

# Dane County Contract Cover Sheet

Revised 01/2022

Res 201

<b>Dept./Division</b>	Emergency Management		
<b>Vendor Name</b>	State of WI Department of Military Affairs Division of Emergency Mangement	<b>MUNIS #</b>	1692
<b>Brief Contract Title/Description</b>	Acceptance of the FFY23 Hazardous Materials Emergency Preparedness (HMEP) Grant 2023 SW Regional Commodity Flow Study-Dane		
<b>Contract Term</b>	Through March 31, 2024		
<b>Contract Amount</b>	\$7,954.00		

<b>Contract #</b> Admin will assign	15223
<b>Type of Contract</b>	
<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	
<b>Name</b>	Darlene Pintarro	<b>Name</b>	Anita Smith
<b>Phone #</b>	608-266-9051	<b>Phone #</b>	715-635-2498
<b>Email</b>	pintarro.darlene@countyofdane.com	<b>Email</b>	anita.smith@widma.gov
<b>Purchasing Officer</b>			

<b>Purchasing Authority</b>	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$11,000 – \$40,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$40,000 (\$25,000 Public Works) (Formal RFB/RFP required)	<b>RFB/RFP #</b>
	<input type="checkbox"/> Bid Waiver – \$40,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$40,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

<b>MUNIS Req.</b>	<b>Req #</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
	<b>Year</b>	<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	
		<b>Org:</b>	<b>Obj:</b>	<b>Proj:</b>	

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.

<b>Resolution Required if contract exceeds \$100,000 (\$40,000 PW)</b>	<input checked="" type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	<b>Res #</b>	201
	<input type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	<b>Year</b>	2023

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" 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			
<b>DOA:</b>	<b>Date In:</b> 10/11/23	<b>Date Out:</b> _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

## Goldade, Michelle

---

**From:** Goldade, Michelle  
**Sent:** Thursday, October 12, 2023 12:43 PM  
**To:** Hicklin, Charles; Gault, David; Lowndes, Daniel; Rogan, Megan  
**Cc:** Stavn, Stephanie; Oby, Joe  
**Subject:** Contract #15223  
**Attachments:** 15223.pdf

<b>Tracking:</b>	<b>Recipient</b>	<b>Read</b>	<b>Response</b>
	Hicklin, Charles	Read: 10/12/2023 1:30 PM	Approve: 10/12/2023 1:31 PM
	Gault, David	Read: 10/12/2023 12:46 PM	Approve: 10/16/2023 8:35 AM
	Lowndes, Daniel	Read: 10/12/2023 3:02 PM	Approve: 10/12/2023 3:12 PM
	Rogan, Megan	Read: 10/12/2023 12:49 PM	Approve: 10/12/2023 2:13 PM
	Stavn, Stephanie	Read: 10/12/2023 4:05 PM	
	Oby, Joe		

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

Contract #15223  
Department: Emergency Management  
Vendor: WI Dept of Military Affairs  
Contract Description: Hazardous Materials Emergency Preparedness Grant-Commodity Flow Study (Res 202)  
Contract Term: 10/1/23 – 3/31/24  
Contract Amount: \$7,954.00

### *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 currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

2023 RES-201

**ACCEPTING HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT  
FFY2023 SW REGIONAL COMMODITY FLOW STUDY DANE**

The purpose of this resolution is to adjust revenue and expenditures for FY 2023.

The Department of Emergency Management, through Wisconsin Emergency Management submitted a grant request to conduct a commodity flow study.

The County was awarded a total of \$7,954.

The grant funds will be utilized to contract with a professional to conduct a regional commodity flow study in the participating counties (Adams, Columbia, Crawford, Dane, Grant, Green, Iowa, Juneau, Lafayette, Richland, Rock, Sauk, and Vernon).

NOW, THEREFORE, BE IT RESOLVED that \$7,954 be set up as a newly created Emergency Management, Emergency Hazmat Division, FFY2023 Commodity Flow Study revenue, and be credited to the General Fund with an account number to be assigned by the Controller's Division upon passage of this resolution.

BE IT FURTHER RESOLVED that \$7,954 is transferred from the General Fund to a newly created Emergency Management, Emergency Hazmat Division, FFY2023 Commodity Flow Study expenditure account with an account number to be assigned by the Controller's Division upon passage of this resolution.

BE IT FINALLY RESOLVED that all unexpended funds and unrecognized revenues from this account be carried forward from the 2023 to the 2024 budget period.

**WISCONSIN EMERGENCY MANAGEMENT  
Hazardous Materials Emergency Preparedness (HMEP)  
Grant Summary Sheet**

Grantee or Unit of Government: **Dane County**

Project Name: **Hazardous Materials Emergency Preparedness/HMEP 2023 SW Regional Commodity Flow Study-Dane**

Address: **Dane County Emergency Management, 115 West Doty Street, Madison, Wisconsin 53703-3232**

Project Director: **Charles Tubbs**

Phone number:

Signing Official: **County Executive Joe Parisi, County Executive, Dane County, 210 Martin Luther King Jr. Blvd., Madison, Wisconsin 53703-3340**

---

Amount of Award: **\$7,954**

---

**SUMMARY OF GRANT:**

Funds will be used by the Dane County and the other SW region counties to include Adams, Columbia, Crawford, Grant, Green, Iowa, Juneau, Lafayette, Richland, Rock, Sauk, and Vernon, to contract for completion of a regional Commodity Flow Study (CFS). The CFS will focus on local transportation routes, pipelines, and railroads throughout the SW region. The CFS will increase each jurisdiction's effectiveness in safely and efficiently handling accidents and incidents related to commercial transportation of hazardous materials. Funds from this grant will be used to hire a contractor to complete the study.

---

Name of Program Manager: **Anita Smith**

Phone number: **715-635-2498**



# STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

DIVISION OF EMERGENCY MANAGEMENT

Greg Engle  
Administrator

Tony Evers  
Governor

October 4, 2023

Charles Tubbs, Director  
Dane County Emergency Management  
115 West Doty Street  
Madison, WI 53703-3232

**RE: Hazardous Materials Emergency Preparedness/HMEP 2023 SW Regional  
Commodity Flow Study-Dane  
WEM Grant Number: 2023-HMEP-FED-04-13359**

Dear Director Tubbs:

Congratulations! I have approved a grant award to Dane County in the amount of \$7,954. These funds are from WEM's Hazardous Materials Emergency Preparedness Program available through the State of Wisconsin. This grant supports the Dane County Hazardous Materials Emergency Preparedness/HMEP 2023 SW Regional Commodity Flow Study-Dane project.

To accept this award, have the authorized official initial the bottom right corner of Attachments A and B, and sign the *Signatory Page, Certified Assurances, and OMB Standard Form 424B* (Attachment C). The Project Director should sign the *Acknowledgement Notice*. Once signed, return to WEM via email at [Anita.Smith@widma.gov](mailto:Anita.Smith@widma.gov) and keep a copy for your records. Funds cannot be released until all signed documents are received by WEM.

As Project Director, you will be responsible for all reporting requirements outlined in the grant award and seeing that funds are administered according to the approved application materials and certifications enclosed. We look forward to a collaborative working relationship with you.

Sincerely,

Greg Engle, Administrator  
Wisconsin Emergency Management



**STATE OF WISCONSIN**  
*DEPARTMENT OF MILITARY AFFAIRS*  
**DIVISION OF EMERGENCY MANAGEMENT**

Greg Engle  
Administrator

Tony Evers  
Governor

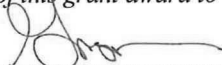
**FFY23 Hazardous Materials Emergency Preparedness Grant Award for SFY24  
Hazardous Materials Emergency Preparedness/HMEP 2023 SW Regional Commodity  
Flow Study-Dane  
2023-HMEP-FED-04-13359**

Wisconsin Emergency Management (WEM), hereby awards to **Dane County**, (hereinafter referred to as the **Grantee**), the amount of **\$7,954** for programs or projects pursuant to the federal Hazardous Materials Emergency Preparedness Grant Program.

This grant may be used until **March 31, 2024** 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 WEM. The submitted application is hereby incorporated by 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 Wisconsin Emergency Management.*

BY:  Date: 10/4/2023  
**Greg Engle**  
Administrator  
Wisconsin Emergency Management

---

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: \_\_\_\_\_ Date: \_\_\_\_\_  
NAME: **Joe Parisi**  
TITLE: **County Executive**

**WISCONSIN EMERGENCY MANAGEMENT  
ATTACHMENT A**

**APPROVED FFY23 HMEP GRANT PROGRAM BUDGET FOR SFY24**

Grantee: Dane County

Project Title: Hazardous Materials Emergency Preparedness/HMEP 2023 SW Regional Commodity Flow Study-Dane

Grant Period: From October 1, 2023 To March 31, 2024

Grant Number: 2023-HMEP-FED-04-13359 Authorized Listing No. (ALN): 20.703  
(Single Audit number)

**APPROVED BUDGET**

		<u>Federal &amp; Match</u>
Personnel		_____
Employee Benefits		_____
Travel (Including Training)		_____
Equipment		_____
Supplies & Operating Expenses		_____
Consultants		\$7,954.00
Other		_____
<b>FEDERAL/STATE TOTAL</b>	\$7,954.00	_____
<b>LOCAL CASH MATCH</b>	_____	_____
<b>TOTAL APPROVED BUDGET</b>	<b>\$7,954.00</b>	<b>\$7,954.00</b>

**AWARD GENERAL CONDITIONS**

1. Federal funds cannot be used to supplant local funds. They must increase the amount of funds that would otherwise be available from local resources. Award recipients may be required to demonstrate and document that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.
2. 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.
3. Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.
4. Grant funds will be disbursed by WEM upon completion of approved Program Report(s), Fiscal Report(s), and satisfaction of Special Conditions. The Fiscal Report is considered your Request for Reimbursement and must include copies of detailed/itemized vendor invoices, necessary supporting documentation which may include proof of payment and a Reimbursement Request form generated from Egrants and signed by your agency's Project Director and Fiscal Contact as approved in Egrants.
5. To be allowable under a grant program, costs must match the sub-grant's approved budget. In addition, all expenses must be obligated (purchase order issued or class scheduled) and activity completed (class complete and supplies/equipment received) during the grant performance period. All expenses must be paid prior to requesting reimbursement in Egrants, and final reimbursement must be requested within 30 days of the grant period end date. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to applicable state rates and timeframes.
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 Reimbursement Request Form.
7. All allocations and use of funds under this grant shall be in accordance with the Hazardous Materials Emergency Preparedness (HMEP) Grant Program Expenditures and Activities Guide located at <https://www.phmsa.dot.gov/grants/hazmat/hmep-expenditures-guide-pdf>.

*Signing official initials* \_\_\_\_\_

**WISCONSIN EMERGENCY MANAGEMENT**  
**ATTACHMENT B**

**Award Special Conditions**

**1. Copy of Contract Required**

Copy of contract must be submitted to WEM. Submit Consultant/Contractual contract detailing job specifications and deliverables. Upload the contract into Egrants in the Project Document Attachment section when completing the first quarterly program report.

**2. Publications Acknowledgement**

**All final reports or other documents must include the following statement:**

“Prepared by the (\_\_\_\_) County Local Emergency Planning Committee (LEPC) with funding assistance by the U. S. Department of Transportation, Hazardous Materials Emergency Preparedness (HMEP) Planning Sub-Grant, administered by Wisconsin Emergency Management.”

**3. Finished Product and Materials**

Attach a completed commodity flow study. Attach other materials as determined by the scope of the project. Upload in the Project Document Attachments section.

*Signing official initials* \_\_\_\_\_



**WISCONSIN DEPARTMENT OF MILITARY AFFAIRS**  
**ATTACHMENT C**

---

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

---

**Note:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant I certify that the applicant:

<ol style="list-style-type: none"><li>1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.</li><li>2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.</li><li>3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.</li><li>4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.</li><li>5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).</li><li>6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), which prohibits discrimination on the basis of sex;</li></ol>	<ol style="list-style-type: none"><li>(c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§ 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.</li><li>7. Will comply, or has already complied, with the requirements of Titles II and III of the uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.</li><li>8. Will comply, as applicable, with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.</li></ol>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§ 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, Audits of States, Local Governments, and Non-Profit Organizations.</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.</p>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Previous Edition Usable

Authorized for Local Reproduction

Standard Form 424B (Rev. 7-97)  
Prescribed by OMB Circular A-102

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE <b>County Executive</b>	
<b>Dane County Emergency Management</b>		DATE SUBMITTED

**ACKNOWLEDGEMENT NOTICE**

Date: October 02, 2023

Grantee: Dane County

Grant No. 2023-HMEP-FED-04-13359

Project Title: Hazardous Materials Emergency Preparedness/HMEP 2023 SW Regional Commodity Flow Study-Dane

The following regulations and obligations (referenced below) apply to your grant award.

**PROGRESS REPORTS** must be submitted on a scheduled basis into the Egrants system. Narrative reports on the status of your project are due on:

01/12/2024

4/30/2024

Final

**FINANCIAL REPORTS (Reimbursement Requests)** must be submitted quarterly. When requesting reimbursement required attachments include itemized receipts/invoices, supporting documentation and a signed Reimbursement Request Form. An Egrants Job Aid for submitting a Fiscal Report is available on WEM's website <https://wem.wi.gov/admin-tools/>

01/12/2024

4/30/2024

Final

**PROGRESS REPORTS & FINANCIAL REPORTS NOTE:** Quarterly Reports due 04/12 include January, February and March program activity. Quarterly Reports due 07/12 include April, May and June program activity. Quarterly Reports due 10/12 include July, August and September program activity. Quarterly Reports due 01/12 include October, November and December program activity

Reimbursements and grant modifications will be held if there are late program reports.

**INVENTORY REPORT** should reflect final inventory in your records. All equipment purchases must be received, paid for, installed, and deployed before submitting report. Report is due in Egrants on or before:

Complete and return a *W-9 Taxpayer Identification Number Verification Form* (enclosed).

OTHER:

**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. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

10/12/2023  
Date

Charles a. Tubbs Sr.  
Charles Tubbs, Project Director

## **Agreement Articles for Federal Fiscal Year 2023 HMEP Awards**

### **Article I. Summary Description of Award**

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training and planning grants to States, Territories, and Native American tribes for emergency response. The purpose of this grant program is to increase State, Territorial, Tribal, and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. This grant consists of Hazardous Materials Emergency Preparedness (HMEP) funds from the Pipeline and Hazardous Materials Safety Administration (PHMSA) under **Federal Award Identification Number (FAIN) 693JK32240051HMEP**.

### **Article II. Assurances for Non-Construction Programs**

Recipients must complete Office of Management and Budget (OMB) Standard Form 424B (Assurances- Non-Construction Programs), included herein as Attachment C.

### **Article III. Uniform Administrative Requirements and Cost Principles for Federal Awards**

The administration of this award will be based on the following Federal statutory and regulatory requirements:

- (a) The authorizing language of 49 U.S.C. 5116 *et seq.*
- (b) The regulations outlined at 49 CFR Part 110.
- (c) 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- (d) Any other applicable Federal statutes and regulations.

### **Article IV. Audit Requirements for Federal Awards**

As required by 2 CFR § 200.51 Audit Requirements, recipients that expend \$750,000 or more in Federal awards, during the non-federal entity's fiscal year, must have a single or program-specific audit conducted for that year in accordance with the provisions of the regulation. Recipients are expected to review and fully comply with the audit requirements formerly located in OMB Circular A-133 and now located at 2 CFR Part 200, Subpart F.

### **Article V. Allowable Costs**

The allowability of costs incurred by the recipient is determined using the cost principles in 2 CFR Part 200, Subpart E, and HMEP-specific program requirements.

### **Article VI. Federal Debt Status**

All recipients are required to be non-delinquent in their repayment of any Federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. See OMB Circular A-129 for information and guidance.

### **Article VII. Record retention and access to records**

Grant-related financial and programmatic records, supporting documents, statistical records, and other records must be maintained as provided in 2 CFR § 200.333 Retention Requirements for Records and 2 CFR § 200.336 Access to Records. DOT, PHMSA, and DMA/WEM, through its staff or authorized representatives, may conduct desk reviews and site visits, at reasonable times, to review project accomplishments, management control systems and provide guidance as may be requested or required. The recipient is required to provide, electronically or via postal service, all requested records. All reviews will be performed in a manner to not unduly delay work activity under the award.

### **Article VIII. Restrictions on Use of Funds for Lobbying, Support of Litigation, or Direct Advocacy**

The Recipient and its contractors may not use grant funds for lobbying in direct support of litigation, or in direct advocacy for, or against, a pipeline construction or expansion project. The Recipient and its contractors may not conduct political lobbying, as defined in the statutes, regulations, and 2 CFR 200.450 – "Lobbying," within the Federally-supported project. The Recipient and its contractors may not use Federal funds for lobbying specifically to obtain grants and cooperative agreements. The Recipient and its contractors must comply with 49 CFR 20, U.S. Department of Transportation "New Restrictions on Lobbying." 49 CFR 20 is incorporated by reference into this award.

### **Article IX. Nondiscrimination**

The Recipient must comply with Title VI of the Civil Right Act of 1964, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, be subject to

discrimination under any program or activity receiving Federal financial assistance. The Recipient must comply with 49 CFR 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964". 49 CFR 21 is incorporated by reference into this award.

**Article X. Government-wide Debarment and Suspension (Non-procurement)**

In accordance with 2 CFR § 200.212, all recipients must comply with Executive Orders 12549 and 12689, and 2 CFR Part 180 as supplemented by 2 CFR Part 1200, which provide protection against waste, fraud and abuse by debarment or suspending those persons deemed irresponsible in their dealings with the Federal Government

**Article XI. Drug-Free Workplace**

The Recipient must comply with the provisions of Public Law 100-690, Title V, Subtitle D, "Drug-Free Workplace Act of 1988," which require the Recipient to take steps to provide a drug-free workplace. The Recipient must comply with 49 CFR 32, "Government-wide Requirements for Drug Free Workplace (Financial Assistance)" which is incorporated by reference into this award.

**Article XII. Contracting with Small Businesses, Small Minority-Disadvantaged Businesses, and Small Businesses which are Women-Owned, Veteran-Owned, Disabled Veteran-Owned or located in HubZone Areas**

In keeping with 2 CFR § 200.321, recipients are encouraged to take all necessary affirmative steps to assure that small, minority-owned, women-owned, veteran-owned, and HubZone business firms are used when possible. It is the Department of Transportation (DOT) policy to award a fair share of contracts to small businesses, small minority-disadvantaged business, and small businesses which are women-owned, veteran-owned, disabled veteran-owned or located in a HubZone. DOT is strongly committed to the objectives of this policy and encourages all Recipients of its Grants and Cooperative Agreements to take affirmative steps to ensure such fairness on the awarding of any subcontracts.

- (a) The Recipient and any Sub-recipients are encouraged to take all necessary affirmative steps to assure that small businesses, small minority-disadvantaged businesses, and small businesses which are women-owned, veteran-owned, disabled veteran-owned, or located in a HUBZone are used when possible.
- (b) Affirmative steps include:
  - (i) Placing qualified small businesses, small minority-disadvantaged businesses, and small businesses which are women owned, veteran-owned, disabled veteran-owned, or located in a HUBZone on solicitation lists;
  - (ii) Assuring that small businesses, small minority-disadvantaged businesses, and small businesses which are women-owned, veteran-owned, disabled veteran owned or located in a HUBZone are solicited whenever they are potential sources;
  - (iii) Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by small businesses, small minority-disadvantaged businesses, and small businesses which are women owned, veteran-owned, disabled veteran-owned, or located in a HUBZone;
  - (iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and Using the services and assistance of the U.S. Small Business Administration and the Office of the Small and Disadvantaged Business Utilization of the Department of Transportation, as appropriate.

**Article XIII. Seat Belt Use Policies and Programs**

In accordance with Executive Order 13043, the Recipient is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this presidential initiative. For information on how to implement such a program or for statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in Washington, D.C. dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to help with technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 85 percent seat belt use. NETS can be contacted at 1-888-221-0045 or visit its website at [www.trafficsafety.org](http://www.trafficsafety.org).

**Article XIV. Ban on Text Messaging While Driving**

In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, financial assistance recipients and subrecipients of grants and cooperative agreements are encouraged to:

- (a) Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving—
  - (i) Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or

- (ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
- (b) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as
  - (i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
  - (ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.
- (c) *Assistance Awards*. All recipients and subrecipients of financial assistance to include: grants, cooperative agreements, loans and other types of assistance, shall insert the substance of this clause, including this paragraph (c), in all assistance awards.

**Article XV. Copyright**

PHMSA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for federal government purposes: the copyright in any work developed under a grant, subaward, or contract under a grant or subaward; and any rights of copyright to which a recipient, subrecipient a contractor purchases ownership with grant support.

**Article XVI. Reporting Executive Compensation**

Recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

**Article XVII. Rights in Technical Data**

Rights to intangible property under this agreement are governed in accordance with 2 CFR 200.315 - "Intangible Property."

**Article XVIII. Notice of News Releases, Public Announcements, and Presentations**

The Recipient must have the PAO's prior approval for all press releases, formal announcements, or other planned written issuance containing news or information concerning this Agreement before issuance.

**Article XIX. 811, Call Before You Dig Program**

Damage to pipelines during excavation is a leading cause of accidents resulting in serious injuries and fatalities, but these accidents are preventable, and you can help in preventing them. 811 is designated as the national call-before-you-dig number. Every state has a one-call law requiring excavators to have underground utilities marked before digging. There are five steps to safer digging:

- (a) Make a free call to 811 a few days before digging.
- (b) Wait the required time – which is prescribed in state law but generally two to three days.
- (c) Locate/mark the utilities accurately. (This step applies to underground facility/utility owners.)
- (d) Respect the marks.
- (e) Dig with care.

The recipient is encouraged to adopt the "811, Call Before You Dig" program for its employees when digging on company-owned, leased, or personally owned property. For information on how to implement such a program please visit the 811 – Call Before You Dig section of Pipeline and Hazardous Materials Safety Administration's (PHMSA's) website at [www.phmsa.dot.gov](http://www.phmsa.dot.gov).

**Article XX. Access to Electronic and Information Technology**

Each Electronic and Information Technology (EIT) product or service, furnished under this award, must be in compliance with the Electronic and Information Technology Accessibility Standard (36 CFR 1194), which implements Section 508 of the Rehabilitation Act of 1973, codified at 29 U.S.C. § 794d.

**Article XXI. Combating Trafficking in Persons**

PHMSA may terminate grants, cooperative agreements, or take any of the other remedial actions authorized under 22 U.S.C. 7104(g), without penalty, if the grantee or any subgrantee, engages in, or uses labor recruiters, brokers, or other agents who engage in

- (a) severe forms of trafficking in persons;
- (b) the procurement of a commercial sex act during the period of time that the grant, or cooperative agreement is in effect;
- (c) the use of forced labor in the performance of the grant or cooperative agreement; or
- (d) acts that directly support or advance trafficking in persons, including the following acts:
  - (i) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents.
  - (ii) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless-

- 1) exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant, or cooperative agreement; or
- 2) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action.
- (iii) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment.
- (iv) Charging recruited employees unreasonable placement or recruitment fees, such as fees equal to or greater than the employee's monthly salary, or recruitment fees that violate the laws of the country from which an employee is recruited.
- (v) Providing or arranging housing that fails to meet the host country housing and safety standards.

**Article XXII. Prohibition on Awarding to Entities that Require Certain Internal Confidentiality Agreements**

- (a) The Recipient shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.
- (b) The Recipient shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered herein are no longer in effect.
- (c) The prohibition in paragraph (a) above does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- (d) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (P.L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Recipient is not in compliance with the provisions herein.

The Government may seek any available remedies in the event the Recipient fails to comply with the provisions herein.

**Article XXIII. Reporting Fraud, Waste, or Abuse**

The DOT Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Such reports are kept confidential and callers may decline to give their names if they choose to remain anonymous. The number is: (800) 424-9071.

The mailing address is:

DOT Inspector General Hotline  
1200 New Jersey Ave SE  
West Bldg 7<sup>th</sup> Floor  
Washington, DC 20590  
Email: [hotline@oig.dot.gov](mailto:hotline@oig.dot.gov)  
Web: <http://www.oig.dot.gov/Hotline>

**Article XXIV. False Claims Act and Program Fraud Civil Remedies**

All recipients must comply with the requirements of 31 U.S. Code (U.S.C.) § 3729, which sets forth that no recipient of federal payments shall submit a false claim for payment. 38 U.S.C § 3801-3812 details the administrative remedies for false claims and statements made.

**Article XXV. Acceptance of Post-Award Changes**

In the event that DOT or PHMSA determines that changes are necessary to WEM's award after this award has been made, including changes to the period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

**Article XXVI. Universal Identifier and System for Award Management**

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated here by reference.

**Article XXVII. Training Certification Requirement**

The recipient agrees to use HMEP training funds in accordance with the authorizing language at 49 U.S.C. § 5116 *et seq* to provide emergency responders with the training capabilities required to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection Association standards for competence of responders to accidents and incidents involving hazardous materials.

**Article XXVIII. WEM Conditions**

- (a) The recipient and any sub-recipient(s) must comply with the Grant Announcement used to announce the funding opportunity.
- (b) The recipient and any sub-recipient(s) must comply with the Grant Award Documents.
- (c) The recipient and any sub-recipient(s) must cooperate with the WEM Compliance Monitors.

**Article XXIX. Compliance with Award Terms and Conditions**

Submission of a signed Request for Reimbursement (payment request) form constitutes the Recipient’s agreement to comply with and spend funds consistent with all the terms and conditions of this award. If DMA, WEM and/or PHMSA determines that noncompliance by the sub-recipient cannot be remedied by imposing additional conditions, WEM may take one or more of the following actions, as appropriate in the circumstances:

- (a) Temporarily withhold cash payments pending correction of the deficiency by the Recipient.
- (b) Disallow all, or part of, the cost of the activity or action not in compliance.
- (c) Wholly or partly suspend or terminate the Federal award.
- (d) Initiate suspension or debarment proceedings as authorized under 2 CFR part 180.
- (e) Withhold further Federal awards for the project or program.
- (f) Take other remedies that may be legally available.

**Article XXX. Termination of Agreement**

This grant award may be terminated in whole or in part as follows:

- (a) DMA/WEM may terminate this grant award at any time for cause by delivering thirty (30) days written notice to the Recipient. Upon termination, the awarding agency’s liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the awarding agency.
- (b) DMA/WEM may terminate this grant award at will effective upon delivery of written notice to the Recipient, under any of the following conditions:
  - (i) If the awarding agency’s funding from federal, state, or other sources is not obtained and/or continued at levels sufficient to allow for purchases of the indicated quantity of services, the grant may be modified to accommodate a reduction or increase in funds.
  - (ii) If federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this grant or are no longer eligible for the funding proposed for payments by this grant.
  - (iii) If any license or certification required by law or regulation to be held by the Recipient to provide the services required by this grant award is for any reason denied, revoked, or not renewed.

Any termination of this grant award shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.

As the duly authorized representative, I hereby certify that the recipient will comply with the above certifications and conditions, and has the legal authority to apply for federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-federal portion of project costs) to ensure proper planning, management, and completion of the project as described in the application.

Grantee Name and Address: Dane County, 210 Martin Luther King Jr. Blvd., Madison, WI 53703-3340

Grant no. 13359 HMEP 2023 SW Regional Commodity Flow Study-Dane  
Application Number and Project Name

Joe Parisi, County Executive  
Typed Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: The original signature of the chief executive is required.  
Substitute signing or stamping is not accepted.**