

Dane County Contract Cover Sheet

Revised 07/2023

Res 201

BAF # _____
 Acct: _____
 Mgr: _____
 Budget Y/N: _____

Dept./Division	Land Information Office		
Vendor Name	WISCONSIN DEPARTMENT OF MILITARY AFFAIRS	MUNIS #	1692
Brief Contract Title/Description	Dane County was awarded a NG9-1-1 GIS Grant Program award to help fund improvements of GIS data necessary for the NG9-1-1 system.		
Contract Term	12/1/2024 to 6/1/2026		
Contract Amount	\$ 81,747.50		

Contract # Admin will assign	15639
Type of Contract	
<input checked="" 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	Frederic lausly	Name	Grant Grywalsky
Phone #	608-266-4398	Phone #	608-471-2155
Email	lausly.Frederic@danecounty.gov	Email	Grant.Grywalsky@widma.gov
Purchasing Officer	Megan Rogan		

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: LIO	Obj: TBD	Proj:	\$ 81,747.50
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input checked="" 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	<input checked="" type="checkbox"/> Contract does not exceed \$100,000	Res #	201
	<input type="checkbox"/> Contract exceeds \$100,000 – 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 type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input checked="" type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Mueller, John	Digitally signed by Mueller, John Date: 2024.11.13 11:14:28 -06'00'

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

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 11/13/24	Date Out: _____	<input checked="" type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Wednesday, November 13, 2024 10:47 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Cotillier, Joshua
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #15639
Attachments: 15639.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 11/13/2024 1:19 PM	Approve: 11/13/2024 1:19 PM
	Rogan, Megan	Read: 11/13/2024 12:16 PM	Approve: 11/13/2024 4:01 PM
	Gault, David	Read: 11/13/2024 12:37 PM	Approve: 11/13/2024 12:40 PM
	Cotillier, Joshua		Approve: 11/14/2024 10:46 AM
	Stavn, Stephanie	Read: 11/13/2024 12:34 PM	
	Oby, Joe		

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

Contract #15639
Department: Land Information Office
Vendor: WI Dept of Military Affairs
Contract Description: Accept NG9-1-1 GIS Grant to help fund improvements of GIS data (Res 201)
Contract Term: 12/1/24 – 6/1/26
Contract Amount: \$81,747.50

Thanks much,
Michelle

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 am currently working a modified schedule. I work in office Mondays and Wednesdays and work remotely Tuesday, Thursdays and Fridays.

1
2
3 **2024 RES-201**

4 **AUTHORIZING ACCEPTANCE OF WISCONSIN DEPARTMENT OF MILITARY**
5 **AFFAIRS, OFFICE OF EMERGENCY COMMUNICATIONS,**
6 **NEXTGEN9-1-1 GIS GRANT PROGRAM AWARD**

7 Dane County has implemented Next Generation 911 (NG9-1-1), as part of the
8 statewide system for the public safety call routing. NG9-1-1 relies on Geographic
9 Information System (GIS) data, developed at the county level, to validate a call to
10 an address and hand off the call to the appropriate 911 Public Safety
11 Communications Center. NG9-1-1 provides enhanced location information when
12 someone calls 911, resulting in a more effective response. The system is
13 dependent on accurate GIS data coming from the county for accurate address
14 and routing data. The Department of Military Affairs (DMA), Office of Emergency
15 Communications (OEC), NG9-1-1 GIS Grant Program, provides grants to Land
16 Information Offices (LIO) related to the GIS data creation, preparation, and
17 training for NG9-1-1 implementation, as authorized by Wis Stats. 256.35(3s)(br).
18 The Dane County Land Information Office (LIO) has been awarded a NG9-1-1
19 GIS Grant.

20
21 NOW, THEREFORE, BE IT RESOLVED that the Land Information Office is
22 hereby authorized to accept the \$81,747.50 from DMA-OEC and execute the
23 agreement, approved for the period through June 1, 2026:

24
25 BE IT FURTHER RESOLVED that a revenue line NG911 GIS GRANT be
26 established for the LIO budget with a budget amount of \$81,747.50 and that the
27 following expenditure accounts be adjusted:

28
29

Hardware & Software Maintenance (LIO 31132)	\$ 700.00
Consulting (LIO 30662)	\$48,200.00
Fly Dane Digital Terrain & Orthoimagery (57472)	\$32,847.50

30
31
32

33 BE IT FURTHER RESOLVED that this is a multi-year project and that any
34 unexpended or unrealized funds be carried forward to subsequent budget years
35 through 2026:

36
37 BE IT FINALLY RESOLVED that the County Executive and County Clerk are
38 authorized to sign the NextGen9-1-1 GIS Grant Award contract.



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

October 28, 2024

Dane County
Melissa Agard, Dane County Executive
210 Martin Luther King Jr Blvd, Room 339, Madison, WI 53703

RE: **NextGen9-1-1 GIS Grant Program**

Dear Melissa Agard,

The Wisconsin Department of Military Affairs/Office of Emergency Communications (DMA/OEC) is pleased to award **Dane County** state funding through the NG9-1-1 GIS Grant Program to provide funding to county land information offices for data creation, preparation, and remediation activities necessary for enabling Next Generation 9-1-1 (NG9-1-1). Before work on the grant project can begin, we will need the following:

1. Thoroughly read each document within this award package.
2. The **Signatory Official** must sign and initial where indicated including the bottom of each page and the last page. Electronic signatures are acceptable.
3. The **Signatory Official** is responsible for ensuring that the agency agrees with the terms and conditions of this grant award. If the agency or signatory official does not agree with the terms and conditions, they may notify the program contact identified in the award package to decline the award.
4. The **Main Point of Contact** must initial where indicated for any budget notes and/or special conditions that are listed.
5. Maintain a copy of the signed award documents. Return the signed award documents via email within thirty (30) days to interop@widma.gov.

Please feel free to reach out to the Grant Specialist, Grant Grywalsky, with any questions. We look forward to a collaborative working relationship with **Dane County**.

Sincerely,

Grant Grywalsky
NextGen9-1-1 Grant Specialist
Office of Emergency Communications
WI Dept of Military Affairs



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

15639

October 28, 2024

Dane County
Melissa Agard, Dane County Executive
210 Martin Luther King Jr Blvd, Room 339, Madison, WI 53703

Re: **NextGen9-1-1 GIS Grant Program**


Grant Number: **2025-G110**

The Department of Military Affairs (DMA), Office of Emergency Communications (OEC) hereby awards to **Dane County** (hereinafter referred to as the Grantee), the amount of \$86,050.00 for programs or projects pursuant to § 256.35 (3s) (br), Stats., and DMA NGSP.1 NG9-1-1 GIS Grants Policy.

This grant may be used until **June 1, 2026** for the projects consistent with the budget and general conditions in Attachment A, subject to any grant assurances set forth in Attachment B, and the reporting requirements outlined in Attachment C.

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

This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A, B and/or C) starting December 1, 2024 and after the Grantee signs and returns a signed version of this grant award to the Department of Military Affairs. Keep a copy of these documents for your records.

Signed by:

42d9c565540744E
Erik Viel, Director
Office of Emergency Communications
Wisconsin Department of Military Affairs

10/28/2024 | 2:12 PM CDT
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: _____
Melissa Agard
Dane County Executive

Date

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

Grantee: **Dane County** Grant Number: **2025-G110**
 Project Title: **FY25 NG9-1-1 GIS Grant Program**
 Statute Reference: **§ 256.35 (3s) (bm) and § 20.465 (3) (qm)** STATE ID: **465.368**

Grant Period from: **December 1, 2024 to June 1, 2026**

APPROVED BUDGET

Cost Category	State & Match
Equipment Hardware & Software	\$700.00
NG9-1-1 Specific Training	\$-
Contractual Services	\$85,350.00
Supplemental Staff Time or Other Services	\$-
STATE (95%) TOTAL	\$81,747.50
MATCH (5%) TOTAL	\$4,302.50
TOTAL APPROVED BUDGET	\$86,050.00

Budget Note(s) Main Point of Contact: Initials _____ Date _____

1. Section 3B of the application was missing \$6,200 in the Local Share/Match calculation. Adjustments were made to the Contractual Services category to reflect \$6,200 in local matching funds. (+\$6,200)

Special Condition(s) Main Point of Contact: Initials _____ Date _____

The following must be addressed during the performance period:

1. Your grant award included project(s) related to GIS imagery. The site structure address point (SSAP) and road centerline (RCL) layers must be submitted to the NextGen911 system before closing out your project for grant reimbursement. If you have already submitted those required layers prior to the grant performance period start date, you must be 100% critical error free in the SSAP and RCL layers before closing out your project for grant reimbursement. This requirement does not include the ALI/MSAG synchronization.

Grant/Budget Modifications

Budget changes in excess of 10% of the total project budget, or a change to include a grant expense not previously approved, requires a written modification request prior to any budget reallocations. Grant modifications that increase the award total may be considered if grant funds remain available. Contact OEC for a Modification Request Form.

Any changes in personnel involved with the grant including the main contact, the secondary contact and the signatory official need to be reported to grant administrative staff via email.

Name of Grant Specialist: **Grant Grywalsky** Phone Number: **608-471-2155**

Signatory Official
 Initials _____
 Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

Email: grant.grywalsky@widma.gov
Name of Program Manager: **Jessica Jimenez**

Phone Number: **608-888-5520**
Email: Jessica.Jimenez@widma.gov

General OEC Email: Interop@widma.gov

Award General Conditions

1. *Supplantation:* In appropriate circumstances, grant funds may be used to supplant local funds authorized for a county land information office. However, grant funds must increase the amount of funds for the county land information office that would otherwise be available from local resources. County land information office base operating budgets shall not be reduced because of the award of grant funds. Grantees that are suspected of supplanting local funds will be scrutinized more closely and Department of Military Affairs (DMA) may require additional documentation to ensure base budgets are not being reduced.
2. *Training:* All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The Grantee is required to maintain proper training records.
3. *Fiscal Compliance:* To be allowable under a grant program, costs must match the approved budget and must be obligated (purchase order issued, class scheduled) during the grant performance period. Payment must be made within 30 days of the grant period ending date and/or vendor invoicing. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to applicable state rates and timeframes. Taxes are not allowable.
4. *Allowable Costs:* Costs incurred shall be allowable and meet grant goals and objectives. No costs or services shall be incurred outside of the approved grant performance period.
5. *Programmatic Changes:* Any changes to the grant require **prior** approval from DMA through a modification submitted via email and approved by the DMA Grant Specialist. Changes requiring a modification may include but are not limited to Budget, Scope of Project, main point of contact, secondary point of contact, signatory official, and/or applicable Performance Measures.
6. *Contracts and Procurement:* Grantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. Copies of legal agreements shall be submitted to the DMA Grant Specialist as deemed necessary which may include procurement solicitations, Contracts, or Interdepartmental Agreements and Memorandums of Understanding (MOU) among collaborating agencies.
7. *Conflict of Interest:* No staff member of the Grantee organization may use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).

Signatory Official
Initials _____
Date _____

ATTACHMENT A – GRANT SUMMARY AND AWARD CONDITIONS

8. *Fiscal Control:* The Grantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program, per Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).
9. *Disbursement:* Grant funds will be disbursed in the form of reimbursement by DMA upon completion of approved Program Report(s), Fiscal Report(s), Project Closeout, and satisfaction of Special Conditions. The Final Closeout Report is considered your Request for Reimbursement and must include copies of paid detailed invoices/receipts, necessary supporting documentation and a completed Request for Reimbursement Form signed by the Signatory Official for your agency.
10. *Program Income:* All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.
11. *Copyright, Acknowledgement, and Publications:* The Grantee will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The Wisconsin Department of Military Affairs reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for DMA purposes: the copyright in any work developed under this grant; and any rights of copyright to which the Grantee or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the DMA acknowledged. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the Grantee shall clearly acknowledge the receipt of grant funds in a statement.
12. *Grant Compliance:* Grantee must comply with the Grant Announcement used to announce the funding opportunity and this Grant Award Document. The Grantee must cooperate with the DMA Grant Specialist.
13. *Grant Reporting:* The Grantee shall ensure that all grant reporting will be timely on a schedule established by the DMA. Grant reporting information provided to the DMA staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates.
14. *Cooperation with Evaluation or Audit:* The Grantee shall cooperate with the performance of any evaluation or audit of the program by the State 911 Subcommittee, DMA or by their contractors.

Signatory Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

1. Wisconsin State Statute and Standards Compliance

The Grantee agrees to comply with the requirements outlined in the statewide emergency services number statute (Wis. Stat. 256.35) and DMA NGSP.1 NG9-1-1 GIS Grants Policy. All awards funded under this Grant Announcement must comply with evolving state and national standards pertaining to NextGen9-1-1 systems as those standards are finalized and released statewide or at the national level. Please be advised that if the Grantee is deemed to be out of compliance with statute (Wis. Stat. 256.35) and DMA NGSP.1 NG9-1-1 GIS Grants Policy or any grant conditions or requirements, current grant funds may be held or de-obligated, and the approval of future grant funds may be impacted.

2. Grant Administration Training

The Grantee shall make every effort to participate in any applicable grant program conference calls or administrative trainings supplied by DMA. Grantees must participate in scheduled grant training events, allow a programmatic or financial site visit (if applicable), and accept technical assistance from DMA.

3. Audit Requirements

- a. The Grantee agrees to comply with all applicable Wisconsin State Purchases Law pursuant to Wis. Stat. Chapter 16; purchasing rules and regulations.
- b. The Grantee is prohibited from transferring funds between programs (i.e., NextGen9-1-1 Program, Homeland Security, Emergency Management Program Grant, etc.)
- c. The Grantee agrees to fully cooperate with compliance audits including periodic programmatic, fiscal monitoring, records review and site visits conducted by DMA. Grantees agree to submit timely and accurate Program Evaluation Reports to DMA as required and to participate in DMA sponsored surveys and all other required reports related to any DMA administered grant program. DMA reserves the right to deny payment to any approved programs for failure to comply with this provision.

4. Matching Funds

This grant award requires a 5% local match. Matching funds must be an allowable expense under the grant program and must come from a non-state or federal grant funding source. By accepting this grant award, the Grantee is certifying that it has the funding available to cover the total cost of the project prior to receiving reimbursement by DMA. The 95% state reimbursement will be a one-time payment at the close out of the grant project when all funds for the project have been expended.

5. Payment Methodology and Withholding Grant Funds

DMA shall only remit funds to Grantees upon receipt of a Grant Reimbursement Request Form at the close out of the grant period, signed by the Signatory Official, and including the required supporting documentation. The Grantee fully understands that DMA has the right to withhold, suspend or terminate grant funds to any recipient that fails to conform to the requirements (general/special conditions, reporting) outlined in this award package. If the Grantee is deemed to be out of compliance with the applicable DMA grants policy or any grant conditions or requirements that would make the Grantee ineligible to receive grant funding, current grant funds may be held or de-obligated, and the approval of future grant funds may be impacted.

6. Non-Appropriation

All awards are subject to the availability of appropriated state funds and to any modifications or additional requirements that may be imposed by law.

Signing Official
 Initials _____
 Date _____

ATTACHMENT B – GRANT ASSURANCES

7. Maintenance of Records

All grant documents including but not limited to invoices, purchase orders, packing slips, equipment make, model and serial numbers, must be maintained by the Grantee for a minimum of four (4) years after DMA closeout date.

8. Property acquired with grant funds

DMA requires that property acquired with grant funds be tagged and tracked detailing the description of the property, serial or identification number, source of property, name of owner, acquisition date, cost, location, and condition. Title to property acquired in whole or part with grant funds shall vest in the Grantee, subject to divestment at the option of DMA, where its use for 9-1-1 purposes is discontinued. Grantees shall exercise due caution in the use, maintenance, protection and preservation of such property. Grantees that accept grant funding are responsible for all sustainment costs after the end of the grant period.

9. Equal Opportunity, Non-discrimination and Affirmative Action Program Requirements

It is the responsibility of all Grantees to ensure that their employment practices comply with Equal Opportunity Requirements, s. 51.01 (5), Wis. Stats., s. 111.32 (13)(m), Wis. Stats., and Gubernatorial Executive Orders governing the promotion of a diverse workforce, equal opportunity and the prevention of sexual harassment and including where applicable, the requirement of Grantees to formulate, implement and file an Equal Opportunity Plan with DMA.

In connection with the performance of work under this grant, the Grantee agrees not to discriminate against any employee or applicant of employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities.

Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

10. Ethical Standards/Prohibited Political Activity

It is the responsibility of all Grantees to comply with applicable provisions of Wis. Stats. Chapter 19, Subchapter III – Code of Ethics for Public Officials and Employees and the provisions of the Hatch Act, which limits the political activity of public employees.

11. Collection of Unallowable Costs

Payments made for costs determined to be unallowable by either the awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the State of Wisconsin in accordance with instructions from the state agency that determined the costs are unallowable unless state statute directs otherwise.

Signatory Official
Initials _____
Date _____

ATTACHMENT B – GRANT ASSURANCES

12. 9-1-1 Fee Diversion

In accordance with the Federal Communications Commission (FCC) regulation on 9-1-1 fee diversion, the Grantee agrees that as a taxing jurisdiction of the State of Wisconsin, the Grantee shall not use any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under [47 CFR § 9.23](#).

Grantee agrees that, as a condition of receipt of the grant, the Grantee will return all grant funds if the Grantee expends, at any time for the full duration of this grant, any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under [47 CFR § 9.23](#).

Signatory Official
Initials _____
Date _____

ATTACHMENT C – REPORTING REQUIREMENTS AND CLOSEOUT

Reporting Requirements

Grantee agrees to meet reasonable fiscal and administrative requirements to account for its grant funds in accordance with state statute, administrative code, and as the Office of the Governor or DMA may require including but not limited to submitting quarterly progress reports, final financial reports, and closeout documentation. Templates for the quarterly reports will be made available at a later date.

Quarterly reports must be sent to DMA by the end of the following month (with the exception of the closeout report) after the close of each calendar quarter as follows:

Report 1 – Grant Period Start to March 31, 2025	Due: April 30, 2025
Report 2 – April 1, 2025 to June 30, 2025	Due: July 31, 2025
Report 3 – July 1, 2024 to September 30, 2025	Due: October 31, 2025
Report 4 – October 1, 2025 to December 31, 2025	Due: January 31, 2026
Report 5 – January 1, 2026 to March 31, 2026	Due: April 30, 2026
Report 6 – April 1, 2026 to June 1, 2026	Due: At Closeout

Failure to comply with this provision may result in the withholding of grant funds until the delinquent report is received. If a Grantee closes out their project prior to the grant period end date, a final progress report and closeout report is required within forty-five (45) days of the final expense and invoice.

Grant Closeout

After the project period of the grant has ended, the Grantee will need to submit all closeout documents and complete closeout requirements within 60 days after the end of the grant. Extension requests must be submitted a minimum of 30 days before the end date of the grant performance period and will be reviewed by program staff on a case-by-case basis. Requests to extend the grant performance period are generally discouraged. There is no guarantee of an extension request approval and extensions are contingent on state fiscal year deadlines and state statutory requirements.

Unless requested in advance, grant reimbursement payment will be in the form of a check. If the Grantee prefers electronic payment via ACH, please contact OEC for more information.

In order to closeout a grant, DMA requires submission of:

- *Grant Reimbursement Request Form* – expenditures on the Grant Reimbursement Form must have been incurred within the approved period of performance listed on these award documents.
- *Invoices and proof of payment* for all grant funded items identified on the Grant Reimbursement Request Form – proof of payment can be a copy of the check or a general ledger report with the check number.
- *A copy of the procurement information* authorizing that type of purchase if not already submitted to OEC.
- *A final equipment inventory report* – this report is required for any equipment purchased with a single per unit cost in excess of \$5,000 and should include serial numbers for equipment. A template will be provided.

Upon completion of the closeout process, DMA will send a Closeout Letter to Grantees, advising the grant is closed.

Signatory Official
 Initials _____
 Date _____



State of Wisconsin / DEPARTMENT OF MILITARY AFFAIRS

PO BOX 14587
MADISON 53708-0587

OFFICE OF EMERGENCY COMMUNICATIONS

TELEPHONE 608 888-5501

As the duly authorized representative, I hereby certify that this award package was 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. I understand that this grant is awarded subject to compliance with all certifications and conditions described in this award package.

Signature of Authorized Agent	Date	Dane County Agency
Melissa Agard		2025-G110
Name (printed)		Grant Award Number

This grant award is effective starting December 1, 2024 and after the Grantee signs and returns a signed version of this grant award to the Department of Military Affairs. Substitute signing or stamping is not accepted.

PLEASE SIGN DOCUMENTS, KEEP ONE COPY FOR RECORDS AND RETURN A SIGNED SCANNED VERSION VIA EMAIL WITHIN THIRTY (30) DAYS TO:

Interop@widma.gov
Subject: Signed Grant Award Documents