

**COUNTY OF RACINE  
FINANCE & HUMAN RESOURCES COMMITTEE**

Supervisor Robert N. Miller, Chairman  
Supervisor Brett Nielsen, Vice Chairman  
Supervisor Q.A. Shakoor, II, Secretary  
Supervisor Janet Bernberg  
Supervisor Mike Dawson

Supervisor Thomas H. Pringle  
Supervisor John A. Wisch  
Kaitlyn Faust, Youth in Governance Representative  
Daniel Rosli, Youth in Governance Representative

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\*\*\* THIS LOCATION IS HANDICAP ACCESSIBLE. If you have other special needs, please contact the Racine County Board Office, 730 Wisconsin Avenue, Racine, Wisconsin 53403 (262) 636-3571, fax (262) 636-3491 or the TTD/RELAY 1-800-947-3529. \*\*\*

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **WEDNESDAY SEPTEMBER 19, 2018**

TIME: **5:00 P.M.**

PLACE: **IVES GROVE OFFICE COMPLEX  
AUDITORIUM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177**

**AGENDA** –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the September 5, 2018 committee meeting.
5. Finance Department – Alexandra Tillmann – the County of Racine Comprehensive Annual Financial Report – For the Year Ended December 31, 2017 – 2018 – Requesting Report. (Auditors
6. Emergency Management – David Maack – Authorizing the Office of Emergency Management to apply for and accept a FFY 2019 Emergency Planning and Community Right to Know Act (EPCRA) Grant in the amount of approximately \$36,091 and Emergency Management Performance Grant (EMPG) in the amount of approximately \$97,419 from the State of Wisconsin Division of Emergency Management – 2018 – Resolution – Requesting: 1<sup>st</sup> & 2<sup>nd</sup> Reading at the September 25, 2018 County Board Meeting.
7. County Executive – Jonathan Delagrave – Increase as of September 29, 2018 positions Non-Rep – Exempt E030 Dispatch Supervisor, Non-Rep – Exempt E040 – Pub Safety System Admin, Non-Rep – Exempt E060 Asst. Director Communications, and Non-Rep – Non-Exempt N070 – Dispatch Technicians by \$1.25 an hour – 2018 – Resolution – Requesting: 1<sup>st</sup> Reading at the September 25, 2018 County Board Meeting.

8. Sheriff's Office – Sheriff Christopher Schmaling – Changes to Racine County Ordinance Chapter 17 for improvement to recruitment – 2018 – Ordinance – Requesting 1<sup>st</sup> Reading at the September 25, 2018 County Board Meeting.
9. Communication & Report Referrals from County Board Meeting:

a. Bankruptcy items:

Type of Action:	Person/Persons
Order of Discharge	Norma Jean Brown; Keith Allen & Sue Ellen Turner Sr.; Irene E. Mangum; Thomas H. Kis; Maaushae Lee Daniel Byles;
No Proof of Claim Deadline	Charles Joseph & Carla Lee Woitekaitis; Tre Dennis Hibbler; Brandon Edward Roberts; Teresa Lynn Daniel; Julisia J. Taylor;
Notice of Chapter 13 bankruptcy Case	Vicki Sue Holm;
Order Continuing Automatic Stay	Veronica Nesbitt;
Notice & Motion to dismiss – Confirmed Plan	Donny O & Teresa Terry Wren;

b. Foreclosure items:

Attorney	Lending Company	Person/Persons	Amt. owed Racine CO
William N. Fosbag	New Penn Financial, LLC	John C. Karczewski	\$763.35
Patricia C. Lonzo;	PennyMac Loan Services LLC	Richard I. Dial III	\$175.30

- c. Tracy Laverdure on behalf of herself has filed a claim against Racine County for property damage to her vehicle due to white paint of \$3,9411.43 plus rental vehicle of \$30 for 4 – 5 days.
  - d. Ahmad K. Qawi on behalf of himself has filed a claim against Racine County for property damage to his vehicle due to pot holes of \$ 2,226.00.
10. Staff Report – No Action Items.
    - a) October 9, 2018 at 5:45 pm – Budget Training for County Board Supervisors
    - b) 2019 County Executive Budget will be presented to the County Board on October 9, 2018
    - c) Next Finance & Human Resources Committee meeting will be on October 3, 2018

11. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

**Requestor/Originator** Finance & Human Resources Committee

**Committee/Individual Sponsoring:** Finance & Human Resources Committee

**Date of Committee Meeting:** 9/18/2018

**Signature of Committee Chairperson  
/Designee:** \_\_\_\_\_

**Description:** Approval of the minutes from the September 5, 2018 Meeting  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motion:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**

**September 5, 2018**

IVES GROVE OFFICE COMPLEX  
PUBLIC WORKS CONFERENCE ROOM  
14200 WASHINGTON AVENUE  
STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Dawson, Nielsen, Pringle, Shakoor II and Wisch. Chief of Staff MT Boyle, Finance Director Alexandra Tillmann, Human Resources Director Karen Galbraith, County Board Chair Rusty Clark, Asst. Corporation Counsel John Serketich, Sarah Street, Tom Karkow from WRJN Radio,

Excused: Youth Representative Rosli (flat tire).

Unexcused: Youth Representative Faust.

**Agenda Item #1 – Convene Meeting.**

Meeting Called to Order at 5:00pm by Chairman Miller.

**Agenda Item #2 – Chairman comments – Youth in Governance/Comments.**

Youth in Governance statement was not read.

**Agenda Item #3 – Public Comments.**

None.

**Agenda Item #4 – \*\*\*Closed Session – 5:02 P.M. (Approximately 5 Minutes) - IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(c) OF THE WISCONSIN STATE STATUTES TO DISCUSS LEGAL COUNSEL THE FOLLOWING CLAIM AGAINST RACINE COUNTY: 1) GERALDINE LOGAN.\*\*\***

**Action:** Motion to go into closed session pursuant to s. 19.85(1)(c), WI Stats, to discuss with legal counsel the following claims against Racine County: 1) GERALDINE LOGAN at 5:02pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

**Agenda Item #5 – Regular Session.**

**Action:** To reconvene into regular session at 5:04pm. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

**Action:** Motion to accept the claim against Racine County vs. Geraldine Logan. **Motion passed.** Moved: Supervisor Bernberg. Seconded: Supervisor Pringle. Vote: Six (6) Ayes One (1) Nay.

**Agenda Item #6 – Approval of Minutes from the August 22, 2018 committee meeting.**

**Action:** Approve the minutes from the August 22, 2018 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

**Agenda Item #7 – Approval of Minutes from the August 28, 2018 committee meeting.**

**Action:** Approve the minutes from the August 28, 2018 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

**Agenda Item #8 – Finance Department – Alexandra Tillmann – the County of Racine Comprehensive Annual Financial Report – For the Year Ended December 31, 2017 – 2018 – Requesting Report.**

Racine County Auditors were unable to make this meeting due to a scheduling conflict but will attend the September 19, 2018 meeting for discussion. If Board members are unable to attend, please send your questions to Alex Tillmann to be included in discussions.

**Agenda Item #9 – County Executive – Jonathan Delagrave – Authorizing a donation to Racine Health Department in the amount of \$12,500 for a FQHC grant writer and attorney – 2018 – Report.**

**Action:** Authorize the donation to Racine Health Department in the amount of \$12,500 for a FQHC grant writer and attorney and forward as a report to the County Board – 2018 – Report. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: Six (6) Ayes One (1) Nay.

The Committee requested that additional information be included in a report to the County Board, including but not limited to:

- Where will the funds come from to sustain the facility?
- Where will the facility be serviced out of?
- Could this facility work in conjunction with the new HCN facility?
- In the past a similar facility was established on Beloit. What was the reason for the failure?

**Agenda Item #10 – County Executive – Jonathan Delagrave – Announcing Donations made to Racine County Between January 1, 2017 through December 31, 2017 – 2018 – Report.**

**Action:** Accept the donations made to Racine County Between January 1, 2017 through December 31, 2017 report and forward as a report to the County Board – 2018 – Report. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

**Agenda Item #11 – County Executive – Jonathan Delagrave – Adjustment to the 2018 pay rates for all Non-Rep – Exempt and Non-Rep – Non-Exempt excluding those previously adjusted on Resolution 2018 – 38 increasing them by 1% as of September 29, 2018 – 2018 – Resolution – Requesting 1st Reading at the September 11, 2018 County Board meeting.**

**Action:** Authorize the Adjustment to the 2018 pay rates for all Non-Rep – Exempt and Non-Rep – Non-Exempt excluding those previously adjusted on Resolution 2018–38 increasing them by 1% as of September 29, 2018 – 2018 – Resolution – Requesting 1st Reading at the September 11, 2018 County Board meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: Six (6) Ayes One (1) Nay.

**Agenda Item #12 – Communication & Report Referrals from County Board Meeting:**

**Action:** Receive and file items a - c. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays.

**Agenda Item #13 – Staff Report- No Action Items.**

Next Finance & Human Resources Committee meeting will be on September 19, 2018, if needed or unless canceled. If canceled, next meeting will be on October 3, 2018 at 5:00pm.

**Agenda Item #14 – Adjournment.**

**Action:** Adjourn meeting at 5:24pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Aye No Nays.

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2018</u>		Resolution Request
		Ordinance Request
	X	Report Request

Requestor/Originator: Finance Dept - Alexandra Tillmann

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: \_\_\_\_\_ Date of County Board Meeting to be Introduced: \_\_\_\_\_

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

The County of Racine Comprehensive Annual Financial Report - For the Year Ended December 31, 2017

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**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2018</u>	x	Resolution Request
			Ordinance Request
			Report Request

Requestor/Originator: Emergency Management

Committee/Individual Sponsoring: Finance

Date Considered by Committee: 9/18/2018      Date of County Board Meeting to be Introduced: 9/25/2018

1st Reading:       1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Authorizing the Office of Emergency Management to Apply for and Accept a FFY 2019 Emergency Planning and Community Right to Know Act (EPCRA) Grant in the Amount of Approximately \$36,091 and Emergency Management Performance Grant (EMPG) in the amount of Approximately \$97,419 from the State of Wisconsin Division of Emergency Management - last resolution 2017-64

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.

September 11, 2018

To: Finance Committee  
From: David L. Maack

Memo Re: FFY2019 EMPG and EPCRA Grants

We are seeking approval to apply for and accept the FFY 2019 EPCRA Grant (approximately \$36,091) and the EMPG Grant (approximately \$97,419).

We are requesting First and Second Reading because of state imposed deadlines. The deadline for submission was September 30, 2018, although we have asked for an extension to get the proper permissions and signatures.



**WISCONSIN DEPARTMENT OF JUSTICE**

Applicant Hereby Applies to the DOJ for Financial Support for the Within-Described Project:

**SUBGRANT #:** 11364

**DOJ USE ONLY**

Receipt Date	Award Date	Subgrant Number(s)
		-- 11364

**SHORT TITLE:** Racine County FFY2019 EPCRA Grant Application

1. <b>Type of Funds for which you are applying.</b>	Emergency Planning and Community Right-to-Know Act (St. EPCRA-LEPC) FFY2019 Emergency Planning and Community Right-to-Know Act Grant		
2. <b>Applicant</b>	<b>Name Of Applicant:</b>		<b>County:</b> Racine
	Racine County Emergency Management		
	<b>Street Address:</b> 730 Wisconsin Ave		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
3. <b>Recipient Agencies</b>	Error: Subreport could not be shown.		
4. <b>Signatory</b>	<b>Name:</b>		<b>Title:</b> County Executive
	Mr. Jonathan Delagrave		<b>Agency:</b> Racine County
	<b>Street Address:</b> 730 Wisconsin Avenue		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
	<b>Phone:</b> 262-636-3273	<b>Fax:</b>	<b>Email:</b> RCExecutive@racinecounty.com
5. <b>Financial Officer</b>	<b>Name:</b>		<b>Title:</b> Accounting Supervisor
	Mr. Spencer A Robertson		<b>Agency:</b> Racine County Emergency Management
	<b>Street Address:</b> 730 Wisconsin Ave		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
	<b>Phone:</b> 262-636-3176	<b>Fax:</b>	<b>Email:</b> spencer.robertson@racinecounty.com
6. <b>Project Director</b>	<b>Name:</b>		<b>Title:</b> Emergency Management Coordinator
	Mr David L Maack		<b>Agency:</b> Racine County Emergency Management
	<b>Street Address:</b> 730 Wisconsin Ave		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
	<b>Phone:</b> 262-636-3515	<b>Fax:</b> 262-636-3505	<b>Email:</b> david.maack@racinecounty.com
7. <b>Brief Summary of Project</b>  (Do Not Exceed Space Provided)	<b>Short Title</b> (may not exceed 50 characters)		
	Racine County FFY2019 EPCRA Grant Application		
	This grant offsets the expenses of conducting the EPCRA program in Racine County.		

8. SubGrant Budget

Categories	Sources	
	State	Category Total
Personnel	21,349.00	21,349.00
Employee Benefits	7,386.00	7,386.00
Travel (Including Training)	1,050.00	1,050.00
Supplies & Operating Expenses	1,158.00	1,158.00
Consultants/Contractual	1,088.00	1,088.00
Other	16,850.00	16,850.00
<b>Source Total</b>	<b>48,881.00</b>	<b>48,881.00</b>

9. Project Start Date: 10/1/2018

Project End Date: 9/30/2019

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Racine County Emergency Management	48,881.00	48,881.00
<b>Total:</b>	<b>48,881.00</b>	<b>48,881.00</b>

Allocation/Recipient Agency: Racine County Emergency Management

Category:	Year 1	Total
Personnel	21,349.00	21,349.00
Employee Benefits	7,386.00	7,386.00
Travel (Including Training)	1,050.00	1,050.00
Supplies & Operating Expenses	1,158.00	1,158.00
Consultants/Contractual	1,088.00	1,088.00
Other	16,850.00	16,850.00

<b>Total:</b>	48,881.00	48,881.00
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11. Budget Details:

Master Budgets:

Line Item Details for Racine County Emergency Management

**YEAR 1**

**PERSONNEL**

Justification: Departments personnel expenses

COST

Position Emergency Management Coordinator

Name Mr David L Maack

Description of your computation: 30% of Salary

Source: State 21,349.00

Personnel

Year 1 Total:

21,349.00

**SOCIAL SECURITY**

Justification:

COST

Position Emergency Management Coordinator

Name Mr David L Maack

Description of your computation:

Source: State 1,633.00

Social Security

Year 1 Total:

1,633.00

**RETIREMENT**

Justification:

COST

Position Emergency Management Coordinator

Name Mr David L Maack

Description of your computation:

Source: State 1,836.00

Retirement

Year 1 Total:

1,836.00

**HEALTH INSURANCE**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: State 3,488.00

**Health Insurance**

**Year 1 Total:**

**3,488.00**

**UNEMPLOYMENT COMPENSATION**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: State 0.00

**Unemployment Compensation**

**Year 1 Total:**

**0.00**

**WORKERS COMPENSATION**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: State 109.00

**Workers Compensation**

**Year 1 Total:**

**109.00**

**LIFE INSURANCE**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: State 106.00

**Life Insurance**

**Year 1 Total:**

**106.00**

**OTHER BENEFITS**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: State 214.00

**Other Benefits**

**Year 1 Total:**

**214.00**

**TRAVEL (INCLUDING TRAINING)**

**Justification:** Travel and training expenses related to EPCRA

**COST**

**Purpose of Travel** EPCRA Related Travel/Training

**Location** NA

**Item** NA

**Description of your computation:** Travel/Training Expenses

Source: State 1,050.00

**Travel (Including Training)**

**Year 1 Total:**

**1,050.00**

**SUPPLIES & OPERATING EXPENSES**

**Justification:** Supplies and operating expenses offset the costs associated with operating the EPCRA program. This includes the following: software subscription, telephone, public liability expense, office supplies, copy cost, printing, publications and dues. **COST**

<b>Supply Item</b>	Supplies and Operating Expenses		
<b>Description of your computation:</b>	Supplies and Operating Expenses		
		<b>Source: State</b>	1,158.00
	<b>Supplies &amp; Operating Expenses</b>	<b>Year 1 Total:</b>	<u>1,158.00</u>

**CONSULTANTS/CONTRACTUAL - CONSULTANT**

**Justification:** **COST**

<b>Name / Position</b>	Code Red		
<b>Service Provided</b>	IPAWS Notification		
<b>Description of your computation:</b>	Subscription to IPAWS Alerting System		
		<b>Source: State</b>	750.00

<b>Name / Position</b>	DTN Weather Service		
<b>Service Provided</b>	Weather Satellite Radar Service		
<b>Description of your computation:</b>	Subscription to Weather Radar		
		<b>Source: State</b>	338.00
	<b>Consultants/Contractual - Consultant</b>	<b>Year 1 Total:</b>	<u>1,088.00</u>

**OTHER**

**Justification:** Indirect Costs: An indirect cost allocation plan distributes the allowable costs of central services departments to grantee departments based on allowable allocation or distribution methodology (referred to as an allocation basis) depending on the nature of cost and benefit provided to its recipients (grantees). **COST**

<b>Description</b>	INDIRECT COSTS		
<b>Description of your computation:</b>	Indirect Costs		
		<b>Source: State</b>	16,850.00
	<b>Other</b>	<b>Year 1 Total:</b>	<u>16,850.00</u>

**YEAR 1 TOTAL: 48,881.00**

12. Sections:

**A ASSURANCES**

## EPCRA ASSURANCES

The Applicant hereby assures and certifies that it shall comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of emergency planning grant funds. Also, the Applicant assures and certifies with respect to the grant.

It possesses legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's governing body; authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.

It agrees that (a) funds granted as a result of this request shall be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; (c) funds awarded by Wisconsin Emergency Management (WEM) may be terminated at any time for violation of any terms and requirements of this agreement.

In connection with the performance of work under this agreement the Applicant agrees not to discriminate against any employee or Applicant for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in s. 51.01(5) Wis. Stats., arrest or conviction record, sexual orientation, as defined in s. 111.32(13m) Wis. Stat. or national origin, or ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Applicant further agrees to take affirmative action to ensure equal employment opportunities. The Applicant agrees to post in conspicuous places, available for employees and Applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

It shall comply with Section 504, Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975, which prohibits discrimination because of age.

It shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 646.13.

The Applicant agrees that, if required by the State Single Audit Guidelines issued by the Department of Administration, it shall provide to the Department of Military Affairs (DMA) an independent financial audit in compliance with such guidelines.

It shall give WEM, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant. This provision shall also apply in the event of termination of this agreement. Any charges for copies provided by the Applicant of books, documents, papers, records, computer tapes, or computer printouts shall not exceed the actual cost thereof to the Applicant and shall be reimbursed to the Applicant by WEM.

It shall maintain such records as required by State and Federal law. The minimum acceptable financial records consist of: 1) documentation of employee time; 2) documentation of all materials, supplies, and travel expenses; 3) inventory records and supporting documentation for allowable equipment purchased to carry out the program scope; 4) rational supporting allocation of space charges; 5) any other records that support charges to program funds. The Applicant must maintain sufficient segregation of program accounting records from other programs and / or projects.

This grant shall be governed under the laws of the State of Wisconsin.

The Applicant will indemnify and save harmless the State and all of its officers, agents, and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Applicant, or of any of its contractors, in prosecuting

work under this agreement.

It shall comply at all times with and observe all State, Federal, and Local laws, ordinances, and regulations that are in effect during the period of this grant and that in any manner affect the work or its conduct.

In carrying out any provisions of the Agreement or in exercising any power or authority granted on behalf of WEM, there shall be no personal liability upon WEM, being understood that in such matters WEM acts as agent and representative of the State.

**RESPONSE:**

I agree to the Assurances

**ASSURANCES - RELATED ATTACHMENTS:**

**File Name**

**File Description**

**B REQUIRED ATTACHMENTS**

**RESPONSE:**

**REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:**

**File Name**

**File Description**

**C FREESTYLE QUESTIONNAIRE**

**2019 EPCRA Spreadsheet**

Development of New Off-Site Plan(s)

<b>Development of New Off-Site Plan(s)</b> Insert lines as needed. <b>Date Submitted</b>	
<b>Development of New Off-Site Plan(s)</b> Insert lines as needed. <b>Comments</b>	



**2019 EPCRA Spreadsheet**

<b>Development of New Off-Site Plan(s)</b> Insert lines as needed. First-Half Development	
<b>Development of New Off-Site Plan(s)</b> Insert lines as needed. <b>Not Applicable</b> (Check Box)	<input checked="" type="checkbox"/>
<b>Development of New Off-Site Plan(s)</b> Insert lines as needed. <b>Not Applicable</b> (Check Box)	<input checked="" type="checkbox"/>
<b>Development of New Off-Site Plan(s)</b> Insert lines as needed. <b>Not Applicable</b> (Check Box)	<input checked="" type="checkbox"/>

**EPCRA**

Promulgation Statement <b>Date Submitted</b>	
Promulgation Statement <b>Comments</b>	
Hazard Analysis: <b>Date Submitted</b>	
Hazard Analysis: <b>Comments</b>	
Hazard Analysis: <b>Comments</b>	
Updated list of planning and Tier II facilities <b>Date Submitted</b>	
Identification of Major transportation routes <b>Date Submitted</b>	
Identification of Major transportation routes <b>Comments</b>	
List of most common EHS at fixed facilities <b>Date Submitted</b>	
List of most common EHS at fixed facilities <b>Comments</b>	
Hazmat Response Capability: <b>Date Submitted</b>	
Hazmat Response Capability: <b>Comments</b>	
Identification of emergency response team <b>Date Submitted</b>	
Identification of emergency response team <b>Comments</b>	
Updated resource list <b>Date Submitted</b>	

**2019 EPCRA Spreadsheet**

	Updated resource list <b>Comments</b>	
	Emergency response team procedures <b>Date Submitted</b>	
	Emergency response team procedures <b>Comments</b>	
	Process for maintaining or increasing hazmat emergency response capability: <b>Date Submitted</b>	
	Process for maintaining or increasing hazmat emergency response capability: <b>Comments</b>	
	Hazmat training program <b>Date Submitted</b>	
	Hazmat training program <b>Comments</b>	
	Local training efforts listed <b>Date Submitted</b>	
	Local training efforts listed <b>Comments</b>	

Exercising

	Plan/Conduct Tabletop Exercise <b>Date Submitted</b>	
	Plan/Conduct Tabletop Exercise <b>Comments</b>	
	Plan/Conduct Functional Exercise <b>Date Submitted</b>	
	Plan/Conduct Functional Exercise <b>Comments</b>	
	Plan/Conduct Full Scale Exercise <b>Date Submitted</b>	
	Plan/Conduct Full Scale Exercise <b>Comments</b>	

Local Emergency Planing Committee (LEPC) Administrative Requirements

	Compliance Inspector <b>Date Submitted</b>	
	Compliance Inspector <b>Comments</b>	
	Public Notification of committee activities <b>Date Submitted</b>	
	Public Notification of committee activities <b>Comments</b>	
	Public Meetings <b>Date Submitted</b>	

**2019 EPCRA Spreadsheet**

	Public Meetings <b>Comments</b>	
	Public Comments <b>Date Submitted</b>	
	Public Comments <b>Comments</b>	
	Distribution of the emergency plan <b>Date Submitted</b>	
	Distribution of the emergency plan <b>Comments</b>	
	Procedures for receiving and processing public requests <b>Date Submitted</b>	
	Procedures for receiving and processing public requests <b>Comments</b>	
	Publish Annual EPCRA Public Notice <b>Date Submitted</b>	
	Publish Annual EPCRA Public Notice <b>Comments</b>	

Outreach

	Outreach <b>Date Submitted</b>	
	Outreach <b>Comments</b>	
	Outreach	Social Media
	Outreach	Business of Facility Visits
	Outreach	Brochure distribution

Update of Off-Site Plan(s)

	<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed  <b>Not Applicable</b> (Check Box)	<input type="checkbox"/>
	<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed  <b>Date Submitted</b>	
	<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed  <b>Comments</b>	

**2019 EPCRA Spreadsheet**

<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	13356 AT&T-PV1106
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	187470 BURLINGTON WATER UTILITY WELL #10
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	187468 BURLINGTON WATER UTILITY WELL #9
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	198468 BURLINGTON WELL #11
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	189260 BURLINGTON WELL #7
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	189258 BURLINGTON WELL #8
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	30407 ECHO LAKE FOODS, INC
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	201290 Matheson - Burlington ASU
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	30407 ECHO LAKE FOODS, INC
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	6884 LVELLE INDUSTRIES INCORPORATED
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	8698 NESTLE CHOCOLATE & CONFECTIONS
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	8698 NESTLE CHOCOLATE & CONFECTIONS
<p><b>Update of Off-Site Plan(s):</b>                  Facility Name and Facility ID #.                  Insert Lines as needed                  First-Half Update</p>	34362 PACKAGING CORPORATION OF AMERICA

**2019 EPCRA Spreadsheet**

<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed First-Half Update	29551 AT&T-PX0410
<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed First-Half Update	200933 Sunbelt Rentals PC 776
<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed First-Half Update	33411 CONSERV FS, INC
<b>Update of Off-Site Plan(s):</b> Facility Name and Facility ID #. Insert Lines as needed First-Half Update	201066 Badger Meter Racine

**14. Approval Checklist:**

- A.** Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years?
- Yes
- No
- B.** If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see <http://www.ojp.usdoj.gov/ocr/>). If no, a copy should be forwarded to: Wisconsin Department of Military Affairs, Attn: EEO, 2400 Wright Street, PO Box 7865, Madison, WI 53707-7865
- Yes
- No
- N/A
- C.** Do you have technical assistance needs regarding the financial process at WEM that you would like contacted about?
- Yes
- No
- D.** Have you utilized the WEM Administrative Guide located on the WEM website? (<https://dma.wi.gov/DMA/wem/>)
- Yes
- No

E. Would you like someone from WEM to contact you?

Yes

No

F. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEO) or Certification form (if applicable). A copy of your EEO federal approval letter must be submitted to WEM. (More information may be found at <https://dma.wi.gov/DMA/wem/>, Grants, Grantee Civil Rights Information.)

Yes

No

N/A

G. Does this application apply for any of the following? a) Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.) b) New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.) c) Renovations/upgrades/modifications to structures 50 years old or older, communication towers, related equipment, and equipment shelters, ground-disturbing activities (i.e., trenching, excavation, etc.), or d) Any activities that potentially involve ground disturbance. For more information, visit <https://www.fema.gov/environmental-planning-and-historic-preservation-program>. The program manager will follow up with you for more details if you answer yes.

Yes

No

N/A

H. If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes

No

N/A

I. If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act).

Yes

No

N/A

**PLAN OF WORK AGREEMENT**  
for the  
**Emergency Planning and Community Right to Know Act**  
**(EPCRA) Planning and Administration Grant**

**Applicant:** Racine County

I hereby certify that all data provided in this grant application are true and correct. I have read and understand the grant assurances, project deliverables, financial deliverables, including post-award special conditions/reporting requirements.

I understand that receipt of State funds under the Emergency Planning and Community Right to Know Act (EPCRA) Planning and Administration Grant are dependent upon successful completion of the EPCRA project and financial deliverables including post-award special conditions/reporting requirements.

I understand that failure to complete the EPCRA project and financial deliverables including post-award special conditions/reporting requirements as agreed to and within the prescribed time frames will result in the delay or loss of grant funds.

**APPLICATION:**

Award Amount Eligible For Under EPCRA: **36,091** (estimated)

\_\_\_\_\_  
Head of County Emergency Management (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Board Chair / Executive / Administrator  
(Signature) Chair/President/Elected Official (Signature)

\_\_\_\_\_  
Date

**CLOSE-OUT REPORT:**

Award Amount Eligible For Under EPCRA: **36,091** (final award amount)

We have prepared / reviewed the attached twelve (12)-month progress report and are submitting it to Wisconsin Emergency Management for approval.

\_\_\_\_\_  
Head of County Emergency Management (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
County Board Chair / Executive / Administrator (Signature)  
Chair/President/Elected Official (Signature)

\_\_\_\_\_  
Date



**WISCONSIN DEPARTMENT OF JUSTICE**

**DOJ USE ONLY**

Applicant Hereby Applies to the DOJ for Financial Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
		-- 11341

**SUBGRANT #: 11341**

**SHORT TITLE: FFY2019 EMPG GRANT**

<b>1. Type of Funds for which you are applying.</b>	Emergency Management Performance Grant (Fed. 97.042 EMPG) FFY19 EMPG Emergency Management Performance Grant		
<b>2. Applicant</b>	<b>Name Of Applicant:</b>		<b>County:</b> Racine
	Racine County Emergency Management		
	<b>Street Address:</b> 730 Wisconsin Ave		
	<b>Address Line 2:</b>		<b>Address Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
<b>3. Recipient Agencies</b>	Error: Subreport could not be shown.		
<b>4. Signatory</b>	<b>Name:</b>		<b>Title:</b> County Executive
	Mr. Jonathan Delagrave		<b>Agency:</b> Racine County
	<b>Street Address:</b> 730 Wisconsin Avenue		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
	<b>Phone:</b> 262-636-3273	<b>Fax:</b>	<b>Email:</b> RCExecutive@racinecounty.com
<b>5. Financial Officer</b>	<b>Name:</b>		<b>Title:</b> Accounting Supervisor
	Mr. Spencer A Robertson		<b>Agency:</b> Racine County Emergency Management
	<b>Street Address:</b> 730 Wisconsin Ave		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
	<b>Phone:</b> 262-636-3176	<b>Fax:</b>	<b>Email:</b> spencer.robertson@racinecounty.com
<b>6. Project Director</b>	<b>Name:</b>		<b>Title:</b> Emergency Management Coordinator
	Mr David L Maack		<b>Agency:</b> Racine County Emergency Management
	<b>Street Address:</b> 730 Wisconsin Ave		
	<b>Address Line 2:</b>		<b>Addr Line 3:</b>
	<b>City:</b> Racine	<b>State:</b> WI	<b>Zip:</b> 53403
	<b>Phone:</b> 262-636-3515	<b>Fax:</b> 262-636-3505	<b>Email:</b> david.maack@racinecounty.com
<b>7. Brief Summary of Project</b>  (Do Not Exceed Space Provided)	<b>Short Title</b> (may not exceed 50 characters) FFY2019 EMPG GRANT		
	Funds will be used by the County of Racine to support county funding to enhance emergency management programs including but not limited to mitigation, preparedness, response, and recovery activities.		

8. SubGrant Budget

Categories	Sources	
	Federal	Category Total
Personnel	71,163.00	71,163.00
Employee Benefits	24,618.00	24,618.00
Travel (Including Training)	3,500.00	3,500.00
Equipment	45,000.00	45,000.00
Supplies & Operating Expenses	3,860.00	3,860.00
Consultants/Contractual	3,750.00	3,750.00
Indirect	56,165.00	56,165.00
Other	0.00	0.00
<b>Source Total</b>	<b>208,056.00</b>	<b>208,056.00</b>

9. Project Start Date: 10/1/2018 Project End Date: 9/30/2019

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Racine County Emergency Management	208,056.00	208,056.00
<b>Total:</b>	<b>208,056.00</b>	<b>208,056.00</b>

Allocation/Recipient Agency: Racine County Emergency Management

Category:	Year 1	Total
Personnel	71,163.00	71,163.00

Employee Benefits	24,618.00	24,618.00
Travel (Including Training)	3,500.00	3,500.00
Equipment	45,000.00	45,000.00
Supplies & Operating Expenses	3,860.00	3,860.00
Consultants/Contractual	3,750.00	3,750.00
Indirect	56,165.00	56,165.00
<b>Total:</b>	<b>208,056.00</b>	<b>208,056.00</b>

11. Budget Details:

Master Budgets:

Line Item Details for Racine County Emergency Management

**YEAR 1**

**PERSONNEL**

Justification: Offset emergency personnel salaries

COST

Position Emergency Management Coordinator

Name Mr David L Maack

Description of your computation: Salary

Source: Federal

71,163.00

Personnel

Year 1 Total:

71,163.00

**SOCIAL SECURITY**

Justification:

COST

Position Emergency Management Coordinator

Name Mr David L Maack

Description of your computation:

Source: Federal

5,444.00

Social Security

Year 1 Total:

5,444.00

**RETIREMENT**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

**Source: Federal** 6,120.00

**Retirement**

**Year 1 Total:**

**6,120.00**

**HEALTH INSURANCE**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

**Source: Federal** 11,625.00

**Health Insurance**

**Year 1 Total:**

**11,625.00**

**UNEMPLOYMENT COMPENSATION**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

**Source: Federal** 0.00

**Unemployment Compensation**

**Year 1 Total:**

**0.00**

**WORKERS COMPENSATION**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: Federal 363.00

**Workers Compensation**

**Year 1 Total:**

**363.00**

**LIFE INSURANCE**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: Federal 354.00

**Life Insurance**

**Year 1 Total:**

**354.00**

**OTHER BENEFITS**

**Justification:**

**COST**

**Position** Emergency Management Coordinator

**Name** Mr David L Maack

**Description of your computation:**

Source: Federal 712.00

**Other Benefits**

**Year 1 Total:**

**712.00**

**TRAVEL (INCLUDING TRAINING)**

**Justification:** Travel and training expenses

**COST**

**Purpose of Travel** Emergency Management related mileage/training

**Location** TBD

**Item** TBD

**Description of your computation:** Mileage & Training Expenses

**Source:** Federal 3,500.00

**Travel (Including Training) Year 1 Total: 3,500.00**

**EQUIPMENT**

**Justification:** Racine County will be purchasing portable radios for emergency operations

**COST**

**Item** [06CP-01-PORT] - Radio, Portable

**Unit Cost:** 18.0000

**Source:** Federal 45,000.00

**Description:** Motorola Portable Radio

**County Located In:** Racine

**Jurisdiction Located In:** Racine, County of

**Discipline Using:** Law Enforcement

**Project Type:** Develop/enhance interoperable communications systems

**Justification:** These radios will be used for emergency communications. They will be a part of a radio cache available to be used during crisis situations.

**Quantity:** 2,500.00

**Equipment Year 1 Total: 45,000.00**

**SUPPLIES & OPERATING EXPENSES**

**Justification:** Supplies and operating expenses offset the costs associated with operating the Office of Emergency Management. This includes the following: software subscription, telephone, public liability expense, office supplies, copy cost, printing, publications and dues.

**COST**

**Supply Item** Operating Expenses

**Description of your computation:** Operating expenses

**Source:** Federal 3,860.00

**Supplies & Operating Expenses Year 1 Total: 3,860.00**

**CONSULTANTS/CONTRACTUAL - CONSULTANT**

**Justification:**

**COST**

**Name / Position** Code Red  
**Service Provided** IPAWS Notification  
**Description of your computation:** IPAWS Subscription  
**Source:** Federal 2,500.00

**Name / Position** DTN Weather Service  
**Service Provided** Weather Satellite Radar Service  
**Description of your computation:** Subscription to Weather Radio  
**Source:** Federal 1,250.00

**Consultants/Contractual - Consultant** **Year 1 Total:** **3,750.00**

**INDIRECT**

**Justification:** An indirect cost allocation plan distributes the allowable costs of central services departments to grantee departments based on allowable allocation or distribution methodology (referred to as an allocation basis) depending on the nature of cost and benefit provided to its recipients (grantees). **COST**

**Description** Indirect Costs  
**Description of your computation:** Indirect Costs  
**Source:** Federal 56,165.00  
**Indirect** **Year 1 Total:** **56,165.00**

**YEAR 1 TOTAL: 208,056.00**

12. Sections:

**A ASSURANCES**

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

OMB Number: 4040-0007 Expiration Date: 01/31/2019

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

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

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify

to additional assurances. If such is the case, you will be notified.

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the DavisBacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of



drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply, as applicable, with the provisions of the DavisBacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
19. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

Further, I certify that the applicant follow the Office of Management and Budeget's Guidelines to Agencies on Governmentwide Debarment and Suspension (2 CFR 180).

**RESPONSE:**

I agree to the Assurances

**ASSURANCES - RELATED ATTACHMENTS:**

<u>File Name</u>	<u>File Description</u>
------------------	-------------------------

**B REQUIRED ATTACHMENTS**

Please upload the signed Plan of Work Agreement, Signed Position Descriptions, and Indirect Cost Rate Agreement.

**RESPONSE:**

**REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:**

<u>File Name</u>	<u>File Description</u>
------------------	-------------------------

**C FREESTYLE QUESTIONNAIRE**

**2019 POW Spreadsheet**

Any other Emergency Support Functions (ESF's) - Add rows as needed.

<b>ESF</b>	
<b>Date Posted to WebEOC</b>	
<b>ESF</b>	
<b>Comments</b>	
<b>Additional ESF's</b>	ESF # 16 Hospital & Medical Services
<b>Additional ESF's</b>	ESF # 17 Volunteer and Donation Management
<b>Additional ESF's</b>	ESF # 18 Animal and Veterinary Services
<b>Additional ESF's</b>	ESF # 19 Functional and Access Needs
<b>Additional ESF's</b>	ESF # 20 Fatality Management
<b>Additional ESF's</b>	ESF # 21 Damage Assessment
<b>Additional ESF's</b>	ESF # 22 Public Protection (Warning, Evacuation, S
<b>Additional ESF's</b>	ESF # 23 Evacuation Traffic Management
<b>Additional ESF's</b>	ESF # 24 Debris Management

Conferences

Attend WEMA Conference - October	
<b>Dates Attended (Close-out only)</b>	
Attend WEMA Conference - October	
<b>Comments</b>	
Attend All County and Tribal Directors Meeting - October	
<b>Dates Attended (Close-out only)</b>	
Attend All County and Tribal Directors Meeting - October	
<b>Comments</b>	

**2019 POW Spreadsheet**

Attend WEM's Governor's Conference - March <b>Dates Attended (Close-out only)</b>	
Attend WEM's Governor's Conference - March <b>Comments</b>	
Attend Wisconsin Training and Exercise Planning Workshop (TEPW) - Spring <b>Dates Attended (Close-out only)</b>	
Attend Wisconsin Training and Exercise Planning Workshop (TEPW) - Spring <b>Comments</b>	

County/Tribal Hazard Analysis

County/Tribal Hazard Analysis <b>Not Applicable</b> (Check Box)	<input checked="" type="checkbox"/>
County/Tribal Hazard Analysis <b>Date Posted to WebEOC</b>	
County/Tribal Hazard Analysis <b>Comments</b>	

Emergency Operations Plan (EOP)

Update of Basic Plan <b>Not Applicable - Will Update ERP</b> (Check Box)	<input checked="" type="checkbox"/>
Update of Basic Plan <b>Comments</b>	
Update of Annex A (Direction and Control) <b>Not Applicable - Will Update ERP</b> (Check Box)	<input checked="" type="checkbox"/>
Update of Annex A (Direction and Control) <b>Date Posted to WebEOC</b>	
Update of Annex A (Direction and Control) <b>Comments</b>	
Update of Annex B (Warning & Communications) <b>Not Applicable - Will Update ERP</b> (Check Box)	<input checked="" type="checkbox"/>
Update of Annex B (Warning & Communications) <b>Date Posted to WebEOC</b>	
Update of Annex B (Warning & Communications) <b>Comments</b>	
Update of Annex C (Resource Management) <b>Not Applicable - Will Update ERP</b> (Check Box)	<input checked="" type="checkbox"/>
Update of Annex C (Resource Management) <b>Date Posted to WebEOC</b>	

**2019 POW Spreadsheet**

Update of Annex C (Resource Management) <b>Comments</b>	
Update of Annex D (Law Enforcement) <b>Not Applicable - Will Update ERP (Check Box)</b>	<input checked="" type="checkbox"/>
Update of Annex D (Law Enforcement) <b>Date Posted to WebEOC</b>	
Update of Annex D (Law Enforcement) <b>Comments</b>	
Update of Annex E (Evacuation and Sheltering) <b>Not Applicable - Will Update ERP (Check Box)</b>	<input checked="" type="checkbox"/>
Update of Annex E (Evacuation and Sheltering) <b>Date Posted to WebEOC</b>	
Update of Annex E (Evacuation and Sheltering) <b>Comments</b>	
Update of Annex F (Human Services) <b>Not Applicable - Will Update ERP (Check Box)</b>	<input checked="" type="checkbox"/>
Update of Annex F (Human Services) <b>Date Posted to WebEOC</b>	
Update of Annex F (Human Services) <b>Comments</b>	
Update of Annex G (Public Works and Engineering) <b>Not Applicable - Will Update ERP (Check Box)</b>	<input checked="" type="checkbox"/>
Update of Annex G (Public Works and Engineering) <b>Date Posted to WebEOC</b>	
Update of Annex G (Public Works and Engineering) <b>Comments</b>	
Update of Annex H (Health and Medical) <b>Not Applicable - Will Update ERP (Check Box)</b>	<input checked="" type="checkbox"/>
Update of Annex H (Health and Medical) <b>Date Posted to WebEOC</b>	
Update of Annex H (Health and Medical) <b>Comments</b>	
Update of Annex I (Radiological) <b>Not Applicable - Will Update ERP (Check Box)</b>	<input checked="" type="checkbox"/>
Update of Annex I (Radiological) <b>Date Posted to WebEOC</b>	
Update of Annex I (Radiological) <b>Comments</b>	

**2019 POW Spreadsheet**

Update of Annex J (Public Information) <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Annex J (Public Information) <b>Date Posted to WebEOC</b>	
Update of Annex J (Public Information) <b>Comments</b>	
Update of Annex K (Fire and Rescue) <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Annex K (Fire and Rescue) <b>Date Posted to WebEOC</b>	
Update of Annex K (Fire and Rescue) <b>Comments</b>	
Update of Annex L (Damage Assessment) <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Annex L (Damage Assessment) <b>Date Posted to WebEOC</b>	
Update of Annex L (Damage Assessment) <b>Comments</b>	
Update of Table of Contents <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Table of Contents <b>Date Posted to WebEOC</b>	
Update of Table of Contents <b>Comments</b>	
Update of Acronyms <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Acronyms <b>Date Posted to WebEOC</b>	
Update of Acronyms <b>Comments</b>	
Update of Legal Basis <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Legal Basis <b>Date Posted to WebEOC</b>	
Update of Legal Basis <b>Comments</b>	
Update of Phone List <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Update of Phone List <b>Date Posted to WebEOC</b>	

**2019 POW Spreadsheet**

Update of Phone List <b>Comments</b>	
Crosswalk to CPG 101 V. 2 <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Crosswalk to CPG 101 V. 2 <b>Date Posted to WebEOC</b>	
Crosswalk to CPG 101 V. 2 <b>Comments</b>	
Planning Narrative <b>Not Applicable</b> - Will Update ERP (Check Box)	<input checked="" type="checkbox"/>
Planning Narrative <b>Date Posted to WebEOC</b>	
Planning Narrative <b>Comments</b>	

County/Tribal Emergency Response Plan (ERP)

Update Basic Plan <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update Basic Plan <b>Date Posted to WebEOC</b>	
Update Basic Plan <b>Comments</b>	
Update ESF 1 (Transportation) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 1 (Transportation) <b>Date Posted to WebEOC</b>	
Update ESF 1 (Transportation) <b>Comments</b>	
Update ESF 2 (Communications) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 2 (Communications) <b>Date Posted to WebEOC</b>	
Update ESF 2 (Communications) <b>Comments</b>	
Update ESF 3 (Public Works and Engineering) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 3 (Public Works and Engineering) <b>Date Posted to WebEOC</b>	
Update ESF 3 (Public Works and Engineering) <b>Comments</b>	

**2019 POW Spreadsheet**

Update ESF 4 (Firefighting) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 4 (Firefighting) <b>Date Posted to WebEOC</b>	
Update ESF 4 (Firefighting) <b>Comments</b>	
Update ESF 5 (Emergency Management) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 5 (Emergency Management) <b>Date Posted to WebEOC</b>	
Update ESF 5 (Emergency Management) <b>Comments</b>	
Update ESF 6 (Human Services) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 6 (Human Services) <b>Date Posted to WebEOC</b>	
Update ESF 6 (Human Services) <b>Comments</b>	
Update ESF 7 (Resource Support) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 7 (Resource Support) <b>Date Posted to WebEOC</b>	
Update ESF 7 (Resource Support) <b>Comments</b>	
Update ESF 8 (Public Health) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 8 (Public Health) <b>Date Posted to WebEOC</b>	
Update ESF 8 (Public Health) <b>Comments</b>	
Update ESF 9 (Urban Search and Rescue) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 9 (Urban Search and Rescue) <b>Date Posted to WebEOC</b>	
Update ESF 9 (Urban Search and Rescue) <b>Comments</b>	
Update ESF 10 (HAZMAT) <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update ESF 10 (HAZMAT) <b>Date Posted to WebEOC</b>	

**2019 POW Spreadsheet**

Update ESF 10 (HAZMAT) <b>Comments</b>	
Update ESF 11 (Agriculture) <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>
Update ESF 11 (Agriculture) <b>Date Posted to WebEOC</b>	
Update ESF 11 (Agriculture) <b>Comments</b>	
Update ESF 12 (Energy) <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>
Update ESF 12 (Energy) <b>Date Posted to WebEOC</b>	
Update ESF 12 (Energy) <b>Comments</b>	
Update ESF 13 (Public Safety) <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>
Update ESF 13 (Public Safety) <b>Date Posted to WebEOC</b>	
Update ESF 13 (Public Safety) <b>Comments</b>	
Update ESF 14 (Long Term Recovery) <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>
Update ESF 14 (Long Term Recovery) <b>Date Posted to WebEOC</b>	
Update ESF 14 (Long Term Recovery) <b>Comments</b>	
Update ESF 15 (External Affairs) <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>
Update ESF 15 (External Affairs) <b>Date Posted to WebEOC</b>	
Update ESF 15 (External Affairs) <b>Comments</b>	
Update Radiological Incident Index <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>
Update Radiological Incident Index <b>Date Posted to WebEOC</b>	
Update Radiological Incident Index <b>Comments</b>	
Update Table of Contents <b>Not Applicable - Will Update EOP</b> (Check Box)	<input type="checkbox"/>



**2019 POW Spreadsheet**

Update Table of Contents <b>Date Posted to WebEOC</b>	
Update Table of Contents <b>Comments</b>	
Update of Acronyms <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update of Acronyms <b>Date Posted to WebEOC</b>	
Update of Acronyms <b>Comments</b>	
Update of Legal Basis <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update of Legal Basis <b>Date Posted to WebEOC</b>	
Update of Legal Basis <b>Comments</b>	
Update of Phone List <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Update of Phone List <b>Date Posted to WebEOC</b>	
Update of Phone List <b>Comments</b>	
Crosswalk to CPG 101 V. 2 <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Crosswalk to CPG 101 V. 2 <b>Date Posted to WebEOC</b>	
Crosswalk to CPG 101 V. 2 <b>Comments</b>	
Planning Narrative <b>Not Applicable</b> - Will Update EOP (Check Box)	<input type="checkbox"/>
Planning Narrative <b>Date Posted to WebEOC</b>	
Planning Narrative <b>Comments</b>	

Exercising

Plan/Conduct HSEEP Exercise with AAR <b>Date Posted to WebEOC</b>	
Plan/Conduct HSEEP Exercise with AAR <b>Comments</b>	
Participate in three (3) EMPG Exercises <b>Date Posted to WebEOC</b>	

**2019 POW Spreadsheet**

Participate in three (3) EMPG Exercises <b>Comments</b>	
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Exercising Continued

<b>Additional Exercises</b>	
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<b>Additional Exercises</b> <b>Date Posted to WebEOC</b>	
-------------------------------------------------------------	--

<b>Additional Exercises</b> <b>Comments</b>	
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Local Initiatives

<b>LOCAL PARTNERSHIP/MEETINGS</b>	
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<b>LOCAL PARTNERSHIP/MEETINGS</b> <b>Date Posted to WebEOC</b>	
-------------------------------------------------------------------	--

<b>LOCAL PARTNERSHIP/MEETINGS</b> <b>Comments</b>	
------------------------------------------------------	--

Meetings

Attend Scheduled Regional Meetings <b>Date Posted to WebEOC</b>	
--------------------------------------------------------------------	--

Attend Scheduled Regional Meetings <b>Comments</b>	
-------------------------------------------------------	--

Report to Oversight Committee Meetings <b>Date Posted to WebEOC</b>	
------------------------------------------------------------------------	--

Report to Oversight Committee Meetings <b>Comments</b>	
-----------------------------------------------------------	--

Other Outreach

Outreach <b>Date Posted to WebEOC</b>	
------------------------------------------	--

Outreach <b>Comments</b>	
-----------------------------	--

Outreach	Print Media Articles
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Outreach	Broadcast media appearances
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Outreach	Social media
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Outreach - Severe Weather

<b>Tornado and Severe Weather Awareness Campaign</b> Indicate three (3) or more activities comprising the campaign: <b>Date Posted to WebEOC</b>	
--------------------------------------------------------------------------------------------------------------------------------------------------------	--

**2019 POW Spreadsheet**

	<b>Tornado and Severe Weather Awareness Campaign</b> Indicate three (3) or more activities comprising the campaign: <b>Comments</b>	
	<b>Tornado and Severe Weather Awareness Campaign</b> Indicate three (3) or more activities comprising the campaign: Awareness	Print Media Articles

Radiological

	<b>WEM encourages affected counties/tribes to identify their involvement with radiological activities.</b>	
	<b>WEM encourages affected counties/tribes to identify their involvement with radiological activities.</b> <b>Date Posted to WebEOC</b>	
	<b>WEM encourages affected counties/tribes to identify their involvement with radiological activities.</b> <b>Comments</b>	

Training

	<b>Course:</b>	
	<b>Course:</b> <b>Date Posted to WebEOC</b>	
	<b>Course:</b> <b>Comments</b>	

**14. Approval Checklist:**

- A. Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years?
- Yes
- No
- B. If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see <http://www.ojp.usdoj.gov/ocr/>). If no, a copy should be forwarded to: Wisconsin Department of Military Affairs, Attn: EEOP, 2400 Wright Street, PO Box 7865, Madison, WI 53707-7865
- Yes
- No

N/A

C. Do you have technical assistance needs regarding the financial process at WEM that you would like contacted about?

Yes

No

D. Have you utilized the WEM Administrative Guide located on the WEM website? (<https://dma.wi.gov/DMA/wem/>)

Yes

No

E. Would you like someone from WEM to contact you?

Yes

No

F. Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEOP) or Certification form (if applicable). A copy of your EEOP federal approval letter must be submitted to WEM. (More information may be found at <https://dma.wi.gov/DMA/wem/>, Grants, Grantee Civil Rights Information.)

Yes

No

N/A

G. Does this application apply for any of the following? a) Physical security enhancements (i.e., installation of fencing, cameras, TWIC readers, bollards, motion detection systems, x-ray machines, lighting, etc.) b) New installation/construction/renovation (i.e., emergency operations centers, docks, piers, security guard buildings, etc.) c) Renovations/upgrades/modifications to structures 50 years old or older, communication towers, related equipment, and equipment shelters, ground-disturbing activities (i.e., trenching, excavation, etc.), or d) Any activities that potentially involve ground disturbance. For more information, visit <https://www.fema.gov/environmental-planning-and-historic-preservation-program>. The program manager will follow up with you for more details if you answer yes.

Yes

No

N/A

H. If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

Yes

No

N/A

I. If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act (FFATA or Transparency Act).

Yes

No

N/A

**PLAN OF WORK AGREEMENT**  
for the  
**Emergency Management Performance Grant (EMPG)**

**Applicant:** Racine County

**DUNS Number:** 38981510

**Sam.gov CAGE Code:**

I hereby certify that all data provided in this grant application are true and correct. I have read and understand the grant assurances, project deliverables, financial deliverables, including post-award special conditions/reporting requirements.

I understand that receipt of Federal grant funds under the Emergency Management Performance Grant (EMPG) are dependent upon successful completion of the EMPG project and financial deliverables including post-award special conditions/reporting requirements.

I understand that failure to complete the EMPG project and financial deliverables including post-award special conditions/reporting requirements as agreed to and within the prescribed time frames will result in the delay or loss of grant funds.

**APPLICATION:**

Award Amount Eligible For Under EMPG      **97,419**      (estimated)

\_\_\_\_\_  
Head of County/Tribal Emergency Management (Signature)      \_\_\_\_\_  
Date

\_\_\_\_\_  
County Board Chair / Executive / Administrator (Signature)  
Tribal Chair/President/Elected Official (Signature)      \_\_\_\_\_  
Date

**CLOSE-OUT REPORT:**

Award Amount Eligible For Under EMPG      **97,419**      (final award amount)

We have prepared / reviewed the attached twelve (12)-month progress report and are submitting it to Wisconsin Emergency Management for approval.

\_\_\_\_\_  
Head of County/Tribal Emergency Management (Signature)      \_\_\_\_\_  
Date

\_\_\_\_\_  
County Board Chair / Executive / Administrator (Signature)  
Tribal Chair/President/Elected Official (Signature)      \_\_\_\_\_  
Date

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2018</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: County Executive - Jonathan Delagrave

Committee/Individual Sponsoring: Finance & Human Resources Committee

Person attending the Meeting Communications Director Jackie Bratz

Date Considered by Committee: 9/19/2018 Date of County Board Meeting to be Introduced: 9/25/2018

1st Reading:  1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Increase as of September 29, 2018 positions Non-Rep - Exempt E030 Dispatch Supervisor, Non-Rep - Exempt E040

Pub Safety System Admin, Non-Rep - Exempt E060 Asst. Director Communications, and Non-Rep - Non-Exempt

N070 - Dispatch Technicians by \$1.25 an hour

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred. All fiscal notes before going to the committee must be reviewed by the Finance Department

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.



**Communications Department**

14116 Washington Ave

Sturtevant, WI 53177

262-833-8773

fax: 262-833-8727

RCCommunications@racinecounty.com

September 14, 2018

To: Finance and Human Resources Committee

Re: Pay Increase for Communications Staff

The Dispatch Technicians of Racine County are seeing call volumes steadily increase, as well as continue to work to maintain all necessary certifications and increased training needs that are imperative, for our department to provide the highest level of care and service to our callers, and all citizens of Racine County. I am requesting a \$1.25 increase in hourly pay for all 51 (except for the Director) of the Racine County Communications Center staff. We have found that neighboring dispatch centers have wages higher than our current pay and have found that we are losing potential new hires, due to this difference. (i.e., Kenosha County currently starts their dispatchers \$1.00 higher than our starting pay).

We are asking for this increase to be considered for First and Second reading, so this increase can be effective September 29, 2018.

Respectfully,

Jackie R. Bratz  
Director



\*SEPT-19-18\*

FISCAL NOTE RESOLUTION NO:

Fiscal Year:

**2018**

The total cost for 2018 (9/29/18 - 12/31/18) would be \$39,587 which includes wages and associated fringes.

There are sufficient funds within the departments 2018 budget to cover the amount.

The 2019 annual amount is \$158,534 which includes wages and associated fringes.

FINANCE COMMITTEE RECOMMENDATION

After reviewing the Resolution/Ordinance and fiscal information supplied, your Finance Committee recommends FOR--AGAINST adoption.

REASONS

FOR	AGAINST

REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2018</u>		Resolution Request
	X	Ordinance Request
		Report Request

Requestor/Originator: Sheriff's Office - Sheriff Christopher Schmaling

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 9/18/2019                      Date of County Board Meeting to be Introduced: 9/25/2019

1st Reading:                       1st & 2nd Reading:  \*

\* Include a paragraph in the memo regarding why 1st & 2nd reading is required.

Signature of Committee Chairperson/Designee: \_\_\_\_\_

**TITLE OF RESOLUTION/ORDINANCE/REPORT:**

Changes to Racine County Ordinance Chapter 17 for improvements to recruitment  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUBJECT MATTER:**

The attached memo describes in detail the nature of resolution /ordinance /report and any specific facts which you want included in resolution/ordinance/report must be attached.

Any request which requires the expenditure or transfer of funds must be accompanied by the specific amount being transferred and the account number from which these funds will be taken and to which they will be transferred.

THIS FORM MUST BE FILLED OUT COMPLETELY PRIOR TO YOUR APPEARANCE BEFORE A COMMITTEE.

**The Committee believes that this action furthers the following goals:**

- Make Racine County the most accessible county in Wisconsin for business to grow, develop and create family supporting jobs.
- Develop a system that encourages employees, elected officials and citizens to suggest ideas for service enhancement and productivity improvements including a measurement of customer satisfaction.
- Foster an environment where intergovernmental cooperation is encouraged to produce better services and efficiencies.
- Reduce or limit the growth of the tax levy as set forth in Resolution No. 2002-59S.
- To make Racine County a healthy, safe, clean, crime-free community and environment.



## RACINE COUNTY SHERIFF'S OFFICE

717 Wisconsin Avenue, Racine, WI 53403-1237  
(262) 886-2300 FAX (262) 637-5279  
Waterford (262) 534-5166 Burlington (262) 763-9558

Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

September 10, 2018

To: Robert N. Miller  
Chair, Finance and Human Resources Committee

From: Sheriff Christopher Schmaling

Ref: Lean Government Initiative – Improvement of Racine County Ordinance, Chapter 17, Sheriff

We are continuously looking for ways to minimize inefficiencies in the delivery of our services to the citizens of Racine County. In doing so, we have embraced Racine County's "Lean Government" initiative. Lean Government is an ongoing strategy of improvement which removes unnecessary steps in processes, leading to accelerated results, saved time, and an improved work environment.

Working together with the Human Resources Department and Corporation Counsel we've identified inefficiencies in the deputy sheriff hiring and promotional processes. Attached you will find a revised Chapter 17 of the Racine County Ordinances which addresses these concerns.

As a result of this revision there will be significant improvements in the hiring and promotion of deputies. Improvements that will save valuable time and money, while at the same time broadening our pool of qualified candidates at both steps.

### Recruitment – Elimination of the Written Examination

The written examination portion of the recruitment is eliminated. This practice is consistent with what other counties around the state are doing and with Racine County's own practice for positions throughout its workforce. Human Resources and Sheriff's staff will screen applicants and invite the most qualified candidates based on education, related work experience, and other relevant skillsets to continue in the process rather than rely on basic standardized testing.

The Sheriff and Human Resources will then convene a panel to interview the candidates who will then be ranked and placed on an eligibility list for a period of 120 days. We've been losing qualified candidates to other jurisdictions because of the length of time it takes with the current recruitment process. This change will allow us to find, recruit and employ the best candidates.

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Visit us at [www.RacineSheriff.org](http://www.RacineSheriff.org), Facebook, or MobilePatrol

Promotion eligibility and testing

There are slight modifications to the promotional section of the ordinance which will allow us to consider a broader pool of qualified deputies for promoted positions.

The written exam section for Sergeant and Lieutenant is modified so that all candidates who take the examination are eligible to proceed to the oral interview. The weight of the written exam is placed at forty (40) percent and the oral interview at sixty (60) percent. This broadens the pool of candidates and puts greater importance on the oral interview.

The written exam section for Captain and Chief Deputy is eliminated. Candidates for Captain and Chief Deputy will be interviewed by a panel convened by the Sheriff and the Sheriff will select the most qualified candidate.

We believe these recruitment and promotional modifications are a reasonable and sound approach to lean government that will make the process more effective and efficient, both operationally and fiscally.

We are requesting a resolution sponsoring these changes in the ordinance. We also respectfully request that you consider this for first reading at the September 25, 2018 County Board meeting.

If you have any questions concerning this matter, please feel free to contact me. I look forward to working together to make our hiring and promotional process more effective and efficient.

Christopher Schmaling  
Sheriff, Racine County

By: John C. Hanrahan, Chief Deputy

A handwritten signature in black ink, appearing to read 'John C. Hanrahan', written over the typed name.

*"A Tradition Since 1836"*

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