

Dane County Contract Cover Sheet

Revised 01/2023

Res 378
significant

Dept./Division	Dane County District Attorney		
Vendor Name	Wisconsin Department of Justice	MUNIS #	2155
Brief Contract Title/Description	VAWA Stop Grant through DOJ		
Contract Term	01/01/2023 - 12/31/2023		
Contract Amount	\$125,000		

Contract # Admin will assign	15047
Type of Contract	
<input type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input checked="" type="checkbox"/>	Grant
<input type="checkbox"/>	Other

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


Purchasing Authority	<input type="checkbox"/> \$12,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$12,000 – \$43,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input type="checkbox"/> Over \$43,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #
	<input type="checkbox"/> Bid Waiver – \$43,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$43,000 (N/A to Public Works)	
	<input checked="" type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

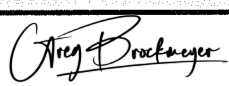
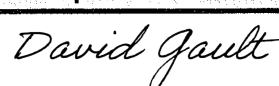
MUNIS Req.	Req #	Org: DACTA 80534	Obj:	Proj:	
		Org: DACTA 32481	Obj:	Proj:	
	Year	Org:	Obj:	Proj:	

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

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	Res #	378
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.		Year
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.		

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

APPROVAL
Dept. Head / Authorized Designee


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

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 3/9/23	Date Out:	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Thursday, March 9, 2023 11:29 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15047
Attachments: 15047.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 3/9/2023 11:37 AM	Approve: 3/9/2023 11:37 AM
	Rogan, Megan	Read: 3/9/2023 11:31 AM	Approve: 3/9/2023 11:31 AM
	Gault, David	Read: 3/9/2023 1:54 PM	Approve: 3/10/2023 9:46 AM
	Lowndes, Daniel	Read: 3/9/2023 12:02 PM	Approve: 3/9/2023 12:09 PM
	Stavn, Stephanie	Read: 3/9/2023 2:03 PM	
	Oby, Joe		

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

Contract #15047

Department: District Attorney

Vendor: WI Dept of Justice

Contract Description: Accept VAWA grant funding for a Specialized Regional Resource Prosecutor position (Res 378)

Contract Term: 1/1/23 – 12/31/23

Contract Amount: \$125,000.00

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.

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2022 RES-378

**AUTHORIZING TO ACCEPT STOP VIOLENCE AGAINST WOMEN ACT
GRANT FUNDING FOR THE POSITION OF SPECIALIZED REGIONAL
RESOURCE PROSECUTOR FOR THE DANE COUNTY DISTRICT
ATTORNEY'S OFFICE, GRANT NUMBER 2020-VA-02B-17880**

The Stop Violence Against Women Act provided a grant through the Department of Justice, State of Wisconsin, to the Dane County District Attorney Office for a 1.0 FTE Domestic Violence Regional Resource Prosecutor position, Grant Number **2020-VA-02B-17880**

This funding is from January 1, 2023 through December 31, 2023. The purpose of this federally funded grant is to provide a Domestic Violence Regional Resource Prosecutor who is a resource for Region 2, in the state of Wisconsin that includes 17 surrounding counties. This position will carry a specialized Domestic Violence (DV) and Sexual Assault (SA) caseload and also be attending meetings related to DV/SA issues as a liaison from our office to the community.

NOW, THEREFORE, BE IT RESOLVED that the Dane County District Attorney's Office is hereby authorized to accept \$125,000 from the Department of Justice and the County Executive is authorized to execute the necessary documents, and

BE IT FURTHER RESOLVED that the 2022 Operating Budget be amended to increase account line "Domestic Violence Grant-STOP Revenue" DACTA 80534 by \$125,000 and increase account line "Domestic Violence Grant-STOP Expense" DACTA 32481 by \$125,000;

BE IT FINALLY RESOLVED that all unexpended funds and unrecognized revenues are carried forward from the 2022 into the 2023 budget period.



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

Josh Kaul
Attorney General

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

February 14, 2023

DELIVERED VIA EMAIL

Marlys Howe, Domestic Violence Unit Manager
Dane County District Attorney's Office
marlys.howe@da.wi.gov

Re: STOP VAWA/Dane County Regional Resource Prosecutor DOJ Grant Number
2020-VA-02B-17880


Dear Marlys Howe:

The Wisconsin Department of Justice, Office of Crime Victim Services (OCVS) has approved a grant award to Dane County in the amount of \$125,000.00 to support Dane County's Dane County Regional Resource Prosecutor. These funds are from the OCVS STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program available through the U.S. Department of Justice Office on Violence Against Women.

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

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

Sincerely,


Joshua L. Kaul
Attorney General

JLK:EJW:aku
Enclosures
cc: Joe Parisi



STATE OF WISCONSIN
DEPARTMENT OF JUSTICE

15047

Josh Kaul
Attorney General

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

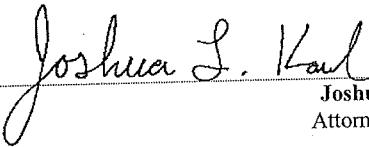
GRANT AWARD
STOP VIOLENCE AGAINST WOMEN FORMULA GRANT PROGRAM
Dane County Regional Resource Prosecutor
2020-VA-02B-17880

The Wisconsin Department of Justice (DOJ) hereby awards to **Dane County**, (hereinafter referred to as the **Subgrantee**), the amount of **\$125,000** for programs or projects pursuant to the federal Violence Against Women Act of 1994.

This grant may be used until **December 31, 2023** for the programs consistent with the budget in Attachment A, and subject to any limitations or conditions set forth in Attachment B, C, D, E, and F.

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

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


Joshua L. Kaul
Attorney General

01/18/2023
Date

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

SUBGRANTEE: **Dane County**

BY: _____

NAME: **Joe Parisi**

TITLE: **County Executive**

Date

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

**WISCONSIN DEPARTMENT OF JUSTICE
ATTACHMENT A**

Subgrantee: Dane County
 Project Title: Dane County Regional Resource Prosecutor CFDA #16.588
 Grant Period: From January 1, 2023 To December 31, 2023
 Unique Entity ID: M7DYJMKQ9MH7
 Grant Number: 2020-VA-02B-17880 Program Area: 2B
 Federal Award Identification Number (FAIN) and Federal Award Date: 2020-WF-AX-0026 - 10/01/2020
 Federal Awarding Agency: US Department of Justice Office on Violence Against Women

APPROVED STOP VIOLENCE AGAINST WOMEN PROGRAM BUDGET

	Federal & Match	
Personnel		\$127,000
Employee Benefits		\$35,000.00
Travel (Including Training)		\$5,000
Equipment		
Supplies & Operating Expenses		
Consultants		
Other		
FEDERAL TOTAL	\$125,000	
LOCAL CASH MATCH	\$42,000	
LOCAL IN-KIND MATCH		
TOTAL APPROVED BUDGET	\$167,000	\$167,000

See your Egrants Application for details

FUNDING SOURCE		PERCENTAGE DISTRIBUTION		
Federal Share	<u>\$125,000</u>	Law Enforcement		%
Local Share	<u>\$42,000</u>	Prosecution	<u>100</u>	%
	<u><i>Cash</i></u>	Victim Services		%
	<u><i>In-Kind</i></u>	Judicial		%
TOTAL APPROVED FUNDING	\$167,000	Total	100	%

**VIOLENCE AGAINST WOMEN ACT GRANT PROGRAM
ACKNOWLEDGEMENT NOTICE
ATTACHMENT B**

Subgrantee: Dane County Date January 2023
Project Title: Dane County Regional Resource Prosecutor Grant No. 2020-VA-02B-17880

The following reporting requirements apply to your grant award.

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

7/30/2023

1/30/2024 Final

NOTE:

Reports due in July include January - June program activity.

Reports due in January includes July- December program activity.

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

4/30/2023

7/30/2023

10/30/2023

1/30/2024 Final

NOTE:

Reports due in April include January, February, and March program activity.

Reports due in July include April, May, and June program activity.

Reports due in October include July, August, and September program activity.

Reports due in January include October, November, and December program activity.

ANNUAL PROGRESS REPORT (APR) All STOP Program subgrantees are required by the U.S. Department of Justice Office on Violence Against Women to submit an Annual Progress Report at the end of the calendar year. Subgrantees will receive the forms and instructions from the OCVS Grants Specialist, at the beginning of the next calendar year. More information can be found here: <https://www.vawamei.org/grant-program/stop-formula-grant-program/>

EEOP CERTIFICATION FORM The Office of Justice Programs requires all subgrantees to complete the EEOP Certification form and submit it to the Office for Civil Rights. A copy of the certification completed online must be submitted to OCVS.

In December 2016, the Office of Justice Programs and Office for Civil Rights launched an online Equal Employment Opportunity (EEO) Program Reporting Tool which allows for a streamlined submission process. The upgraded system enables subgrantees to create an account, then prepare and submit your EEO certification form and, if required, create and submit an EEO Utilization Report. Please complete your EEO certification form or, if required, submit an EEO Utilization Report through the EEO Program Reporting Tool: <https://ocr-eeop.ncjrs.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.

2/24/23
Date

Marlys K. Howe, Project Director
Marlys Howe

ATTACHMENT C

U.S. DEPARTMENT OF JUSTICE CERTIFIED STANDARD ASSURANCES

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

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

- (1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.
- (2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.
- (3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application—
 - a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
 - b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and
 - c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.
- (4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition—
 - a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
 - b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
 - c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
 - d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.
- (5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

- (6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).
- (7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.
- (8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance—
- a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
 - b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.
- (9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application—
- a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.
- (10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11) it will, to the extent practicable and consistent with applicable law—including, but not limited to, the Indian Self-Determination and Education Assistance Act—seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).
- (11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

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

SIGNING OFFICIAL INITIAL HERE: MKH

2021 FEDERAL OVW GENERAL TERMS AND CONDITIONS

As the recipient of the federal award, the Wisconsin Department of Justice must agree to all the 2021 United States Department of Justice Office on Violence Against Women (US DOJ OVW) Award Conditions, and therefore all subrecipient must agree as well. Please note that the Wisconsin Department of Justice Award Conditions and award contract will include additional requirements.

Please read the 2021 OVW Award Conditions and initial below. If you have questions about individual conditions, please contact WI DOJ OCVS.

1. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

By signing and accepting this award on behalf of the subrecipient, the authorized subrecipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subrecipient official, all assurances or certifications submitted by or on behalf of the subrecipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in the US Department of Justice Office on Violence Against Women ("US DOJ OVW") taking appropriate action with respect to the subrecipient and the award. Among other things, OVW may withhold award funds, disallow costs, or suspend or terminate the award. US DOJ, including US DOJ OVW, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729- 3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

2. Applicability of Part 200 Uniform Requirements and Compliance with US DOJ Grants Financial Guide

The subrecipient agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the US DOJ Grants Financial Guide as posted on the US DOJ OVW website, including any updated version that may be posted during the period of performance. The subrecipient also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.334, 200.337.

3. Requirement to report potentially duplicative funding

If the subrecipient currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether

funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify WI DOJ OCVS in writing of the potential duplication, and, if so requested by WI DOJ OCVS, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

4. Requirements related to System for Award Management and unique entity identifiers

The subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov>. This includes applicable requirements regarding registration with SAM, as well as maintaining current information in SAM.

The subrecipient also must comply with applicable restrictions on subawards (subgrants) to first-tier subrecipients (subgrantees), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier assigned by SAM.

The details of the subrecipient's obligations related to SAM and to unique entity identifiers are posted on the US DOJ OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers), and are incorporated by reference here.

5. Requirements to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any subrecipient at any tier) must have written procedures in place to respond in the event of an actual or imminent breach (as defined in OMB M-17-12) if it (or a subrecipient)-- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of personally identifiable information (PII) (as defined in 2 C.F.R. 200.1) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a Federal information system (as defined in OMB Circular A-130). The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to an WI DOJ OCVS Grant Manager and the Director of Grant Programs & Training no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

6. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and US DOJ OVW and WI DOJ authority to terminate award)

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients (subgrantees), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient. The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and US DOJ OVW and WI DOJ authority to terminate award)), and are incorporated by reference here.

7. Determinations of suitability to interact with participating minors

This condition applies to this award if it is indicated in the application for the award (as approved by WI DOJ OCVS) (or in the application for any subaward at any tier), the WI DOJ OCVS funding announcement (solicitation), or an associated federal statute that a purpose of some or all of the activities to be carried out under the award (whether by the recipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status or funding source. The details of this requirement are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions>, WI DOJ OCVS' website at

<https://www.doj.state.wi.us/sites/default/files/ocvs/OCVSGuidanceWorkWithMinorsUpdateJan2021.pdf> and at WCASA's website at <https://www.wcasa.org/resources/areas-of-interest/prevention/child-sexual-abuse-prevention/>. Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

8. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable laws, regulations, policies, and official US DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by US DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears on the US DOJ OVW website at <https://www.justice.gov/ovw/conference-planning>.

9. US DOJ OVW Training Guiding Principles

The subrecipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the US DOJ OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary>.

10. Effect of failure to address audit issues

The subrecipient understands and agrees that WI DOJ OCVS may withhold award funds, or may impose other related requirements, if (as determined by WI DOJ OCVS) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of WI DOJ awards.

11. Potential imposition of additional requirements

The subrecipient agrees to comply with any additional requirements that may be imposed by WI DOJ OCVS during the period of performance for this award, if the subrecipient is designated as "high-risk" by a federal awarding agency for purposes of the US DOJ high-risk grantee list.

12. Compliance with US DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 42

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

13. Compliance with US DOJ regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 38

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient (subgrantee) organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

14. Compliance with US DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

15. Restrictions on "lobbying" and policy development

In general, as a matter of federal law, federal funds may not be used by the recipient, or any subrecipient (subgrantee) at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. § 1913. The recipient, or any subrecipient (subgrantee) may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. § 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by US DOJ OVW from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the subrecipient is to contact WI DOJ OCVS for guidance, and may not proceed without the express prior written approval of WI DOJ OCVS.

16. Compliance with general appropriations-law restrictions on the use of federal funds for this fiscal year

The recipient, and any subrecipient (subgrantee) at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at <https://www.justice.gov/ovw/award-conditions> (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact WI DOJ OCVS for guidance, and may not proceed without the express prior written approval of WI DOJ OCVS.

17. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient and any subrecipients (subgrantees) must promptly refer to the US DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim 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.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by—

- (1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online");
- (2) mail directed to:

U.S. Department of Justice
Office of the Inspector General
Investigations Division
ATTN: Grantee Reporting

950 Pennsylvania Ave., NW,
Washington, DC 20530;

and/or

(3) by facsimile directed to the US DOJ OIG Fraud Detection Office (ATTN: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the US DOJ OIG website at <https://oig.justice.gov/hotline>.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient (subgrantee) under this award, or entity that receives a procurement 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 subrecipient—

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 federal 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 subrecipient does or is authorized under this award to make subawards (subgrants), procurement contracts, or both—

a. it represents that—

(1) it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward (subgrant), procurement contract, or subcontract under a procurement contract) 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 described above; and

(2) 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 federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

19. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal

grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient is to contact WI DOJ OCVS for guidance.

20. Encouragement of policies to ban text messaging while driving

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

21. Requirement to disclose whether recipient is designated high risk by a federal grant-making agency outside of US DOJ

If the subrecipient is designated high risk by a federal grant-making agency outside of US DOJ, currently or at any time during the course of the period of performance under this award, the subrecipient must disclose that fact and certain related information to US DOJ OVW by email to OVW.GFMD@usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subrecipient's past performance, or other programmatic or financial concerns with the subrecipient. The subrecipient's disclosure must include the following: (1) the federal awarding agency that currently designates the subrecipient high risk; (2) the date the subrecipient was designated high risk; (3) the high-risk point of contact at that federal awarding agency (name, phone number, and email address); and (4) the reasons for the high-risk status, as set out by the federal awarding agency.

22. Availability of general terms and conditions on US DOJ OVW website

The subrecipient agrees to follow the applicable set of general terms and conditions that are available at <https://www.justice.gov/ovw/award-conditions>. These do not supersede any specific conditions in this award document.

23. Compliance with statutory and regulatory requirements

The subrecipient agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

24. Compliance with solicitation requirements

The subrecipient agrees that it must be in compliance with requirements outlined in the solicitation under which the approved application was submitted, the applicable Solicitation Companion Guide, and any program-specific frequently asked questions (FAQs) on the US DOJ OVW website (<https://www.justice.gov/ovw/resources-and-faqs-grantees>). The program solicitation, Companion Guide, and any program specific FAQs are hereby incorporated by reference into this award.

25. VAWA 2013 nondiscrimination condition

The subrecipient acknowledges that 34 U.S.C. 12291(b)(13) prohibits subrecipients of US DOJ OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by US DOJ OVW. Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The subrecipient agrees that it will comply with this provision. The subrecipient also agrees to ensure that any subrecipients (subgrantees) at any tier will comply with this provision.

26. Misuse of award funds

The subrecipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

27. Limitation on use of funds to approved activities

The subrecipient agrees that grant funds will be used only for the purposes described in the subrecipient's application, unless WI DOJ determines that any of these activities are out of scope or unallowable. The subrecipient must not undertake any work or activities that are not described in the subrecipient's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, via Grant Adjustment Notice (GAN), from WI DOJ.

28. Non-Supplantation

The subrecipient agrees that grant funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant.

29. Confidentiality and information sharing

The subrecipient agrees to comply with the provisions of 34 U.S.C. 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The subrecipient also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. 12291(b)(2))" on the US DOJ OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>. The subrecipient also agrees to ensure that all subrecipients (subgrantees) at any tier meet these requirements.

30. Activities that compromise victim safety and recovery and undermine offender accountability

The subrecipient agrees that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving US DOJ OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

31. Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence

The recipient, and any subrecipient at any tier, must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the US DOJ OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

32. Termination or suspension for cause

WI DOJ upon a finding that there (1) has been substantial failure by the subrecipient to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, (2) has been failure by the subrecipient to make satisfactory progress toward the goals, objectives, or strategies set forth in the application, or (3) have been project changes proposed or implemented by the subrecipient to the extent that, if originally submitted, the application would not have been selected for funding, will terminate or suspend until WI DOJ is satisfied that there is no longer such failure or changes, all or part of the award, in accordance with the provisions of 28 C.F.R. Part 18, as applicable mutatis mutandis. The federal regulation providing uniform rules for termination of grants and cooperative agreements is 2 C.F.R. 200.340.

33. Semiannual and final performance progress report submission (All OVW awards except state formula programs)

The subrecipient agrees to submit semiannual performance progress reports that describe activities conducted during the reporting period, including program effectiveness measures. Reports must be submitted throughout the project period, even if no funds were spent and no activities were conducted in a given reporting period. Delinquent reports may affect future discretionary award decisions and may lead to suspension and/or termination of the award.

The information that must be collected and reported to WI DOJ OCVS can be found in the reporting form associated with the grant program or initiative under which this award was made. Performance progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 - June 30 and July 1 - December 31. Subrecipients are required to submit their reports through Egrants, unless and until OCVS issues updated instructions for report submission. The final report is due 30 days after the end of the project period and should be marked "final" in the Report Type field.

35. Program income

Program income, as defined by 2 C.F.R. 200.1, means gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. Without prior approval from WI DOJ OCVS, program income must be deducted from total allowable costs to determine the net allowable costs. In order to add program income to the OVW award, the subrecipient must seek approval from its program manager via a budget modification Grant Award Modification (GAM) prior to generating any program income. Any program income added to the federal award must be used to support activities that were approved in the budget and follow the conditions of the OVW award. Any program income approved via budget modification GAM must be reported in the subrecipient's quarterly Federal Financial Report SF-425 in accordance with the addition alternative. If the program income amount changes (increases or decreases) during the project period, it must be approved via a budget modification GAM by the end of the project period. If the budget modification is not submitted and approved, it could result in audit findings for the subrecipient.

37. Publication disclaimer

The subrecipient agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from award activities shall contain the following statement: "This project was supported by Grant No.

_____ awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the U.S. Department of Justice or Wisconsin Department of Justice." The subrecipient also agrees to ensure that any subrecipient at any tier will comply with this condition.

38. Copyrighted works

Pursuant to 2 C.F.R. 200.315(b), the subrecipient may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. US DOJ OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

US DOJ OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a subrecipient (subgrantee) of this award, for federal purposes, and to authorize others to do so.

In addition, the recipient (or subrecipient, contractor, or subcontractor of this award at any tier) must obtain advance written approval from the US DOJ OVW program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the recipient (and of each subrecipient, contractor, or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

39. Consultant compensation rates

The subrecipient acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day. To exceed this specified maximum rate, subrecipients must submit to OVW a detailed justification and have such justification approved by WI DOJ OCVS, prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day rate.

40. Required SAM and FAPIIS reporting (Cumulative amount under award number exceeds \$500,000)

The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OVW award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, subrecipients of OVW awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of subrecipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to FAPIIS within SAM are posted on the OVW web site at: <https://www.justice.gov/ovw/file/870606/download> (Award Condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

INITIAL HERE: MKA

ATTACHMENT D

**WISCONSIN DEPARTMENT OF JUSTICE
AWARD CONDITIONS**

Dane County
Dane County Regional Resource Prosecutor
2020-VA-02B-17880

WI DOJ AWARD CONDITIONS

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

Allowable Expenses/Activities

- The Subgrantee shall make expenditures with project funds (federal funds and local match) only for items contained in the approved project budget.
- All legal services provided under this subgrant shall be consistent with federal rules and state guidelines.
- Federal Violence Against Women Act funds may not be used for fund raising activities.
- All out of state training must be pre-approved by OCVS before making travel arrangements. This subgrant award agreement does not constitute pre-approval.
- Subgrantees should refer to the U.S. Department of Justice financial guide (<https://ojp.gov/financialguide/DOJ/>) and the STOP Frequently Asked Questions (https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide_2_2022.pdf) for further guidance. Subgrantees must comply with all provisions found in these documents.

Reimbursements

- Grant funds will be disbursed on a **reimbursement** basis either monthly or quarterly upon submission of a fiscal report in Egrants. All reimbursements are based on actual, allowable, paid expenditures. Subgrantee is responsible for maintaining accurate accounting records that support expenditures for this grant project.
- Reimbursement for travel will be limited in accordance with state rates.
 - In-State Travel: a maximum 51¢ per mile, \$90.00/night for lodging (\$95.00 for lodging in Milwaukee, Racine, and Waukesha Counties), and \$41.00/day for meals (\$9 breakfast, \$11 lunch, \$21 dinner).
 - Out-of-State Travel: The in-state maximum reimbursement rate per night shall also apply to out-of-state travel, except for lodging in higher cost cities as determined by DPM. Section F – 5.02 F-16 For lodging maximums in higher cost cities, refer to the most recent issue of the DPM Bulletin entitled “Maximum Reimbursement for Lodging in High-Cost Out-of-State Cities.” see [https://dpm.wi.gov/Bulletins/DPM-0554-CC TSA.pdf](https://dpm.wi.gov/Bulletins/DPM-0554-CC_TSA.pdf) maximum of \$50.00/day for meals (\$10 breakfast, \$15 lunch, \$25 dinner).
- Reimbursement payments will be held for late program reports.
- **Please note that requests for reimbursements may take 6 to 8 weeks for processing and payment.** Agencies can help OCVS expedite the process by submitting fiscal reports by the deadline and ensuring that all calculations are correct and sufficient explanation of expenses is provided.

Modifications

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

Match

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

Records Management

- If the grant award budget contains wages, the subgrantee's records must be maintained in a form that, at any time, an auditor or DOJ representative would be able to identify the use of the Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked, and amount of time dedicated to the grant project.
- The agency accounting system and financial records will accurately account for funds awarded to them. Accounting systems must ensure that federal award funds are not commingled with funds from other sources. Funds specifically budgeted or received for one project may not be used to support another (including provided match).

Contractual/Consultants

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

General

- All subrecipients will be required to send the Project Director and Financial Officer identified on the grant to any trainings as identified by OCVS.

- It is a federal requirement that the subrecipient permit the pass-through entity (Wisconsin Department of Justice) and auditors to have access to the subrecipient's records and financial statements as necessary for the pass-through entity to meet the requirements of 2 C.F.R. §200.
- All subgrantees must maintain registration on the System for Award Management (SAM).
- To be allowable under a grant program, costs must be paid or obligated for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
- All program income generated as a direct result of this award shall be deemed program income and reported quarterly to DOJ on the Program Income/Expenditure Report form. Program income must be used for the purposes and under the conditions applicable to the award and must be expended during the grant period. Program income includes, but is not limited to, collection of registration fees, tuition fees, interest earned and royalties.
- **Emergency Victim Assistance Funds**
If applicable, the grant recipient shall establish and submit to OCVS within 30 days of the award date, or modification award date, written policies specifying the criteria and operation of its emergency financial assistance fund. These policies shall include:
 - The types of expenses for which emergency funds may be used;
 - Costs covered by this fund shall not supplant funds or services otherwise generally available from other community resources or for which a charge is not normally imposed;
 - Fiscal and program procedures, controls and reports. It must be verified that the expenses are a direct result of the crime. The subgrantee shall retain all source documents relating to fund disbursements;
 - Specific information regarding individual recipients, the type of crime, the need for and use of such emergency financial assistance.
- **Property and/or Equipment Inventory Report**
OCVS will reimburse the grant recipient for the cost of approved Equipment and/or Property in the same manner as other expenditures. The following information must be submitted in Egrants to OCVS in an Inventory Report at the same time the reimbursement is requested in the Fiscal Report:
 - The date and the actual cost of the acquisition
 - The name of the title holder
 - A serial number or other unique identification numbers
 - The address where each item will be located
 - Any minor changes from the information contained in the original request. (Any significant or major deviations (e.g. item cost, use, etc.) from the information originally provided require advance approval from OCVS)

SPECIAL CONDITIONS REQUIRING A SPECIFIC RESPONSE:

- **All OCVS grant funded personnel must take the Introductory Training for Victim Services Providers** (regarding OCVS services including: Crime Victim Compensation, Victim Rights and the Victim Resource Center, SAFE Fund, and Safe at Home) every three years. OCVS will provide details for OCVS' upcoming trainings as available. Recorded training materials can be found here: <https://www.doj.state.wi.us/ocvs/training-opportunities-professionals/training-materials>. Safe at Home information can be found here: <https://www.doj.state.wi.us/ocvs/training-opportunities-professionals/training-materials>.

ATTACHMENT E

Civil Rights/Nondiscrimination Provisions

1. **Subrecipient will comply** (and will require any subgrantees or contractors to comply) **with any applicable statutorily-imposed nondiscrimination requirements**, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. §10228); the Victims of Crime Act (34 U.S.C. § 20110(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); 28 C.F.R. pt. 31 (U.S. Department of Justice Regulations –OJJDP Grant Programs); 28 C.F.R. pt. 42 (U.S. Department of Justice Regulations – Nondiscrimination; Equal Employment Opportunity; Policies and Procedures); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (Partnerships with Faith-Based and Other Neighborhood Organizations).
2. **In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing** on the grounds of race, color, religion, national origin, or sex against a subrecipient of funds, the subrecipient will forward a copy of the findings to the Wisconsin Department of Justice (DOJ).
3. **Subrecipient will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs and the DOJ, and if required, an EEOP Utilization Report**; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the DOJ that it has a current EEOP on file, if required to maintain one. For grantee agencies receiving less than \$25,000, or grantee agencies with less than 50 employees, regardless of the amount of the award, no EEOP is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.
4. **The subrecipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan** (if subrecipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the subrecipient is in compliance.
5. As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and Title VI of the Civil Rights Act of 1964, subrecipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Subrecipient is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its programs and activities. Additional assistance and information regarding your LEP obligations can be found at <http://www.lep.gov>.
6. **In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals** for taking action or participating in action to secure rights protected by these laws.

CERTIFICATION

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

Joe Parisi, County Executive

Date

ATTACHMENT F

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

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

1. LOBBYING

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

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

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

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

- A. The applicant certifies that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing

to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

- (d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

3. FEDERAL TAXES

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

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

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

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

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

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

CERTIFICATION

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

Joe Parisi, County Executive

Date