out of State Training**
Federal VOCA Guidelines discourage the use of VOCA funds outside the subgrantee's immediate geographic area, therefore training outside Wisconsin must be approved by OCVS in advance. It is the agency's responsibility to ensure that training costs comply with VOCA restrictions and state rates. It should not be assumed that a specific training event identified in an approved budget proposal is necessarily appropriate for VOCA funding. Therefore, agencies may wish to confer with OCVS regarding the appropriateness of specific training events to avoid having reimbursement for these costs later rejected.

Dane County agrees by acceptance of this grant award that:

- If the grant award budget contains wages, the grantee'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).

- All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

- All sole source procurement requests shall be submitted to DOJ for review and approval.

- All legal services provided under this subgrant shall be consistent with federal rules, guidelines and interpretations and shall be limited to emergency cases that arise in direct connection with family violence and which are taken to ensure the health and safety of the victim.

- Reimbursement for travel will be limited to a maximum 51¢ per mile, \$82.00/night for lodging and \$38.00/day for meals (\$8 breakfast, \$10 Lunch and \$20 Dinner) in accordance with state rates.

- Reimbursement payments will be held for late progress reports.

- Requests for budget modifications must be submitted to your grant manager via Egrants **at least 30 days prior to the end of your project period/grant cycle.**
- Please note that requests for reimbursement may take 6 to 8 weeks for processing and payment. You can help us expedite this by submitting your FSRs by the deadline, and ensuring that the calculations are correct and sufficient itemization and explanation of expenses is provided.
- All funds designated as match are restricted to the same uses as the Victims of Crime Act (VOCA) Program funds and must be expended within the grant period. The agency must ensure that match is identified in a manner that guarantees its accountability during an audit.
- VOCA funds may not be used for fundraising activities.
- 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.
- All out of state training must be pre-approved by OCVS before making travel arrangements. This subgrant award agreement does not constitute pre-approval.
- 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.
- Subgrantees should refer to the VOCA Program Guidelines found on the VOCA webpage at: <http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca>. The U.S. Department of Justice financial guide found at <http://ojp.gov/financialguide/DOJ/index.htm>. Subgrantees must comply with all provisions found in these documents.

**VICTIMS OF CRIME ACT GRANT PROGRAM
ACKNOWLEDGEMENT NOTICE**

Grantee: Dane County Date October 2016
Project Title: Crime Response Specialist, Underserved Populations Grant No. 2015-VO-01-11816

The following reporting requirements apply to your grant award.

QUARTERLY NARRATIVES must be submitted on a scheduled basis and **completed in Egrants**. Narrative reports on are due to OCVS on:

	<u>1/30/2017</u>	<u>4/30/2017</u>	<u>7/30/2017</u>	<u>FINAL (see below)</u>
NOTE:	Reports due in 01/2017 includes October, November and December program activity.			
	Reports due in 04/2017 includes January, February and March program activity.			
	Reports due in 07/2017 includes April, May and June program activity.			

FINANCIAL REPORTS serve two functions: to report fiscal status and to request funds. The Financial Status Report (FSR) form can be found on the VOCA webpage: <http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca>. Reports may be submitted monthly but, at a minimum, are due to OCVS on:

	<u>1/30/2017</u>	<u>4/30/2017</u>	<u>7/30/2017</u>	<u>10/30/2017 Final</u>
NOTE:	Reports due in 01/2017 includes October, November and December program activity.			
	Reports due in 04/2017 includes January, February and March program activity.			
	Reports due in 07/2017 includes April, May and June program activity.			
	Reports due in 10/2017 includes July, August and September program activity.			

PERFORMANCE MEASURES REPORT must be submitted on a scheduled basis and **completed in the Office for Victims of Crime Performance Measurement Tool (OVC PMT)**: <https://www.ovcpmt.org>. (Further instructions and directions on using OVC PMT will be provided as the first deadline approaches). PMT reports are due in OVC PMT on:

	<u>1/30/2017</u>	<u>4/30/2017</u>	<u>7/30/2017</u>	<u>10/30/2017</u>
NOTE:	Reports due in 01/2017 includes October, November, and December program activity.			
	Reports due in 04/2017 includes January, February, and March program activity.			
	Reports due in 07/2017 includes April, May, and June program activity.			
	Reports due in 10/2017 includes July, August, and September activity.			

FINAL PERFORMANCE REPORT is due **10/30/2017** and covers activities for VOCA Project only for the entire grant period. Information will be posted to the VOCA webpage (<http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca>) closer to the due date. Subgrantees can also reference the VOCA program guidelines for more detail on the Final Performance Report.

EEOP CERTIFICATION FORM The Office of Justice Programs requires **all** subgrantees complete the EEOP Certification form and submit it to the Office of Civil Rights – even if the program has an award of \$500,000 or more and is submitting an EEOP Short Form to the OCR, the program must also complete the Certification Form and check Section C.

Please download the online Form (<http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf>), have the signing official sign it, electronically scan the signed document, and email it to EEOSubmission@usdoj.gov and copy the VOCA Grant Specialist, Amanda Powers (powersal@doj.state.wi.us), on the email.

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION RENEWAL: All subgrantees must maintain registration on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on a yearly basis. Information to update your entity records can be accessed at <http://www.sam.gov/>.

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.

_____, Project Director

Date _____ Julie Foley

Victims of Crime Act

TERMS AND ASSURANCES OF SUBGRANT AWARD

I. SUBGRANTEE'S DUTIES

The Subgrantee identified on the cover page of the Subgrant Award Agreement agrees to perform and accomplish the purposes and activities as specified in this Subgrant Award and Attachments relating to the establishment, operation, expansion and/or enhancement of services to victims of crime.

II. STATE SUBGRANT AWARD - CONDITIONS AND TERMS OF PAYMENT

A. The Wisconsin Department of Justice (hereafter referred to as "Department") shall award to the Subgrantee a sum not to exceed the amount indicated in Federal Total in the Approved Victims of Crime Act (VOCA) Budget Table on Attachment A of the attached Subgrant Award Agreement. Such sum shall be the total financial commitment of the Department contingent upon the Subgrantee meeting the total Local Match Requirement set forth in attached, "Approved Project Budget" and satisfactory compliance with all terms and requirements set forth herein.

B. All funding obligations made under this Subgrant are contingent upon availability of federal funds provided under the Victims of Crime Act (VOCA) of 1984, 42 USC 10601 et seq.

C. The Application as submitted by the Subgrantee, including any revisions made thereto, and which served as the basis for this Subgrant Award is incorporated into and made a part of this Subgrant Award, except that the Application shall be superseded by the express terms of this Subgrant Award, Attachments hereto or subsequent modifications approved by the Department. The Application is a material representation upon which reliance is placed when this Subgrant Award Agreement is made or entered into.

D. Payments will be made to the Subgrantee agency or organization by the Department in periodic installments. Subgrantees must submit a "Financial Status Report/Fund Request" as provided by the Department.

E. Failure to comply with any of the terms, conditions or requirements of the Victims of Crime Act, of this or of any previous Subgrant Award, or of any rules, regulations, guidelines or policies pertaining thereto may result in suspension, termination or repayment of funds. This provision applies to all requirements, including acts to be performed after the conclusion of the project period, such as those related to audit, financial and programmatic reporting or disposal of property.

F. The Department reserves the right, upon advance notice to the Subgrantee, to make reasonable adjustments, revisions and modifications to the amount, terms and scope of this Agreement as it deems necessary and consistent with the purposes and intent of the Victims of Crime Act.

III. CORRESPONDENCE AND COMMUNICATIONS

All official written correspondence and communications to the Wisconsin Department of Justice in connection with this Subgrant shall be directed to:

Office of Crime Victim Services
Wisconsin Department of Justice
P.O. Box 7951
Madison, WI 53707-7951

IV. PROGRAM PERFORMANCE REPORT REQUIREMENTS

The Subgrantee will submit all required program performance reports and such other data or information as requested by the Department. Program performance reports shall be submitted on forms provided by the Department or as otherwise directed by the Department. The Department shall give the Subgrantee reasonable advance notice of the data to be provided, the time period to be reported upon and the date by which the information is to be submitted. Failure to submit

required reports in a timely manner may constitute grounds for suspension, termination and/or repayment of payments made or to be made under this or any subsequent Subgrant Award.

V. FINANCIAL REPORT REQUIREMENTS

A. A "Financial Status Report/Fund Request" (FSR/FR) must be submitted to the Department within 30 days of the end of each month of the project period or, at the Subgrantee's option, within 30 days of the close of each calendar quarter (i.e. within 30 days of September 30, December 31, March 31 and June 30 of each year), or as otherwise directed by the Department.

B. The Subgrantee shall, unless otherwise approved by the Department, liquidate all obligations incurred under this award not later than 30 calendar days after the funding period or completion date as specified in this agreement.

C. The closeout of an award does not affect any of the following:

1. The right of the Department or the Federal awarding agency to disallow costs and recover funds on the basis of a later audit or other review.
2. The obligation of the Subgrantee to return any funds due as a result of later refunds, corrections or other transactions.
3. Audit requirements.
4. Property management requirements.
5. Records retention requirements.

VI. GENERAL REQUIREMENTS AND CONDITIONS

A. All requirements, conditions and regulations stated in the State VOCA Subgrant Guidelines, policies issued by the Department and rules, regulations or policies issued by the U.S. Department of Justice Office of Justice Programs shall apply.

B. In the event there are conflicting or otherwise inconsistent policies, the following order of precedence shall apply:

1. Federal legislation;
2. Federal regulations, guidelines and policies, including applicable circulars issued by the Office of Management and Budget;
3. Policies issued in Office of Justice Programs, Office of the Comptroller, Financial Guide (current revised edition).
4. Terms and conditions of the Subgrant Award;
5. Program Guidelines, policies and directives issued by the Department.

C. VOCA Requirements: The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

1. be awarded only to eligible victim assistance organizations, 42 U.S.C. 10603(a)(2);
2. not be used to supplant State and locally public funds that would otherwise be available for crime victim assistance, 42 U.S.C. 10603(a)(2); and
3. be allocated in accordance with program guidelines or regulations implementing 42 U.S.C. 10603(a)(2)(A) and 42 U.S.C. 10603(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State."

D. If a project is not operational within 60 days of the original starting date of the project period, the Subgrantee must report in writing to the Department the steps taken to initiate the project, the reasons for the delay and the expected starting date.

E. If a project is not operational within 90 days of the original starting date of the project period, the Subgrantee must submit a second statement to the Department explaining the implementation delay. Upon receipt of the 90-day statement, the Department may cancel the project or may, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period.

F. All services provided by the Subgrantee pursuant to this Subgrant Award shall be performed to the satisfaction of the Department, as determined in the sole discretion of the Department, and in accord with all applicable Federal, State and local laws, ordinances, rules and regulations.

G. The Subgrantee shall notify the Department whenever it is unable to provide the required quality or quantity of services specified in this Subgrant. Upon such notification, the Department shall determine whether such inability will require revision or cancellation of this Subgrant.

H. The Subgrantee shall not receive, and may be required to repay, funds for work found by the Department to be unsatisfactory or performed in violation of or noncompliance with Federal, State, or local law, ordinance, rule, regulation or special condition applicable to this Subgrant Award.

I. The Subgrantee agrees to notify the Department whenever it is unable to comply with applicable Federal and State law. Upon such notification, the Department shall determine whether such inability will require revision or cancellation of this agreement.

J. The Subgrantee agrees to indemnify and save and hold harmless the Department, its agents and employees from any and all claims or causes of action arising from the performance of this Subgrant by the Subgrantee, its agents, employees or delegates. This clause shall not be construed to bar any legal remedies the Subgrantee may have for the Department's failure to fulfill its obligations pursuant to this Subgrant.

K. Any program change or modification in the project which in any way may affect the approved activities must be submitted in writing to and approved by the Department before such changes are implemented. Examples of such changes include:

1. Change in project site;
2. Changes which increase the total cost of the project;
3. Change in or temporary absence of the project director;
4. Transfer of project;
5. Successor in interest and name change agreements;
6. Budget adjustments requiring prior approval; and
7. Special conditions attainment.

Any such changes or modifications approved by the Department shall be incorporated into and made a part of this Subgrant.

L. The Subgrantee shall make expenditures with project funds (federal funds and local match) only for items contained in the approved project budget.

M. Budget variances affecting any single line item (individual staff position or operating expense category) by \$500 or less is permissible without prior approval.

N. If the Subgrantee determines that changes in the approved budget items are necessary, the Subgrantee shall request review and approval from the Department and shall not expend until the Subgrantee receives approval to transfer funds from one budget item to another.

O. The Project Director shall inform the Department whenever it appears that the total Project expenditures for the entire project period will be at least \$2,500 less than the approved project budget. The Department reserves the right to reallocate such underspending to other agencies for uses consistent with VOCA.

P. All program income shall be returned to the Department, or, with the advance approval of the Department, used by the Subgrantee for a purpose which furthers the objectives of the project. Such income shall be reported on a separate form provided by the Department and submitted with the "Financial Status Report/Fund Request" form. Program income may not be used as part of the Subgrantee's local match.

Q. The Subgrantee may subcontract part of this Subgrant only after approval by the Department. The Department may require the Subgrantee to submit a copy of the proposed subcontract to the Department prior to approval. The Subgrantee retains the responsibility for fulfillment of all terms and conditions of this Subgrant Award when it enters into subcontractual agreements.

R. If this Subgrant results in the development of materials, the Department reserves a royalty-free, nonexclusive, irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, all materials from the approved project.

S. Any discovery or invention arising out of, or developed in the course of work aided by this Subgrant, shall be promptly and fully reported to the Department.

T. The Subgrantee shall conduct all procurement transactions, regardless of whether by sealed bids or by negotiation and without regard to dollar value of the transactions, in a manner that provides maximum open and free competition.

U. The Subgrantee shall keep the Department advised of the name and qualifications of each person, including consultants and subcontractors, filling positions funded in whole or in part with federal funds under this Subgrant.

V. Prohibit use of funds for ACORN and its subsidiaries: Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

W. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

X. The recipient understands and agrees that – (a) No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and (b) Nothing in subsection (a) limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

Y. If the Subgrantee uses VOCA funds for gift cards, the Subgrantee shall have fiscal policies in place specific to the use of these cards, including:

1. How the program avoids misuse of gift cards/emergency assistance funds.
2. Gift cards must be kept in a secure location and access to them restricted. The programs fiscal policies must identify which position is responsible for keeping the gift cards as well as the intended use of the funds.
3. When a gift card is issued, the program must keep a log of the following:
 - a) Who the gift card was issued to and the intended use (do not use victim name if necessary, but must be able to track to the victim for audit purposes).
 - b) The amount of money on the gift card/card value.
 - c) Where the gift card was to (grocery store, gas card, etc.)
 - d) Prohibition of tobacco and alcohol purchases
30. Fuel cards can be provided to victims who have an established need. Volunteers and staff members are not to be issued fuel cards, but instead, should be reimbursed for travel occurring as a part of regular duties in accordance with the program's travel policy.
31. Grants Specialists conducting on-site grant monitoring visits with programs will verify log entries for the issuance of gift cards.

VI. RECORDS AND REPORTS; PROPERTY/EQUIPMENT

A. The Subgrantee shall ensure that all records and reports required shall be maintained for a period of not less than three years after completion of this project, or until audits by the appropriate auditing agency have been completed and all questions arising from the audits have been resolved, whichever is earlier.

B. The Subgrantee shall allow inspection of records and programs, insofar as is permitted by Federal and State law, by representatives of the Department and its authorized agents, and federal agencies.

C. Time and attendance/effort records must be kept, specifying personnel hours worked directly on Subgrant activities (including volunteers to the extent used as match) and the nature of the work performed.

D. If costs, including hours worked, cannot be specified, they are indirect and unallowable. Staff time and other costs charged to the subgrant may be prorated only if approved in advance by the Department.

E. The Subgrantee shall maintain, as part of the financial records of the Subgrant, the following types of property management records for all property acquired in whole or in part with Subgrant funds. At a minimum, property management records must meet the following requirements:

1. Records must contain copies of purchase orders and invoices.
2. The records must include an inventory control listing for nonexpendable personal property and the list must be kept current. The system may be manual or automated, centralized or decentralized; however, the records must contain:
 - a) Item description;
 - b) Source of property;
 - c) Manufacturer's serial number and, if applicable, a control number;
 - d) Cost equity at the time of acquisition;
 - e) Location, use and condition of property; and
 - f) Ultimate disposition data including sale price or the method used to determine current fair market value.
3. Physical inventory of nonexpendable personal property with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit shall be taken and the result reconciled with the property record at least once every two years to verify the existence, current utilization and continued need for property. The results of the inventory must be forwarded to the Department for review and concurrence. These records shall become part of the official subgrant file.
4. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft to nonexpendable personal property. Any loss, damage or theft of nonexpendable personal property shall be investigated, fully documented and made part of the office subgrant file.
5. Adequate maintenance procedures shall be established to keep the nonexpendable personal property in good condition.
6. Proper sales procedures which would provide for competition to the maximum extent practicable and result in the highest possible return shall be established for unneeded nonexpendable personal property.
7. Property/Equipment Reports Any property or equipment purchased with Subgrant funds must be approved in advance by the Department. Reimbursement requests for such approved purchases must be accompanied by a statement detailing the information required under item 2a. - f. above.
8. Property/Equipment Disposal Disposal of property or equipment purchased in whole or in part with Subgrant funds is subject to approval by the Department. The Department will determine how the property or equipment is disposed of upon termination of the subgrant. Disposal may include the Subgrantee's retention of the equipment, transfer to another project, return to the Department of Justice, sale, or any other disposal deemed appropriate by the Department.

VII. AUDIT RESPONSIBILITIES

- T. Subgrantees that expend \$750,000 or more in Federal financial assistance in any fiscal year must have a single audit or program specific audit conducted for that year in conformance with the requirements of 2 CFR 200.501.
- U. Subgrantees requiring an audit pursuant to 2 CFR 200.501 must submit a copy of the audit report, financial statements and accompanying management letters to Office of Crime Victim Services no later than nine months after the end of the agency's fiscal year.
- V. The Subgrantee shall notify the Office of Crime Victim Services in writing whenever an audit is or will likely be required pursuant to 2 CFR 200.501.
- W. The Office of Crime Victim Services retains the right to require an audit if it is deemed necessary to ensure compliance with state or federal laws, rules and regulations.

VIII. ASSURANCES - By acceptance of this subgrant award, the Subgrantee assures that:

- A. **Compliance.** The Subgrantee shall comply with all applicable provisions of the Victims of Crime Act (VOCA) and federal and state Program Guidelines.
- B. **Non-supplantation.** Funds will not be used to supplant other sources of support.

C. **Direct services.** Funds will be used only to support direct services to crime victims.

D. **Eligible agency.** The applicant is a public agency, a non-profit organization or a combination of public agency and non-profit organization. If a non-profit organization, it is duly incorporated under Wisconsin Statutes or appropriate statutes of other recognized jurisdiction.

E. **Coordinated efforts.** The Subgrantee will promote, within the community served, coordinated public and private efforts to aid crime victims.

F. **Use of volunteers.** The Subgrantee shall, unless waived in writing by the Department, incorporate the use of volunteers in the delivery of victim services.

G. **Crime Victim Compensation assistance.** The Subgrantee will assist victims in seeking available crime victim compensation benefits.

H. **Federal victims.** The Subgrantee assures the availability of its resources to Federal crime victims.

I. **Victim Rights Compliance; victim treatment.** The Subgrantee agrees to take such action as may be necessary to ensure that all of its employees, volunteers, agents and other representatives, whether paid or unpaid, shall act consistent with the intent of state, federal and local laws and policies that crime victims be treated with dignity, fairness and respect and shall endeavor to ensure that all crime victims are informed and afforded the opportunity to exercise their rights under law.

J. **Notifications.** The Subgrantee shall promptly notify both the Department and the U.S. Department of Justice Office for Victims of Crime of any illegal acts or irregularities, and of proposed and actual actions, if any. Illegal acts and irregularities include such matters as conflicts of interest, falsification of records or reports, and misappropriation of funds or other assets.

K. **Non-discrimination.** The nondiscrimination provision of the Victims of Crime Act of 1984 (42 U.S.C. § 10604(e)) prohibits the Subgrantee from discriminating in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and handicap in its programs or activities. Subgrantee will also comply (and will require any subcontractor to comply) with any additional applicable federal nondiscrimination requirements, including Title VI 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); Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681); the Age Discrimination Act of 1975 (42 U.S.C. § 6102); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); 28 C.F.R. pt. 54 (U.S. Department of Justice Regulations – Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance) 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal treatment for Faith-Based Organizations); Ex. Order 13279 (Equal Protection of the Laws for Faith-Based and Community Organizations); and Ex. Order 13559 (Fundamental Principles and Policymaking Criteria for Partnerships with Faith-Based and Other Neighborhood Organizations). In accordance with these laws, the Subgrantee will not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

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, national origin, religion, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights, and the OCVS.

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 Title VI of the Civil Rights Act of 1964, a recipient 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. The recipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budget and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at www.lep.gov.

L. **Civil rights information.** The project will maintain information on victim services by race, national origin, sex, age and handicap.

M. **Confidentiality.** The project will not use or reveal any research or statistical information furnished under this program by any person and identifiable to any specific private person for any purpose other than the purpose for which such infor-

mation was obtained in accordance with the Victims of Crime Act.

Such information shall be immune from legal process and shall not, without the consent of the person furnishing such information, be admitted as evidence or used for any purpose in any action, suit or other judicial, legislative or administrative proceeding. This provision is intended, among other things, to assure the confidentiality of information provided by crime victims to crisis intervention counselors working for victim services programs receiving funds under VOCA.

N. **Debarment.** Neither the applicant nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency. (The attached Sub-Recipient Certification **MUST** be completed, signed and submitted along with the Subgrant Award Agreement.)

O. **Technology and information transfer.** The project will share technology and information with other service providers and will do so free of charge.

P. **Child abuse reporting.** Projects which provide services to victims of child abuse will:

14. Report all cases to their county child welfare agency or community services board or tribal government.
2. Coordinate their efforts to develop and provide services with their designated county child welfare agency.

Q. **Responsiveness.** The project director will, at the option of the Department of Justice, appear before the Department to clarify findings and to answer any questions at any time during the project period or after the project is completed.

R. **Seat Belt Use Policy.** The Subgrantee shall adopt and enforce on-the-job seat belt policies and programs for employees (including paid staff, volunteers or contractors) when operating agency-owned, rented or personally owned vehicles.

S. **Performance Measures.**

1. The Subgrantee must collect, maintain, and provide to the Department and OJP, data that measure the performances and effectiveness of activities under this award, in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by OJP. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.
2. The Subgrantee agrees to submit performance reports on the performance metrics identified by OVC, and in the time and manner required by OVC. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Beginning October 1, 2015, the Subgrantee agrees to submit such information quarterly.

T. **Proof of Non-Profit Status.** The recipient must require all non-profit subrecipients of VOCA Assistance funding under this award to certify their non-profit status. Subrecipients may certify their non-profit status by submitting a statement to the recipient (to be placed in the grant file) affirmatively asserting that the subrecipient is a non-profit organization, and indicating that it has on file, and available upon audit, either – 1) a copy of the subrecipient's 501(c)3 designation letter; 2) a letter from the subrecipient's state/territory taxing body or state/territory attorney general stating that the recipient is a non-profit organization operating within the state/territory; or 3) a copy of the subrecipient's state/territory certificate of incorporation that substantiates its non-profit status. Subrecipients that are local non-profit affiliates of state/territory or national non-profits should have available proof of (1), (2), or (3), and a statement by the state/territory or national parent organization that the subrecipient is a local non-profit affiliate.

U. **Waste, Fraud, Abuse, or Misconduct.** The Subgrantee must promptly refer to the Wisconsin Department of Justice Office of Crime Victim Services (OCVS) and the US Department of Justice Office of Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has – (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by – mail: Office of the Inspector General; U.S. Department of Justice; Investigations Division; 950 Pennsylvania Avenue, N.W.; Room 4706; Washington, DC 20530 – email: oig.hotline@usdoj.gov – hotline (contact information in English and Spanish): (800) 869-4499 or – hotline fax: (202) 616-9881. Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.


V. **Restrictions and certifications regarding non-disclosure agreements and related matters.** No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient –
 - a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and
 - b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.
2. If the recipient does or is authorized to make subawards or contracts under this award –
 - a. it represents that –
 - i. it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward, contract, or subcontract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as describe above; and
 - ii. it has made appropriate inquiry, or otherwise has an adequate factual basis to support this representation; and
 - b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

CERTIFICATION

Lead Agency's Chief Executive: I certify that applicant will comply with the above-certified assurances.



Signature of Authorized Representative (Board Chair,
Co. Executive, Mayor)

10-12-16

Date

Ismael Ozanne, District Attorney

Telephone Number

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

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

Subgrantees should refer to the regulations cited below to determine the certification to which they are required to attest. Subgrantees 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 Subgrantee 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-recipients shall certify and disclose accordingly.

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

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 Subgrantee 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 Subgrant Award Agreement 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 Subgrantee has received a specific written determination from OJP that neither suspension nor debarment of the Subgrantee 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 Subgrant Award Agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.

B. Where the subgrantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Subgrant Award Agreement.

3. FEDERAL TAXES

A. If the subgrantee is a corporation, the Subgrantee 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 Subgrantee has received a specific written determination from OJP that neither suspension nor debarment of the Subgrantee is necessary to protect the interests of the Government in this case.

B. Where the Subgrantee is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this Subgrant Award Agreement.

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 Subgrantee 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 Seventh 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 Subgrantee, I hereby certify that the Subgrantee will comply with the above certifications.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

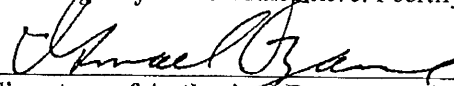
As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street, N.W., Washington, D.C. 20531.

CERTIFICATION

Lead Agency's Chief Executive: I certify that Subgrantee will comply with the above-certified assurances.



 Signature of Authorized Representative (Board
 Chair, Co. Executive, Mayor)

10-12-16

 Date

Ismael Ozanne, District Attorney

 Telephone Number

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Sub-Recipient)**


This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON BACK)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department of agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CERTIFICATION

Lead Agency's Chief Executive: I certify that Subgrantee will comply with the above-certified assurances.



Signature of Authorized Representative (Board
Chair, Co. Executive, Mayor)

Ismael Ozanne, District Attorney

10-12-16
Date

608-266-4211
Telephone Number

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposes," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of reports in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.