

# Contract Cover Sheet

BAF 16021 Res 414

Note: Shaded areas are for County Executive review.

Department: HUMAN SERVICES	Contract/Addendum #: 12669															
1. This contract, grant or addendum: <input type="checkbox"/> AWARDS <input checked="" type="checkbox"/> ACCEPTS	<table style="margin-left: auto; margin-right: auto;"> <tr> <td></td> <td style="text-align: center;">Contract</td> <td style="text-align: center;">Addendum</td> </tr> <tr> <td>POS</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Grant</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Lease</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Contract	Addendum	POS	<input type="checkbox"/>	<input type="checkbox"/>	Grant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lease	<input type="checkbox"/>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<input type="checkbox"/>
		Contract	Addendum													
POS		<input type="checkbox"/>	<input type="checkbox"/>													
Grant		<input checked="" type="checkbox"/>	<input type="checkbox"/>													
Lease	<input type="checkbox"/>	<input type="checkbox"/>														
Other	<input type="checkbox"/>	<input type="checkbox"/>														
2. This contract is discretionary <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No																
3. Term of Contract or Addendum: CY 2016																
4. Amount of Contract or Addendum: \$50,000 + \$5,555 match																
5. Purpose: NA - Not required when Human Services signs.																
6. Vendor or Funding Source: State of WI - Dept of Justice Vendor #: 2155																
7. If grant: Funds Positions? <input type="checkbox"/> Yes <input type="checkbox"/> No Will require on-going or matching funds? <input type="checkbox"/> Yes <input type="checkbox"/> No																
8. Are funds included in the budget? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. Please give account codes and related \$ amounts. Code: _____ \$ _____; Code: _____ \$ _____																
9. Is a resolution needed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, has a resolution been prepared/submitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please attach a copy of the Resolution <span style="float: right;">Res 414</span>																
10. Does Domestic Partner Equal Benefits requirement apply? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
11. Director's Approval:																

	a. Dane County Res. #	Approvals	Initials	Date
Human Services Only	b. HSD Res. ID#	g. Accountant		12-23-15
	c. Program Manager Name	h. Supervisor		12/28/15
	d. Current Contract Amount	i. To Provider		-
	e. Adjustment Amount	j. From Provider		-
	f. Revised Contract Amount	k. Corporation Counsel		12-30-15

Contract Review/Approvals				Vendor
Initials	Ftnt	Date In	Date Out	Vendor Name
Received		1-7-16		Contact Person
Controller			1/8/16	
NA Corporation Counsel	See "k" above			Phone No.
Risk Management		1/8/16	1/11/16	
ADA Coordinator			1/8/16	E-mail Address
Purchasing Agent				
County Executive				

**Footnotes:**

1. \_\_\_\_\_

<b>Return to:</b> Name/Title: Spring Larson, CCA Phone: (608) 242-6391 E-mail Address: Larson.spring@countyofdane.com	Dept.: Human Services Mail Address: 1202 Northport Drive
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**Certification**

The attached contract: [check as many as apply]

- conforms to Dane County's standard Purchase of Services Agreement form in all respects
- conforms to Dane County's standard Purchase of Services Agreement form with modifications and is accompanied by a revision copy<sup>1</sup>
- is a non-standard contract which has been reviewed or developed by corporation counsel and which has not been changed since that review/development
- is a non-standard contract previously review or developed by corporation counsel which has been changed since that review/development; it is accompanied by a revision copy<sup>1</sup>
- is a non-standard contract not previously reviewed by corporation counsel; it is accompanied by a revision copy
- contains non-standard/indemnification language which has been reviewed or developed by risk management and which has not been changed since that review/development
- contains non-standard insurance/indemnification language which has been changed since review/development or which has not been previously seen by risk management; it is accompanied by a revision copy
- contains non-standard affirmative action/equal opportunity language which has been reviewed or developed by contract compliance and which has not been changed since that review/development
- contains non-standard affirmative action/equal opportunity language which has been changed since the earlier review/development by contract compliance or which has not been previously seen by contract compliance; it is accompanied by a revision copy<sup>1</sup>

Date: 1-4-16

Signed: *Lynn Green*

Telephone Number 242-6469

Print Name: Lynn Green

**Major Contracts Review (DCO Sect. 25.20)** This review applies only to contracts which both exceed \$100,000 in disbursements or receipts and which require county board review and approval.

**Executive Summary** (attach additional pages, if needed).

1. Department Head  Contract is in the best interest of the County.  
Describe any deviations from the standard contracting process and any changes to the standard Purchase of Services Form Agreement.

Date: 1-4-16

Signature: *Lynn Green*

2. Director of Administration  Contract is in the best interest of the County.  
Comments:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

3. Corporation Counsel  Contract is in the best interest of the County.  
Comments:

Date: 12/30/2015

Signature: *Maria Keyria*

<sup>1</sup> A revision copy is a copy of the contract which shows the changes from the standard contract or previously revised/developed contract by means of overstrikes (indicating deletions from the standard language) and underlining (showing additions to the standard language).



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

12669

BRAD D. SCHIMEL  
ATTORNEY GENERAL

Andrew C. Cook  
Deputy Attorney General



114 East, State Capitol  
P.O. Box 7857  
Madison, WI 53707-7857  
608/266-1221  
TTY 1-800-947-3529

**JUVENILE ACCOUNTABILITY BLOCK GRANT AWARD**  
**Restorative Justice Initiative**  
**2012/2013-JB-11X/11-11718**

The Wisconsin Department of Justice (DOJ), hereby awards to **Dane County**, (hereinafter referred to as the **Grantee**), the amount of **\$55,555** for programs or projects pursuant to the federal Juvenile Accountability Block Grant of 1997.

This grant may be used until **December 31, 2016** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

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

*This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and/or B) when the Grantee signs and returns one copy of this grant award to the Wisconsin Department of Justice.*

BY: \_\_\_\_\_

**BRAD D. SCHIMEL**  
Attorney General

Wisconsin Department of Justice

12/18/2015

Date

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

GRANTEE: **Dane County**

BY: \_\_\_\_\_

NAME: **Joseph Parisi**

TITLE: **County Executive**

\_\_\_\_\_  
Date

**DEPARTMENT OF JUSTICE  
ATTACHMENT A**

Grantee: **Dane County**

Project Title: **Restorative Justice Initiative** CFDA #16.523

Grant Period: From **January 1, 2016** To **December 31, 2016**

Grant Number: **2012/2013-JB-11X/11-11718** Purpose Area: **11**

**APPROVED JUVENILE ACCOUNTABILITY BLOCK GRANT (JABG) BUDGET**

Personnel		
Employee Benefits		
Travel (Including Training)		
Equipment		
Supplies & Operating Expenses		
Consultants/Contractual		\$55,555
<b>FEDERAL TOTAL</b>	<b>\$50,000</b>	
<b>LOCAL CASH MATCH</b>	<b>\$5,555</b>	
<b>TOTAL APPROVED BUDGET</b>	<b>\$55,555</b>	<b>\$55,555</b>

FUNDING SOURCE		PROGRAM PURPOSE AREAS			
		1.	Graduated Sanctions	10.	Information Sharing
Federal Share	\$ <b>50,000</b>	2.	Corrections/detention facilities	11.	Accountability <b>X</b>
Local Share	\$ <b>5,555</b>	3.	Court Staffing/Pretrial Servcs	12.	Risk and Needs Assessment
<b>Total Approved Funding Source</b>	<b>\$ <u>55,555</u></b>	4.	Prosecutors(staffing)	13.	School Safety
		5.	Prosecutors(funding)	14.	Restorative Justice
		6.	Training for law enforcement and court personnel	15.	Juvenile Courts and Probation
		7.	Juvenile Gun Courts	16.	Detention/Corrections Personnel
		8.	Juvenile Drug Courts	17.	Re-entry
		9.	Juvenile Records System		

**Award Conditions**

1. The 1997 JABG Act provides that Federal funds may not exceed 90 percent of total program costs, including any funds set aside for program administration. If funds are provided for construction under Purpose Area 1, the unit of local government must provide at least 50 percent of the total cost of the construction.
2. Funds required to pay the non-Federal portion of the cost of each program or project must be in addition to funds that would otherwise be made available for the program or project.
3. JABG funds cannot be used to supplant local funds. They must increase the amount of funds that would otherwise be available from local resources.
4. To be allowable under a grant program, costs must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 60 days of the grant period ending date.
5. Budget changes in excess of 10% of the approved line item amount and **any** increases for personnel compensation not included in the approved budget require prior approval from DOJ. **All changes to the contractual category require prior DOJ approval.**
6. Failure to submit an acceptable Equal Employment Opportunity Plan (if required under 28.CFR42.302) that is approved by the Federal Office of Civil Rights, is a violation of DOJ's Certified Assurances and may result grant termination.
7. Grant funds will be disbursed on a reimbursement basis either monthly or quarterly.

**Special Conditions**

Funds in the amount of \$4,882 and match funding of \$543 have to be spent by June 30, 2016.

**JUVENILE ACCOUNTABILITY BLOCK GRANT  
AWARD GENERAL CONDITIONS  
ATTACHMENT B**

1. The Grantee agrees by acceptance of this grant award that:
  - It will comply with the requirements of the federal Juvenile Justice and Delinquency Prevention Act (JJDP).
  - DOJ may access any files necessary to determine if the grantee is in compliance with the JJDP.
  - Receipt of funds under this award is contingent upon grantee providing Office of Juvenile Justice and Delinquency Prevention (OJJDP)-mandated Relative Rate Index (RRI) data to DOJ upon request.
  - If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any given time, an auditor or DOJ representative would be able to identify the use of 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.
  - Reimbursement for mileage from the grant will be limited to a maximum of \$.51 per mile.
  - All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.
  - Accounting records for local "cash" match contributions reported to DOJ which exceed the required match will be maintained in the same manner as the federal and required matching shares.
  - The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as Background Check fees, etc.
  - All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
  - Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice (DOJ) grants, has other grants compliance issues that would make the applicant agency ineligible to receive DOJ funding, and/or is not cooperating with an ongoing DOJ grant review or audit.
  - A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
  - **All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of Grant Award Documents.**

**JUVENILE ACCOUNTABILITY BLOCK GRANT PROGRAM  
ACKNOWLEDGEMENT NOTICE**

Grantee: Dane County Date December 2015  
Project Title: Restorative Justice Initiative Grant No. 2012/2013-JB-11X/11-11718

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

**PROGRESS REPORTS** must be submitted on a scheduled basis through E-grants and are due to DOJ on:

<u>4/12/2016</u>	<u>7/12/2016</u>	<u>10/12/2016</u>	<u>1/30/2017 FINAL</u>
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Reports due 4/12 includes 1<sup>st</sup> Quarter January, February and March program activity.  
Reports due 7/12 includes 1<sup>st</sup> & 2<sup>nd</sup> Quarters January thru June program activity.  
Reports due 10/12 includes 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Quarters January thru September program activity.  
Final Report due 1/30 includes the entire Grant Period January 1, 2016 thru December 31, 2016.

**FINANCIAL REPORTS** serve two functions: to report fiscal status and to request funds. The Financial Report (G2) form can be found on the DOJ website: <http://www.doj.state.wi.us/>, scroll to the bottom of the website, under Resources, (in blue) and click on Grants. Reports may be submitted monthly but, at a minimum, are due to DOJ on:

<u>4/12/2016</u>	<u>7/12/2016</u>	<u>10/12/2016</u>	<u>1/30/2017 FINAL</u>
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: Reports due 04/12 includes January, February and March program activity.  
Reports due 07/12 includes April, May and June program activity.  
Reports due 10/12 includes July, August and September program activity.  
Reports due 01/12 includes October, November and December program activity.

Complete and return a W-9 Taxpayer Identification Number Verification Form, enclosed.

OTHER: Complete and return Certified Assurances and Lobbying/Debarment Forms, enclosed.

**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.

12/22/15  
Date

Andre Johnson \_\_\_\_\_, Project Director

**SIGN AND MAIL THESE FORMS**  
**CERTIFIED ASSURANCES - JABG**

**Federal Assurances:**

Should this application be approved, the Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. Recipient possesses legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. 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.
3. Will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. Will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. Will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. If a governmental entity:
  - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), 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. §§ 1501-08 and §§ 7324-28, 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.

**Federal Award Conditions:**

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient 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 recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide Chapter 19
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the, enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant

funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by

e-mail: [oig.hotlineusdoj.gov](mailto:oig.hotlineusdoj.gov)

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at [www.usdoj.gov/oig](http://www.usdoj.gov/oig)

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

7. The recipient agrees to monitor all subawards for performance and fiscal integrity, including cash match. In addition, the recipient will monitor all subrecipients to assure that required audits are performed.

8. The recipient agrees to comply with all Juvenile Accountability Block Grants (JABG) program requirements as outlined in the JABG Program Guidance Manual; Version 3.0 (September 2000) or future JABG Program Guidance Manuals, and JABG program regulations (28 C.F.R. Part 31).

9. Grantee agrees to comply with the requirements of 28 C.F.R Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

10. Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection use and revelation of data or information. Grantee further agrees as a condition of grant approval to submit Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and in particular section 22.23.

**Civil Rights/Nondiscrimination Provisions:**

1. Recipient will comply (and will require any subgrantees or contractors to comply) with any applicable federal nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(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); Ex. Order 13279 (equal protection of the laws for faith-based and community organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations – Equal Treatment for Faith-Based 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 recipient of funds, the recipient will forward a copy of the findings to the Department of Justice Assistance (DOJ).

3. Recipient will provide an Equal Employment Opportunity Plan (EEO) to the Office for Civil Rights, Office of Justice Programs and the DOJ, if required to submit one; otherwise, it will provide a certification to the Office for Civil Rights, Office of Justice Programs and the DOJ that it has a current EEO 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 EEO is required. Information about civil rights obligations of grantees can be found at <http://www.ojp.usdoj.gov/ocr/>.

4. Recipient will designate a civil rights contact person who has lead responsibility in insuring that all applicable civil rights requirements, assurances, and conditions are met and who shall act as a liaison in all civil rights matters with the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs and the Office for Civil Rights, Office of Justice Programs.

5. Recipient will inform the public and subgrantees of affected persons' rights to file a complaint of discrimination with the Office for Civil Rights, Office of Justice Programs for investigation.



6. 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, recipient must take reasonable steps to ensure that LEP persons have meaningful access to its programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Recipient 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>.

7. 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.

**Award Conditions:**

1. Federal grant funds made available under the JJDPA will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for juvenile justice activities.
2. Matching funds required to pay the non-Federal portion of the cost of each program/project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for delinquency prevention by the recipient of grant funds and shall be provided for on a project-by-project basis.
3. Recipient shall maintain data, information, and submit reports, in specified form, at specified times, and that such reports contain specified information as DOJ may require.
4. Recipient will keep all fund accounting, auditing, monitoring, and program monitoring and evaluation procedures as may be necessary to keep such records as DOJ shall prescribe will be provided to assure fiscal control, proper management, and efficient disbursement of funds received under the JJDPA. Quarterly progress reports and financial reports will be submitted to DOJ in accordance with requirements specified by DOJ.
5. The fiscal accountability of the juvenile justice funds (including program income) will be managed and accounted for by its Chief Comptroller. This individual must have the authority to ensure compliance with DOJ's documentation, record keeping, accounting, and reporting guidelines.
6. Any publication (written, visual, or sound, but excluding press releases, newsletters, and issue analyses) issued by the recipient describing programs funded in whole or in part with Federal funds, shall contain the following statement: "This project was supported by Grant # \_\_\_\_, awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. The Assistant Attorney General, Office of Justice Programs, coordinates the activities of the following program offices and bureaus: Bureau of Justice Assistance, Bureau of Justice Statistics, National Institute of Justice, Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." One copy of any such publication will be submitted to DOJ twenty (20) days prior to public release.
7. Recipient fully understands DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (Special/General Conditions and General Operating Policies) or that fails to comply with the terms and conditions of its grant award.

**CERTIFICATION**

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

*Sybil Sheen*  
Signature of Authorized Agency Representative (e.g. CEO, HS Director)

1-4-16  
Date

Lynn Green  
Typed Name/Title

(608) 242-6469  
Telephone Number

**Local Government Concurrence:** The chief executive of the designated unit of local government concurs that the attached project application is of direct benefit to the community represented and authorizes the Department of Justice to extend assistance to the project applicant from Federal assistance funds that are available to units of general local government in Wisconsin.

\_\_\_\_\_  
Signature of Chief Executive (e.g. Co. Board Chair, Co. Executive, Mayor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name/Title

\_\_\_\_\_  
Telephone Number

## **SIGN AND MAIL THIS FORM**

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

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

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. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non procurement) 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 sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

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

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

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) 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 (1)(b) of this certification; and (d) 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; and

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

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

A. 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, 633 Indiana Avenue, 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).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check  if there are workplaces on file that are not identified here.

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Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

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Check  if the State has elected to complete OJP Form 4061/7.

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#### **DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)**

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

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

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

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## Conflicts of Interest Requirements

Personnel and other officials connected with agency-funded programs shall adhere to the following requirements:

No official or employee of a state or local unit of government or a non-governmental recipient/ subrecipient shall *participate personally in any activity* in any proceeding, application, request for a ruling or other determination, contract, award, cooperative agreement, claim, controversy, or other particular matter in which award funds (including program income or other funds generated by Federally-funded activities) are used, where to his/her knowledge, he/she or his/her immediate family, partners, organization other than a public agency in which he/she or *other closely connected persons* has a financial interest or less than an arms-length transaction.

“Participate personally in any activity” as referred to above includes: Rendering decisions, approval, disapproval, recommendations, or advise; conducting investigations or otherwise.

“Other closely connected persons” as referred to above includes: Immediate family members; partners; organization other than a public agency in which he/she is serving as an officer, director, trustee, partner or employee; or any person or organization with whom he/she is negotiating or has any arrangement concerning prospective employment.

In the use of agency project funds, officials or employees of state or local units of government and non-governmental recipients/subrecipients shall avoid any action which might result in, or create the appearance of:

- (1) Using his/her official position for private gain;
- (2) Giving preferential treatment to any person;
- (3) Losing complete independence or impartiality;
- (4) Making an official decision outside official channels; or
- (5) Adversely affecting the public confidence in the integrity of the government or program.

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### Certification

As the duly authorized representative of the applicant (**highest elected official**), I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address: Dane County, 1202 Northport Dr. Madison, WI 53784  
Restorative Justice Initiative 39-600005684

2. Application Number and/or Project Name \_\_\_\_\_ 3. Grantee IRS/Vendor Number \_\_\_\_\_

4. Signature of Chief Executive (e.g. CEO, Co. Board Chair, Co. Executive, Mayor) \_\_\_\_\_

5. Typed Name/Title \_\_\_\_\_

6. Date \_\_\_\_\_