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STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula
Administrator

Scott Walker
Governor

August 29, 2018

Kerry Porter, Lieutenant
Dane County Sheriff's Office
115 West Doty Street
Madison, WI 53703-3276

2018 RES-243

RE: Emergency Police Services/Mobile Field Forces Training (2018-2019)
WEM Grant Number: 2018-MFF-02-11215

Dear Lieutenant Porter:

Congratulations! I have approved a grant award to Dane County in the amount of \$2,100. These funds are from WEM's Emergency Police Services Program available through the WI Stat § 323.62. This grant supports the Dane County Emergency Police Services/Mobile Field Forces Training (2018-2019) project.

As Project Director, you will be responsible for seeing that funds are administered according to the approved application in Egrants which includes the signed agreement and assurances submitted as part of the application process. You are also responsible for all reporting and requirements outlined in the funding announcement as well as the Grant Summary Sheet and General Conditions enclosed with this letter. Please review these documents and contact the Program Manager or Fiscal Contact with any questions regarding your grant and responsibilities.

If for any reason, you no longer wish to receive this grant, please contact the Program Manager as soon as possible.

We look forward to a collaborative working relationship with you.

Sincerely,

Brian M. Satula, Administrator
Wisconsin Emergency Management

**WISCONSIN EMERGENCY MANAGEMENT
Mobile Field Force (MFF)
Training Grant Summary Sheet**

Date: August 29, 2018

Grantee: Dane County

State ID: 323.62

Project Title: Emergency Police Services/Mobile Field Forces Training (2018-2019)

Grant Period: From September 1, 2018 To March 31, 2019

Grant Number: 2018-MFF-02-11215

Award: \$2,100

Grantee Contact Information:

Project Director: **Kerry Porter, Lieutenant**

Phone number: **608-284-6873**

Address: **Dane County Sheriff's Office
115 West Doty Street
Madison, Wisconsin 53703-3276**

Signing Official: **Sheriff David JMahoney, Sheriff**

Dane County

210 Martin Luther King Jr. Blvd.

Madison, Wisconsin 53703-3340

Grantor Contact Information:

Program Manager: **Dallas Neville**

Phone number: **608-444-0003**

Email: Dallas.Neville@wisconsin.gov

Fiscal Contact: **Becky Thompson**

Phone number: **608-242-3236**

Email: Rebecca2.thompson@wisconsin.gov

**WISCONSIN EMERGENCY MANAGEMENT
Mobile Field Force (MFF)
Training Grant Summary continued**

Grantee:	Dane County	Date:	August 29, 2018
Project Title:	Emergency Police Services/Mobile Field Forces Training (2018-2019)		
Grant no.	2018-MFF-02-11215		

APPROVED BUDGET

Travel (Including Training)	
Supplies & Operating Expenses	
Consultants	\$2,100.00
Total State Budget (100%)	\$2,100.00
Local Share (0%)	0.00
Total Approved Budget	\$2,100.00

AWARD GENERAL CONDITIONS

1. Grant funds cannot be used to supplant local funds. They must increase the amount of funds that would otherwise be available from local resources.
2. To be allowable under a grant program, costs must be obligated (purchase order issued), or paid for services provided, during the grant performance period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
3. Any changes to the grant require prior approval from WEM through a modification submitted and approved in Egrants. Changes requiring a modification may include but are not limited to Budget, Scope of Project, Period of Performance, Project Director, Fiscal Manager, and/or Performance Measures.
4. Grant funds will be disbursed by WEM upon completion of approved Program Report(s), Fiscal Report(s) and proper supporting documentation.
 - a. Copies of legal agreements as deemed necessary which may include Contracts, Interdepartmental Agreements and Memorandums of Understanding (MOU) among collaborating agencies.
 - b. Training rosters (Must reflect all participants as it will be used to verify head count for meal items submitted for reimbursement)
 - c. Training agendas (Should reflect whether lunch/meals were provided)
 - d. A Request for Reimbursement Form (G-2) completed and signed by the Project Manager and Fiscal Manager listed in Egrants for your agency. The G-2 form may be found at:
<http://emergencymanagement.wi.gov/egrants/forms.asp>.
 - e. Proof of payment and actual expenses which include but are not limited to paid vendor invoices and receipts. Taxes are not allowable.
5. Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable State law and Procurement Standards.
6. All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and expended as soon as possible. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income. All program income must be reported to WEM on the G-2 form.

MOBILE FIELD FORCES - TRAINING (2018-19) GRANT PROGRAM

ASSURANCES

The applicant hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of emergency planning grant funds. In addition, the applicant assures and certifies with respect to the grant that:

1. It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (c) funds awarded by Wisconsin Emergency Management (WEM) may be terminated at any time for violation of any terms and requirements of this agreement.
3. In connection with the performance of work under this agreement, the applicant agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5) Wis. Stats., arrest or conviction record, sexual orientation, as defined in s. 111.32(13m) Wis. Stat. or national origin, or ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the applicant further agrees to take affirmative action to ensure equal employment opportunities. The applicant agrees to post in conspicuous places, available for employees and applicants for employment, notices the contracting officer provided setting forth the provisions of the nondiscrimination clause.
4. It shall comply with Section 504, Rehabilitation Act of 1973, which prohibits discrimination based on a physical or mental disability and the Age Discrimination Act of 1975, which prohibits discrimination based on age.
5. It shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes s.s. 19.42, 19.45, 19.59, and 946.10.
6. The applicant agrees that, if required by the State Single Audit Guidelines issued by the Department of Administration, it will provide to WEM an independent financial audit in compliance with such Guidelines.
7. It will give WEM, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant. This provision shall also apply in the event of termination of this agreement. Any charges for copies of books, documents, papers, records, computer tapes, or computer printouts provided by the applicant shall not exceed the actual cost thereof to the applicant and shall be reimbursed to the applicant by WEM.
8. It will maintain such records as required by state and federal law. The minimum acceptable financial records consist of: 1) documentation of employee time; 2) documentation of all materials, supplies, and travel expenses; 3) inventory records and supporting documentation for allowable equipment purchased to carry out the program scope; 4) rational supporting allocation of space charges; 5) any other records that support charges to program funds. The applicant must maintain sufficient segregation of program accounting records from other programs and/or projects.
9. The laws of the State of Wisconsin shall govern this grant.
10. The applicant will indemnify and save harmless the state and all of its officers, agents and employees from all suits, actions or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the applicant, or of any of its contractors, in prosecuting work under this agreement.
11. It will at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this grant and which in any manner affect the work or its conduct.
12. In carrying out any provisions of the agreement or in exercising any power or authority granted on behalf of WEM, there will be no personal liability upon WEM, being understood that in such matters WEM acts as agent and representative of the state.

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KWP

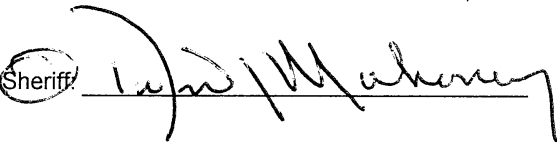
GRANT AGREEMENT
for the
Mobile Field Forces - Training (2018-19)

Applicant: Dane County Sheriff's Office

Application (due July 23, 2018):

We understand that receipt of State grant funds under the Mobile Field Forces Grant are dependent upon successful completion and approval of an eligible Grant Application. We understand that failure to complete the work products and financial reports as agreed to and within the prescribed timeframes will result in the delay or loss of grant funds.

Name of Chief or Sheriff: David J. Mahoney

Signature of Chief or Sheriff:  Date: 07/23/2018

Project Closeout

We have prepared and reviewed the attached reimbursement request and are submitting it to Wisconsin Emergency Management for approval.

Chief of Police or Sheriff (Signature)

Date