

**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. \*\*\*

**\*\*\*AMENDED\*\*\***

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **\*\*\*WEDNESDAY FEBRUARY 20, 2019\*\*\***

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 February 6, 2019 committee meeting.
5. Racine County Economic Development Corporation – Carolyn Engel – Acceptance of the 2018 Matching Grant Program – Action of the Committee Only.
6. Racine County Economic Development Corporation – Carolyn Engel – Approval of the 2019 Matching Grant Program agreement – Action of the Committee Only.
7. Human Resources – Karen Galbraith – Changes to the Salary Placement upon promotion within the HR Policy Manual – Action of the Committee only.
8. Transfers
  - a. Sheriff’s Office – Sheriff Christopher Schmaling – Acceptance of a State of Wisconsin Department of Justice, Division of Law Enforcement Services 2019 Law Enforcement Drug Trafficking Response Southeast Area Drug Operations Group (SEADOG) Grant in the amount of \$50,000 which is shared between Racine, Kenosha, Walworth, Jefferson and Dodge for the purchase of equipment and transfer \$50,000 within the Sheriff’s Metro Drug – State 2019 Budget and authorizing \$10,031 worth of surveillance equipment – 2019 – Resolution – Action Requested: 1<sup>st</sup> & 2<sup>nd</sup> Reading at the February 26, 2019 County Board Meeting.

- b. Emergency Management – David Maack – Acceptance of a Wisconsin Emergency Management – Homeland Security Program Grant 2019 Flooding Exercise and transfer of funds within the Emergency Management – Grants 2019 Budget -2019 – Resolution – Action Requested: 1<sup>st</sup> & 2<sup>nd</sup> Reading at the February 26, 2019 County Board Meeting.
- c. Human Service Department – Hope Otto – Creation of 1 FTE Non-Rep – Non-Exempt N080 Social Worker I position and transfer of \$48,951 within the Human Services Department 2019 Budget – The position will be created March 18, 2019 – 2019 – Resolution – Action Requested: 1<sup>st</sup> Reading at the February 26, 2019 County Board Meeting.

9. Closed Session – 5:45 P.M. (Approximately 15 Minutes) - IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(g) OF THE WISCONSIN STATE STATUTES TO DISCUSS LEGAL COUNSEL THE FOLLOWING CLAIMS AGAINST RACINE COUNTY: 1) PROGRESSIVE INSURANCE FOR INSURED RITA CARMONA AND 2) WEST BEND FOR INSURED MCHAEEL BISHOP.

THE COMMITTEE RESERVES THE RIGHT TO RECONVENE IN REGULAR SESSION TO TAKE POSSIBLE ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

10. Regular Session – 6:00 p.m. (Approximate)

11. Communication & Report Referrals from County Board Meeting:

- a. Department of Workforce Development Equal Rights Division – Ameshia L Greer v. County of Racine.
- b. Silver Onyx Jenkins on behalf of herself has filed a claim against Racine County Jail for lost property in the amount of \$150.00.
- c. Attorney Tony M. Dunn on behalf of Rita J. Carmona has filed a claim against Racine County, Racine County Metro Drug Unit, Racine County Sheriff’s Office and individual officers for property damage and personal injuries.
- d. Department of Workforce Development Equal Rights Division – Notice of Complaint – Travis J. McGregor.

e. Foreclosure items:

Attorney	Lender	Person/Persons	Amt owed Racine
Robert M. Piette	Caliber Home Loans	Stephanie L. & Jordan Street	\$175.30
Michael Holsen	Nationstar HECM Acquisition Trust	Rodolfo G. & Sarah G. Renteria	Unknown
Ian J. Thomson	Wells Fargo Bank	David A. & April L. Coughlin	\$978.42
Patricia C. Lonzo	US Bank National	Brian E. Walton	\$175.29

f . Bankruptcy items :

Type of Action:	Person/Persons
Order of Discharge	Edward R. & Rebecca L. Obrien; Bobby Dane & Melissa Claire McGahey; Jorgy Sue Johnson; Joan Rose LaGosh; Ashley Lynn Porter; Steven Lee & Monica Lynn Dabrowski; Laurel Olivia Martin;
Notice and Motion to Dismiss Confirmed Plan	Derek James Stamates; Angela Yvette Harris; Vanessa L. Kossack;
No Proof of Claim Deadline	Darius Alan & Shannon Marie Smith Jr; Tameka Nicole Boggues;
Case Closed without a Discharge	Nicholas James Swanson;
Order Dismissing Case	Dion James & Carmen Bieker; Rosa Isela Tovar; Tiffany Monique Scaife
Motion for Relief from Automatic Stay and Abandonment	Kristina Marie Dietz;
Chapter 13 Case	Michael Lee Harrell; Nakia Knewriah Robinson; Willie Henry Ervin Jr; Tracy Lynn Serra;
Order Dismissing Case for failure to pay the filing fee	Willie Davis & Carolyn Weeks Sr;

12. Staff Report – No Action Items.

a) Finance & Human Resources Committee – Next Meeting will be March 6, 2019.

13. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

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

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

**Date of Committee Meeting:** 2/20/2019

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

**Description:** Approval of the minutes from the February 6, 2019 Meeting  
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**Action:**  **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**February 6, 2019**

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

Meeting attended by: Chairman Miller, Supervisors Dawson, Pringle, Shakoor II and Wisch and Youth Representative Faust, Supervisor Trottier, Finance Director Alexandra Tillmann, Human Resources Director Karen Galbraith, Finance & Budget Manager Kris Tapp, Public Works Superintendent Dave Prott, Asst. Corporation Counsel John Serketich, Lieutenant Dan Klatt, Sergeant Aaron Schmidt, Noaman Sharief and Robert Leuty from Dana Investment Advisors.

Excused: Supervisors Bernberg and Nielsen.

Unexcused: Youth Representative Rosli

**Agenda Item #1 – Convene Meeting.**

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

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

Youth in Governance statement was read by Youth Representative Faust.

**Agenda Item #3 – Public Comments.**

None.

**Agenda Item #4 – Approval of Minutes from the January 16, 2019 committee meeting.**

**Action:** Approve the minutes from the January 16, 2019 committee meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #8 – Transfers:**

**a) Public Works – Julie Anderson – Authorizing Application and Acceptance of Outdoor Recreation Trail Aids – County Snowmobile Trail Aids Funding through the Wisconsin Department of Natural Resources (WDNR) in the amount of \$54,240 and transfer of \$900 within the Parks 2019 Budget - 2019 – Resolution – Action Requested: 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting.**

**Action:** Authorizing Application and Acceptance of Outdoor Recreation Trail Aids – County Snowmobile Trail Aids Funding through the Wisconsin Department of Natural Resources (WDNR) in the amount of \$54,240 and transfer of \$900 within the Parks 2019 Budget – 2019 – Resolution – 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**b) Sheriff's Office – Sheriff Christopher Schmaling – Acceptance of a Federal Bureau of Transportation Safety – Mobilization Equipment Grant in the amount of \$3,995 and transfer of \$3,995 within the Sheriff's 2018 Budget - 2018 – Resolution – Action Requested: 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting.**

**Action:** Authorizing the acceptance of a Federal Bureau of Transportation Safety – Mobilization Equipment Grant in the amount of \$3,995 and transfer of \$3,995 within the Sheriff's Grant 2018 Budget – 2018 – Resolution – 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**c) Sheriff's Office – Sheriff Christopher Schmaling – Acceptance of a Federal Bureau of Transportation Safety – Impaired Driving Enforcement Grant in the amount of \$59,892 with a 25% match and a transfer of \$59,892 within the Sheriff's Grant 2018 Budget and a transfer of \$10,000 - 2018 – Resolution – Action Requested: 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting.**

**Action:** Authorizing the acceptance of a Federal Bureau of Transportation Safety – Impaired Driving Enforcement Grant in the amount of \$59,892 with a 25% match and a transfer of \$59,892 within the Sheriff's 2018 Budget and a transfer of \$10,000 from the Sheriff's 2018 budget to the Sheriff's Grant 2018 Budget – 2018 – Resolution – 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**d) Sheriff's Office – Sheriff Christopher Schmaling – Acceptance of a Federal Bureau of Transportation Safety – Seat Belt Enforcement Grant in the amount of \$41,850 with a 25% match and a transfer of \$41,850 within the Sheriff's Grant 2018 Budget and a transfer of \$5,000 - 2018 – Resolution – Action Requested: 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting.**

**Action:** Authorizing the acceptance of a Federal Bureau of Transportation Safety – Seat Belt Enforcement Grant in the amount of \$41,500 with a 25% match and a transfer of \$41,500 within the Sheriff's 2018 Budget and a transfer of \$5,000 from the Sheriff's 2018 budget to the Sheriff's Grant 2018 Budget – 2018 – Resolution – 1<sup>st</sup> Reading at the February 12, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**e) Sheriff's Office – Sheriff Christopher Schmaling – Acceptance of a Wisconsin Department of Justice Grant in the amount of \$11,500 and a transfer of \$11,500 within the Sheriff's Grant 2019 Budget and authorizing a purchase of capital equipment – Cellebrite Device and authorizing a sole source for Cellebrite Mobile Synchronization company - 2019 – Resolution – Action Requested: 1<sup>st</sup> & 2<sup>nd</sup> Reading at the February 12, 2019 County Board Meeting.**

**Action:** Authorizing the Acceptance of a Wisconsin Department of Justice Grant in the amount of \$11,500 and a transfer of \$11,500 within the Sheriff's Grant 2019 Budget and authorizing a purchase of capital equipment – Cellebrite Device and authorizing a sole source for Cellebrite Mobile Synchronization company– 2019 – Resolution – 1<sup>st</sup> & 2<sup>nd</sup> Reading at the February 12, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #5 – Finance Department – Alexandra Tillmann – Racine County 2018 4<sup>th</sup> Quarter Investment (Staff from DANA Investments will be available to discuss the materials) – 2018 – Report.**

**Action:** Accept the Racine County portfolio and economic update as of December 31, 2018. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Action:** Approve the Racine County 2018 4<sup>th</sup> Quarter Investment Report -2018 - Report. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #6 – Finance Department – Alexandra Tillmann – 2018 Racine County Accepted Donations – 2018 – Report.**

**Action:** Approve the 2018 County Accepted Donations Report – 2018 - Report. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #7 – County Executive – Presented by Alexandra Tillmann – 2018 Donation to the Safe Ride Program to the Tavern League of Wisconsin – 2018 – Report.**

**Action:** Approve the 2018 Donation to the Safe Ride Program to Tavern League of Wisconsin – 2018 - Report. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Wisch. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #11 – Communication & Report Referrals from County Board Meeting:**

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

**Agenda Item #12 – Staff Report- No Action Items.**

Next Finance & Human Resources Committee meeting will be on February 20, 2019

**Agenda Item #9 – Closed Session – 5:49 PM (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) KATHERINE TURNBOW**

**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) Katherine Turnbow at 5:49 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

**Agenda Item #10 – Regular Session.**

**Action:** To reconvene into regular session at 5:56 pm. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays.

**Action:** Approve the payment of claim of Katherine Turnbow in the amount of \$1,122.49 – 2019 - Report. **Motion passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Ayes No Nays.

**Agenda Item #13 – Adjournment.**

**Action:** Adjourn meeting at 5:59 pm. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Dawson. Vote: All Aye No Nays.

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

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

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

**Date of Committee Meeting:** 2/20/2019

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

**Description:** Acceptance of the 2018 Matching Grant Program Year End Report

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**County Board Supervisors**

**Action:**  Approve  
 Deny

**Youth In Governance**

Approve  
 Deny

MEMORANDUM

TO: RACINE COUNTY BOARD  
FINANCE AND HUMAN RESOURCE COMMITTEE

FROM: CAROLYN ENGEL, BUSINESS FINANCE MANAGER

DATE: JANUARY 30, 2019

SUBJECT: STATUS OF THE RACINE COUNTY MATCHING GRANT PROGRAM  
FOR THE PERIOD ENDING DECEMBER 31, 2018

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The purpose of this memorandum is to provide Racine County ("County") with a quarterly update, for the Racine County Matching Grant Program ("MGP") that is administered on behalf of the County by Racine County Economic Development Corporation ("RCEDC").

**I. Overview of the Program**

Historically, two grant programs were established for Racine County businesses (for manufacturing and minority owned businesses) in 2004 and 2006, respectively.

The goal of the Manufacturing Renewal Grant (MRG) program: "to address the economic downturn of manufacturers and the related job losses in Racine County. The program could underwrite training and consulting services designed to support manufacturers thus helping them stay in business and continue to retain or provide jobs for Racine County residents."

The goal of the Minority Matching Grant (MMG) program: to provide a means for the small and medium sized businesses to "obtain professional services necessary to establish a strong foundation for continued business growth...stay in business and provide jobs for Racine County residents."

In 2016 County Board members provided RCEDC with guidance on how to streamline the grant program, incorporate job creation criteria and the improve the approval process. At that time, the Grant programs were combined into one. In 2018, the Board approved the following additional changes to the grant program:

- 1) Increase annual grant amounts from \$2,500 to \$5,000 per applicant;
- 2) Addition of veteran owned businesses as eligible applicants; and
- 3) Reduction of time required for the business to have been established and generate sales, reduced from two years to one year.

## **II. Eligibility Requirements**

The goal of the MGP is to provide a means for the existing small and medium sized Racine County companies to obtain professional services necessary for a strong foundation for continued business growth and provide jobs for Racine County residents. The MGP is a reimbursement based matching grant program up to \$5,000 per business per year to support training costs and marketing consultants. Companies are eligible for MGP funds based on meeting the following criteria:

- Located in Racine County;
- For profit entity;
- Been in operation for more than one continuous year (from the date of the first sale);
- Less than 200 employees at the Racine County location;
- Less than \$25 million in gross annual US sales;
- Manufacturer with NAICS code of 31, 32, or 33; or 51% owned by ethnic/racial minority; or 51% owned by a women; 51% owned by a Veteran; or a manufacturing company that was recruited by RCEDC who has begun its Racine County operations with a sales office or distribution facility with the intent to establish a manufacturing operation in Racine County within a defined period of time; or a Company enrolled in the RCEDC/RAMAC Living as a Leader program or the RCEDC CEO Roundtable;
- Working with one of the following Racine County partner organizations: RCEDC (loan recipient or engaged in an incentive agreement); Gateway Technical College training program; Racine Area Manufacturers and Commerce ("RAMAC") training; Wisconsin Women's Business Initiative Corporation ("WWBIC") loan recipient, class, training; Small Business Development Center ("SBDC") class, training, consulting; Independent

Consultant (deemed appropriate by RCEDC Staff and Loan Committee); RCEDC CEO Roundtable; and RCEDC/RAMAC Living as a Leader Program; and

- Current with all Racine County real estate taxes and certify that the company is current with all other financial obligations and taxes.

RCEDC staff reviews each of the applications received to ensure the applicant meets the eligibility criteria identified above and works with the applicant to complete an application. RCEDC staff makes a recommendation to the RCEDC Loan Committee for approval of the grant application.

### III. Report

This report covers the period of January 1, 2018- December 31, 2018.

#### *Program Accounting*

2017 MGP Carry Forward	\$9,930
2018 MGP Allocation	\$50,000
2018 MGP New Allocation	\$30,000
<b>Total Available for Grants in 2018</b>	<b>\$89,930</b>
2018 Grant Approvals	\$90,923
2018 Grant Funds Disbursed	\$77,743
<b>Total Remaining Available to Grant in 2019</b>	<b>\$12,187</b>

In 2018, three projects that were approved for grants did not proceed. Additionally, others did not expend enough on approved costs to draw the full grant amounts. For that reason, there remains \$12,187 in funds available to rollover into 2019 to be available for new grant applications.

#### *2018 Year End Results*

- \$90,923 in total grants approved
- 26 small businesses approved for MGP
- Approved grants included:
  - 10 Women Owned
  - 5 Racial/Ethnic Minorities
  - 9 Manufacturing
  - 2 participated in the Living as a Leader program
  - 7 participated in the CEO Roundtable program

- The 26 Small Businesses approved employ 656.5 full time equivalent employees
- The 26 Small Business were located in the following communities:
  - Caledonia: 2
  - Mount Pleasant: 1
  - Yorkville: 2
  - City of Racine: 17
  - Waterford: 2
  - Burlington: 2

2018 Year End MGP Report									
Company Name	Community County	Company Description	MGP Grant Award	MGP Total Disbursement	MGP Partner	MGP Qualifier	Project Details	BLP Referral Source	MGP Application Job Count
2swiftsuits	City of Racine	On-line sales of Men's Apparel	\$ 1,497.00	\$ 1,250.00	SBDC	Racial/Ethnic Minority	Training	Ahamd Qwai	2
A M I, Inc	City of Racine	Equipment Wholesalers	\$ 1,700.00	\$ 1,700.00	RCEDC	CEO Roundtable	CEO Roundtable	Laura Million	31
Artistic Piano Service, LLC	Waterford	Piano Store	\$ 5,000.00	\$ 5,000.00	Other	Women Owned	Action Coach	Jackie Zach	2
Bon Bon Belle, Inc. dba Christy's Bon Bon Belle Bridal	Burlington	Bridal Shop	\$ 3,471.49	\$ 1,962.57	RCEDC	Women Owned	Marketing, Advertising & Training	Carolyn Engel	11
Bon Voyage Cruise & Vacations, Inc.	Waterford	Travel Agency	\$ 5,000.00	\$ 4,750.00	RCEDC	Women Owned	Action Coach	Karmin Garstecki	9
Clearcom, Inc.	Caledonia	Equipment Manufacturing	\$ 1,700.00	\$ 1,275.00	RCEDC	CEO Roundtable	CEO Roundtable	Laura Million	25
Designs Touch LLC	City of Racine	Website Designer	\$ 4,750.00	\$ 4,750.00	Independent Consultant	Racial/Ethnic Minority	Advertising	Carolyn Engel	2
Econoprint of Racine, Inc.	City of Racine	Commercial Printing Handtool, Cutlery, & Flatware	\$ 4,875.00	\$ 4,875.00	RCEDC	CEO Roundtable; Living as a Leader	CEO Roundtable; LAAL	Laura Million	13
FISCHER USA, Inc.	City of Racine	Manufacturing	\$ 1,700.00	\$ 1,700.00	RCEDC	Manufacturer; CEO Roundtable	CEO Roundtable	Laura Million	64
Hiram Power Electric, LLC	City of Racine	Electrical Supply Store	\$ 5,000.00	\$ 3,371.59	Independent Consultant	Racial/Ethnic Minority	Marketing & Branding	Jenny Trick	45
Kind Dentistry, LLC	Mount Pleasant	Oral Surgeon	\$ 3,000.00	\$ 2,500.00	Independent Consultant	Women Owned	Training & Coaching	Jackie Zach, Action Coach	10
Marathon CC LLC dba CarpetsPlus	City of Racine	Flooring Store	\$ 5,000.00	\$ 5,000.00	RAMAC	Women Owned	Blue Door Consulting	Jeff Molinski	5
Marini Manufacturing	City of Racine	Machine Shops	\$ 1,700.00	\$ 1,700.00	RCEDC	Manufacturer CEO Roundtable	CEO Roundtable	Laura Million	25
Mt. Sinai Gym, LLC	City of Racine	Gym/Physical Fitness Center	\$ 510.00	\$ 510.00	WWBIC	Racial/Ethnic Minority	Advertisement and Training	Thalia Mendez	1
My Bread Bakery, LLC	City of Racine	Bakery goods manufacturer	\$ 4,990.00	\$ 4,990.00	RCEDC	Manufacturer	Training / Conference	Thomas Van Gent	3.5
Nimco Controls, Inc.	Yorkville	Industrial Equipment Wholesalers	\$ 5,000.00	\$ 5,000.00	RCEDC	Manufacturer	Marketing	Carolyn Engel	12
R & B Grinding Co., Inc.	City of Racine	Hardware & Fastener Manufacturing	\$ 5,000.00	\$ 5,000.00	RCEDC; GTC; Independent Consultant	Manufacturer; Women Owned	Leadership, Coaching, & Behavioral	RCEDC	150
Racine County Eye LLC	City of Racine	Local News Coverage	\$ 5,000.00	\$ 4,529.72	RCEDC	Women Owned	New Marketing initiative for direct contact jobs.	Jackie Zach	3
Reliance Controls Corporation	City of Racine	Electrical Products Manufacturing	\$ 1,700.00	\$ 1,700.00	RCEDC	Manufacturer; CEO Roundtable	CEO Roundtable	Laura Million	41
Skyline Landscape Design, LLC	Burlington	Landscaper	\$ 3,300.00	\$ 3,300.00	Other	Women Owned	Action Coach	Jackie Zach - Action Coach	12
Spee-Dee Packaging Machinery, Inc.	Yorkville	Equipment Manufacturing	\$ 4,875.00	\$ 4,875.00	RCEDC	Manufacturer; CEO Roundtable	CEO Roundtable & LAAL	Laura Million	62
Wiscon Products, Inc.	Caledonia	Hardware & Fastener Manufacturing	\$ 5,000.00	\$ 5,000.00	RCEDC	Manufacturer	Training / Education	Laura Million	50
Wisconsin Plating Works of Racine, Inc.	City of Racine	Fabricated Metal Product	\$ 4,137.50	\$ 3,003.87	Independent Consultant	Manufacturer	Marketing & Training	Maureen Bagg	59
<b>TOTALS</b>			\$ 83,905.99	\$ 77,742.75					637.5

Grants Approved with Cancelled Projects									
Alpha One Transport, LLC	City of Racine	Expedited Freight Service	\$3,587.50	N/A	Independent Consultant	Racial/Ethnic Minority	Marketing, Web Design	Bagg of Corporate	1
Professional Federal Resumes dba Kristin Miannecki Career Services	City of Racine	Writer and Trainer for creating Resumes	\$ 1,000.00	N/A	RCEDC	Women Owned	New Logo Assistance	Jeff Molinski	1
X-Cite Child Care Center	City of Racine	Child Day Care Services	\$ 1,800.00	N/A	RCEDC	Women Owned	Training & Education	Karmin Garstecki	17
<b>TOTALS</b>			\$ 6,387.50						19

MEMORANDUM

TO: FINANCE AND HUMAN RESOURCE COMMITTEE  
RACINE COUNTY BOARD

FROM: CAROLYN ENGEL, BUSINESS FINANCE MANAGER

DATE: FEBRUARY 20, 2019

RE: RACINE COUNTY MATCHING GRANT PROGRAM

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The purpose of this memorandum is to provide an overview of the Racine County Matching Grant Program usage and request approval of the 2019 MGP Agreement with RCEDC and funding of \$50,000 to capitalize the program for 2019.

**I. Overview of the Program**

Historically, two grant programs were established for Racine County businesses (for manufacturing and minority owned businesses) in 2004 and 2006, respectively.

The goal of the Manufacturing Renewal Grant (MRG) program: “to address the economic downturn of manufacturers and the related job losses in Racine County. The program could underwrite training and consulting services designed to support manufacturers thus helping them stay in business and continue to retain or provide jobs for Racine County residents.”

The goal of the Minority Matching Grant (MMG) program: to provide a means for the small and medium sized businesses to “obtain professional services necessary to establish a strong foundation for continued business growth...stay in business and provide jobs for Racine County residents.”

**II. Current Eligibility Requirements**

In 2016 County Board members provided RCEDC with guidance on how to streamline the grant program, incorporate job creation criteria and the approval process. At that time, the topic of increasing the grant amount from its historic maximum of \$2,500 (assuming a \$5,000 eligible project) to a higher amount was discussed. We agreed to evaluate the program with the changes made in 2016 and return to this topic in the future. In 2018, the County agreed to increase MGP grants to \$5,000. At that same time, veteran-owned businesses were added as eligible for the MGP program and the applicants required years in business was adjusted from two years to one year as a qualifier. These changes have been effective in making this program a success. The tables within this memorandum detail the usage of the program.

In summary, grants are currently available under the following parameters:

- Up to 50% match of funds towards eligible costs but no more than \$5,000 per company per year;
- Eligible use of funds includes the engagement of a consultant for the purposes of training or marketing expenses; and

- Eligible grant applicants must be engaged with one or more of the following organizations: RCEDC, Gateway Technical College, Small Business Development Center, Wisconsin Women's Business Initiative, RAMAC or an acceptable independent consultant.

### III. Annual Usage

Below is a summary of usage for the **MMG** program:

Year	Amount Allocated	Amount Expended	Balance
2006	\$25,000	\$ 14,400	\$ 10,600
2007 *	\$25,000	\$ 28,800	\$ (3,800) **
2008	\$25,000	\$ 27,800	\$ (2,800)
2009	\$25,000	\$ 14,000	\$ 11,000
2010	\$25,000	\$ 23,500	\$ 1,500
2011	\$25,000	\$ 15,200	\$ 9,800
2012	\$25,000	\$ 31,500	\$ (6,500) **
2013	\$25,000	\$ 28,900	\$ (3,900) **
2014	\$25,000	\$ 36,000	\$ (11,000) **
2015	\$25,000	\$ 23,750	\$ 1,250
<b>Average per year</b>		<b>\$ 24,400</b>	

\* Women owned businesses added as eligible applicants in 2007

\*\* Balance carry forwards covered higher usage in 2007, 2008, 2012-2014

Below is a summary of usage for the **MRG** program:

Year	Amount Allocated	Amount Expended	Balance
2004	\$25,000	\$24,950	\$ 50
2005	\$25,000	\$22,840	\$ 2,160
2006	\$25,000	\$24,245	\$ 755
2007	\$25,000	\$19,100	\$ 5,900
2008	\$25,000	\$24,700	\$ 300
2009	\$25,000	\$12,800	\$ 12,200
2010	\$25,000	\$10,600	\$ 14,400
2011	\$25,000	\$22,500	\$ 2,500
2012	\$25,000	\$29,500	\$ (4,500) *
2013	\$25,000	\$40,900 **	\$ (15,900) *
2014	\$25,000	\$28,800 ***	\$ (3,800) *
2015	\$25,000	\$27,000	\$ (2,000) *
<b>Average per year</b>		<b>\$20,300 ****</b>	

\* Balance carry forwards covered higher usage in 2012-2015

\*\* \$14,400 was awarded to GTC's Launch Box

\*\*\* \$10,000 was awarded to GTC's Accelerator Program

\*\*\*\* Reduced by unique GTC awards

After the 2016 changes were applied, the following results occurred:

Year	Amount Allocated	Grants Awarded	Balance at YE
2016	\$50,000	\$57,175	\$19,200
2017	\$50,000	\$46,790	\$9,930 *
2018	\$80,000	\$79,554	\$10,376

\* Balance at YE 2017 reflects GTC payment of \$17,500

A total of 26 grants were approved in 2018 but three did not move forward with their projects. If they had, funds would have been depleted in 2018.

**IV. Consideration of Changes to the Program**

**None:** The RCEDC is not recommending any changes to the MGP program for 2019.

**V. Conclusion**

In conclusion, we believe many of the changes made in past years were appropriate and effective. Therefore, we are not proposing any changes for 2019. Attached for consideration is the proposed 2019 MGP Agreement. RCEDC is requesting the program be funded at the level of \$50,000 as was budgeted by the County. However, given the demand for the MGP awards in 2019, it is possible there may be a request for additional funds during 2019.

\* \* \*

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

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

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

**Date of Committee Meeting:** 2/20/2019

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

**Description:** Approval of 2019 Matching Grant Program agreement  
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**Action:** **County Board Supervisors**  
 Approve  
 Deny

**Youth In Governance**  
 Approve  
 Deny

## **RACINE COUNTY MATCHING GRANT PROGRAM AGREEMENT - 20182019**

This Agreement made and entered into this \_\_\_\_ day of \_\_\_\_, 2018-2019 by and between the County of Racine (hereinafter referred to as "COUNTY") and the Racine County Economic Development Corporation (hereinafter referred to as "RCEDC".)

WHEREAS, in the 2018-2019 budget, the Racine County Board of Supervisors (hereinafter referred to as "County Board"), has allocated \$50,000.00 for the Racine County Matching Grant Program (hereinafter referred to as the "MGP") which is described as follows:

The MGP creates grants specifically for existing small and medium-sized ~~for-profit~~for-profit companies. Existing company is defined as the following:

- One in operation for more than one continuous year; and
- An operation is defined as the date of the first sale; and
- One with less than \$25 million in US gross sales.

Eligible applicants must comply with one or more of the following:

- Ownership of 51% or more by a racial or ethnic minority (defined as section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code);
- Ownership of company of 51% or more by a woman;
- Ownership of company of 51% or more by a Veteran;
- Manufacturing companies (NAICS 31, 32 or 33); or
- Manufacturing companies recruited by RCEDC who begin with a sales office or distribution facility in Racine County with the intent to add manufacturing operations within a defined number of years with applying companies having less than 200 employees and less than \$25 million in US gross sales. This initiative is consistent with county economic development priorities.

Eligible MGP applicants must have no outstanding fines, penalties or delinquent financial obligations with Racine County, Wisconsin, agency, entity or any other local unit of government; and

The goal of the MGP is to provide a means for the existing small and medium sized Racine County companies to obtain professional services necessary for a strong foundation for continued business growth and provide jobs for Racine County residents; and

Eligible use of funds includes the engagement of a consultant for the purpose of training or marketing expenses; and

Eligible grant applicants must be engaged with one or more of the following organizations: RCEDC, Gateway Technical College, Small Business Development Center, Wisconsin Women's Business Initiative, RAMAC or an acceptable independent consultant to be eligible to apply for the grant; and

Engagement shall be defined as a company approved for or repaying a loan from one of the aforementioned organizations; approved for or engaged in an incentive agreement (via RCEDC assistance); actively applying for training through one of the aforementioned organizations; actively applying for or receiving consultant services from an independent consultant; or actively applying for or engaged in receiving marketing services; and

The MGP is a combination of two prior matching grant programs, the Manufacturing Renewal Grant Program and the Minority Matching Grant Program.

WHEREAS, the County Board, in the past, authorized other allocations and entered into previous contracts with RCEDC to establish, support and administer various programs for Racine County.

NOW, THEREFORE, IT IS MUTUALLY AGREED between the parties as follows:

1. COUNTY shall provide to RCEDC a grant of \$50,000.00 for the purpose of funding the MGP to be used to provide grants to existing Racine County businesses. Said amount may be augmented by carryover of unused funds from previous years.
2. That the RCEDC shall administer the MGP and shall draw down from said \$50,000.00 grant (and/or any carryover) appropriate funds pursuant to the policies and procedures outlined in this agreement. The RCEDC shall utilize the RCEDC Loan Advisory Committee ("COMMITTEE") to review and approve all grant applications. The RCEDC shall administer the MGP. The RCEDC's administration includes but is not limited to: the collection of grant applications; initial eligibility screening; coordinating and documenting the COMMITTEE decision regarding the application; sending notification to the applicant of either grant approval or denial; reviewing of the grant reimbursement request and requesting the RCEDC Accounting ManaControllerger to reimburse the grant recipient for eligible expenses.
3. There shall be no compensation from COUNTY to RCEDC for the administration of this program. RCEDC shall not charge any service fees to companies applying for or receiving said grant as part of the administration of this program.
4. If, through any cause, RCEDC shall fail to fulfill in a timely and proper manner its obligations under this contract, or if RCEDC shall violate any of the covenants, agreements or stipulations of this contract, COUNTY shall have the right to terminate this contract by giving written notice to RCEDC of such termination and specifying the effective date, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, reports or other materials related to the services prepared by RCEDC under this contract shall become the property of the COUNTY. Further, in such event, RCEDC shall return to COUNTY, all remaining funds that have not been expended out of the MGP specified in Paragraph 1 above.
5. RCEDC shall retain all of the administrative records which are relevant to this agreement for a period of seven (7) years. Said period shall commence to run from the date final action was taken in denying any requests for a grant under this program in the case of

grants which were not granted and from the date of final payment was made in the case of grants which were granted. The administrative record shall include at minimum the grant application, eligibility checklist, the COMMITTEE votes, grant approval or denial letter, and the reimbursement accounting. In the event RCEDC shall cease to exist or cease to function as a viable legal entity, RCEDC shall turn its relevant records over to the COUNTY for safekeeping.

6. RCEDC shall provide the COUNTY with reasonable access to any and all of its relevant records, at such time as the COUNTY shall request to inspect such records. The right to inspect records shall include the right to copy records, providing that the COUNTY arranges for and pays the cost and expense of such copying. The term "records" shall include all books, accounts, reports, files, correspondence and papers that are relevant to this agreement. COUNTY may examine such records for any purpose.

The parties recognized that MGP records, and only MGP records, of RCEDC may be public records under Wisconsin law, although not all information in them may be subject to disclosure. The parties recognize that, with respect to any funds granted, the following information, at a minimum, will be treated as subject to disclosure to a person making a request under Wisconsin public records law: amount of the grant, name and address of party to whom the grant was granted, the purpose of the grant, and names of any other parties involved in the grant.

7. Quarterly Reports. RCEDC shall furnish COUNTY with quarterly reports which shall include a financial report as to all funds disbursed under the terms and conditions of this contract and an update of the status of the use of the funds granted under the terms and conditions of this contract. Such reports shall be furnished to COUNTY no later than the 20<sup>th</sup> day of the month following each calendar quarter.
8. RCEDC shall perform its obligations under this contract in accordance with the letter and the spirit of applicable federal, state and local laws, rules and regulations.
9. The MGP shall be administered as follows:
  - A. The structure for administration of this program will continue the current process of organizational partnerships. RCEDC will act as the lead partner for this project providing appropriate staff support. In carrying out its responsibilities, RCEDC may collaborate with other Partner organizations, such as Gateway Technical College, Racine County Workforce Development Center (WDC), Small Business Development Center (SBDC), Wisconsin Women's Business Initiative Corporation (WWBIC) or Racine Area Manufacturers and Commerce (RAMAC) ("Partners"). RCEDC and/or other Partners will identify current and future clients that could benefit from the MGP and help these clients determine the manner in which a grant could be of assistance, as well as identifying other appropriate sources of financial assistance that could be leveraged by the MGP. The client will then be assisted, if requested, in completing a program application for review by the COMMITTEE.
  - B. Process for Awarding a Grant.

- 1) Each applicant for a grant under the MGP shall submit a completed Application Form (attached as Exhibit A). From time to time during the operation of this agreement, this form may be modified by mutual consent of representatives of the parties to this agreement.
  - 2) Each applicant for a grant under the MGP will be reviewed for eligibility criteria defined in 9.C. below.
- C. Eligibility Determination. Eligible applicants must comply the following:
- 1) Has been in continuous operation for a minimum of one year. An operation is defined as the date of the first sale; and
  - 2) Has less than \$25 million in US gross sales; and
  - 3) Ownership of 51% or more by a racial or ethnic minority (defined as section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code); or
  - 4) Ownership of company of 51% or more by a woman;
  - 5) Ownership of company of 51% or more by a Veteran; or
  - 6) Manufacturing companies (NAICS 31, 32 or 33); or
  - 7) Manufacturing companies recruited by RCEDC who begin with a sales office or distribution facility in Racine County with the intent to add manufacturing operations within a defined number of years with applying companies having less than 200 employees and less than \$25 million in US gross sales.
  - 8) Is current with Racine County Real Estate Taxes; and
  - 9) Does not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions; and
  - 10) Applicant certifies that they have no outstanding fines, penalties, taxes, or delinquent financial obligations whatsoever with the County of Racine, Wisconsin, agency, entity or any other local unit of government.
- 10) On an on-going basis, the RCEDC Executive Director or his/her designee will determine the appropriateness of access to the MGP by clients that utilize, or may utilize, technical assistance services of RCEDC or other relevant entities, such as Small Business Development Center, Gateway and other Partner organizations.
  - 11) Following a determination that a business is an appropriate applicant for the MGP, RCEDC may if requested:
    - A. Assist the client in determining the appropriate consultant services that are necessary, as well as any additional funding sources that could be leveraged;
    - B. Assist the client in preparing the MGP application; and
    - C. Present the application to the COMMITTEE for its consideration.
  - 12) The COMMITTEE will consider the application, as well as provide comments as to the manner in which the application could be modified to take appropriate

advantage of additional area resources for the proposed services. The COMMITTEE may request further information from the applicant prior to a final determination if the COMMITTEE needs clarification on the application.

- 13) The applicant will be advised of the COMMITTEE decision. If the grant is awarded, appropriate fiscal arrangements will be made for payment under the grant. If the grant is not awarded, the applicant will be informed of the reasons for denial, and, if MGP funds remain available, the applicant will be afforded an opportunity to submit a revised application.
- 14) RCEDC Executive Director will serve as the deciding vote in the event of a COMMITTEE tie and can override the COMMITTEE's decision on an application if deemed necessary for the benefit of the MGP program.
- 15) Parameters for the MGP:
  - A. Grants will be available on a first come basis for the reimbursement of eligible expenses that will support existing Racine County companies. Eligible applicants must comply with the eligibility criteria defined in 9.C above.
  - B. A single grant award to any one company cannot exceed \$5,000.00 during a one-year period.
  - C. The grant must be approved prior to the purchase or services unless otherwise agreed to by the COMMITTEE.
  - D. Grants can only be made for eligible use of funds that will support existing firms.
  - E. A minimum of 50 percent (50%) of the total cost of the proposed eligible use of funds must be provided in cash or a cash equivalent by the grant recipient. In-kind contributions by the grant recipient are not considered matching funds. To ensure that the required minimum of 50 percent (50%) of the total cost of the proposed eligible use of funds is provided in cash or a cash equivalent by the grant recipient, the following procedures shall apply:
    - 1) Funds will be disbursed on a reimbursement basis;
    - 2) Grant recipients' requests for reimbursement shall include copies of all signed contracts and invoices for services for which reimbursement is requested including proof of payment (cancelled check, wire transfer, credit card receipt);
    - 3) RCEDC will review documentation submitted for reimbursement to ensure that the expenditures are properly reimbursable under the terms and conditions of the grant award.
  - F. Unless documentation is inadequate or does not clearly demonstrate that the related expenditures are properly reimbursable, the RCEDC ~~Accounting~~ Manager/Controller shall authorize payment within ten working days of receipt of a reimbursement request from the grant recipient.

- G. For the purpose of the MGP the RCEDC CEO Roundtable (“Roundtable”) enrollment and the RCEDC/RAMAC Living as a Leader (“LAAL”) programs are an eligible form of training and consulting services. Up to 50 percent (50%) of these costs may be reimbursed by this grant. For the Roundtable and LAAL the MGP also available to small to mid-sized non-manufacturing firms based in Racine County. A grant application may combine the Roundtable or LAAL training with other eligible expenses, up to a combined reimbursable total of \$5,000.00.
- H. Grants are not renewable. However, should additional funding be made available by the County Board in subsequent years, grant recipients may apply for a different project. For the purpose of the MGP CEO Roundtable and LAAL may be applied for in subsequent years and considered a ‘different project.’
- I. One year after the final reimbursement of the grant, the grant recipient will prepare a one-page memorandum, on company letter head and signed by the applicant reflecting the number of full time and part time employees that the company employed at the time of the application and one year after the final reimbursement of the grant. The memorandum will also include a summary of the results of the project that corresponds to the specific outcomes identified in the project grant application.
10. This document represents the full and complete agreement and understanding of the parties in regard to the MGP but does not supersede prior written agreements and understandings concerning other loan and grant amounts.
11. All notices provided for in this contract shall be sent by first class mail to the address of the party as indicated below:
- County Clerk  
Racine County  
730 Wisconsin Avenue  
Racine, WI 53403
- Jenny Trick  
Racine County Economic Development Corporation  
2320 Renaissance Blvd.  
Sturtevant, WI 53177
12. RCEDC agrees to administer the program described within this contract and to maintain program files at its offices located at 2320 Renaissance Blvd., Sturtevant, Wisconsin 53177.
13. The contract may be amended only by written agreement among the parties.
14. The authorization in this contract to award grants shall terminate as of December 31, ~~2018~~2019. If any funds have not yet actually been expended in reimbursements to grant recipients by January 31, 2019, said funds shall be made available for return to Racine County. The parties may agree to extend said deadlines by a mutual written agreement.

15. This agreement serves as approval for RCEDC to carryforward the unused funds from ~~2016-2018~~ and make the carryforward funds available to eligible companies in ~~2018~~2019.

COUNTY OF RACINE

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

RACINE COUNTY ECONOMIC DEVELOPMENT CORPORATION

By: \_\_\_\_\_

Name: Jenny Trick

Title: Executive Director

By: \_\_\_\_\_

Name: Rowan Conley

Title: Controller

# 2019 Racine County Matching Grant Program

“Thank you for your investment in Racine County. Your business is important to Racine County and I want to personally thank you for it. Every year, since 2004 the Racine County Board of Supervisors has expressed their commitment to growing Racine County businesses by capitalizing this matching grant program. Thank you for your commitment to grow the economy of Racine County.” *Jonathan Delagrave, Racine County Executive*



**I. Matching Grant Eligibility**

**A. Basic Eligibility. Please complete the following questions:**

	Yes	No
1. Are you a for-profit Racine County company?		
2. Have you been in business for more than 1 continuous year (from the time of your first sale)?		
3. Do you have less than 200 employees at your Racine County location?		
4. Do you have less than \$25 million in gross annual US sales?		
5. Are you currently working with one of the following Racine County organizations: a. RCEDC. Recruited to Racine County and have or plan to have manufacturing operations in Racine County? b. RCEDC. Approved for or repaying an RCEDC loan? c. RCEDC. Approved for or engaged in an incentive agreement? d. Gateway Technical College. Actively applying for training? e. RAMAC. Actively applying for training? f. WWBIC. Approved for or repaying a loan? g. WWBIC. Actively enrolled in WWBIC classes/training? h. SBDC. Actively applying for training? i. Independent Consultant. About to engage a consultant to assist you with training or marketing? j. Considering the RCEDC CEO Round Table? k. Considering the RCEDC/RAMAC Living as a Leader Program? Please identify the party that you are currently working with at any of the above organizations: _____		
6. Are you current with your Racine County Real Estate Taxes?		
7. Are you current with all financial obligations with Racine County, Wisconsin, or any other local unit of government, and have no outstanding fines, penalties, taxes or other financial obligations owed to these entities?		

*If you have answered affirmatively above, please proceed.*

**Eligible Applicants: Manufacturers OR Woman Owned Business OR Ethnic Minority Owned Business - please complete the following questions:**

	Yes	No
1. Are you a Racine County manufacturer with NAICS code of 31, 32 or 33? <b>OR</b>		
2. Is your business ownership comprised of 51% or more by a racial or ethnic minority? (defined by section 16.287 Wisconsin Statutes and Chapter Adm 84 Wisconsin Administrative Code- see attached) <b>OR</b>		
3. Is your business ownership comprised of 51% or more by a woman?		

4. Is your business ownership comprised of 51% or more by a Veteran?		
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*If you have answered affirmatively above, please proceed.*

Eligible Use of Grant Funds. Please complete the following questions:		
	Yes	No
A. Have you identified eligible costs to grow your business, such as consultant costs for training or marketing?		

*If you have answered affirmatively above, please complete the balance of the grant application.*

**II. Company Information**

A. Company Name:
B. NAICS Code:
C. Employer Identification Number (also complete attached IRS W-9):
D. Company Address:
E. Name and Title of Contact Person:
F. Contact Person Telephone Number:
G. Contact Person Email:
H. Number of Employees:
I. Annual Gross US Sales:
J. Who referred you to this program?
K. Describe your Business.

L. Describe the consultant services for training or marketing below:

M. Provide itemized consultant costs, including a total and amount being requested from the matching grant program below:

## Applicant Responsibility

1. <u>Timing</u> – A complete grant application must be submitted and approved prior to the engagement of a consultant where reimbursement from this grant will be sought. RCEDC Loan Committee reviews the grant applications weekly.
2. <u>No Adverse Findings</u> – The applicant and operating company must not have any derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions.
3. <u>Grant Limitations</u> – The applicant understands that no more than 50% of the total eligible consultant costs, for training or marketing, or \$5,000 whichever is less can be reimbursed. Specifically if the total, eligible consultant costs equal \$10,000, no more than \$5,000 will be reimbursed. If the total, eligible consultant costs equal \$4,000, no more than \$2,000 (or 50% of \$4,000) will be reimbursed. This is a non-renewable grant.
4. <u>Annual Grant Application Deadline</u> – Complete applications with all required materials must be submitted by November 30, 2019.
5. <u>Invoices and Payment Record Deadline</u> – Applicants must submit all invoices and payment records within 90 days of approval of the grant application or by January 25, 2019 whichever is sooner, or the remaining grant funds will be forfeited.
6. <u>Grant Reimbursement</u> – The approved applicant must submit detailed invoice copies and proof of payment (i.e., cancelled checks, credit card statements or the like). Additional information may be requested to verify the credentials of the consultant. The applicant is limited to two reimbursement requests for the award. If the full grant is not reimbursed with the two requests the balance of the award will be forfeited.
7. <u>One Year After Reimbursement</u> – The approved grant recipient must agree to submit a memorandum on company letter head that identifies the number employees at your company at the time of the grant approval and the number of employees at your company one year later. Racine County capitalizes this grant program to ensure the retention of employees as well as to encourage the creation of new employment positions. The memorandum will also include a summary of the results of the project that corresponds to the specific outcomes identified in the project grant application.  Failure to submit this memorandum will disqualify the applicant from any future MGP Awards. In addition, Racine County reserves the right to demand repayment of the grant award for failure to complete the required memorandum.

## Grant Signature Page

In signing this application on behalf of the requesting business, I hereby certify:

1. That all information is complete and correct;
2. That the business is a Racine County for-profit company;
3. That the business has been in operations for more than 2 continuous years (from the time of your first sale);
4. That the business has less than 200 employees at its Racine County location;
5. That the business has less than \$25 million in gross annual US sales;
6. That the business is working with one of the following organizations: RCEDC, Gateway Technical College, RAMAC, WWBIC, SBDC or an independent consultant as described on the first page of this application document which can included the RCEDC CEO Roundtable or RCEDC/RAMAC Living as a Leader program;
7. That the business and owners are current with Racine County Real Estate Taxes and have not derogatory findings on Wisconsin Circuit Court Access or the Wisconsin Department of Financial Institutions;
8. That the business certifies that they have no outstanding fines, penalties, taxes, or delinquent financial obligations whatsoever with the County of Racine, Wisconsin, agency, entity or any other local unit of government;
9. That the business agrees, one year after the grant is provide, to provide a memorandum, on company letter head, the number of jobs at the time of the grant application and the number of jobs one year after the grant was received and outlining the impact of the grant program on the business;
10. That the information provided may be subject to open records under Wisconsin law, although not all information in them may be subject to disclosure. I recognize that, with respect to any funds granted, the following information, at a minimum, will be treated as subject to disclosure to a person making a request under Wisconsin public records law: the amount of the grant, name and address of party to whom the grant was granted, the purpose of the grant, and names of any other parties involved in the grant;
11. That all grants are approved based on the RCEDC Loan Committee discretion; and

**DEADLINE:** The Application must be received by **November 30, 2019.**

Signature	Name and Title	Date
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**Send all application information and IRS W-9 to:**

Racine County Economic Development Corporation  
 ATTN: Andrea Safedis, Administrative Assistant  
 2320 Renaissance Boulevard, Sturtevant, WI 53177  
 Email: [Andrea@blp504.org](mailto:Andrea@blp504.org)

**WI Administrative Code- Chapter Adm 84.02**

**American Indian** - a person who is enrolled as a member of a federally recognized American Indian tribe or band or who possesses documentation of at least one-fourth American Indian ancestry or documentation of tribal recognition as an American Indian.

**Asian-Indian** - a person with ancestry originating in India, Pakistan or Bangladesh.

**Asian-Pacific origin**- a person with ancestry originating in Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.

**Black** - a person with ancestry originating in any of the black racial groups of Africa.

**Eskimo/Aleut** - a person with ancestry in any of the original peoples of Alaska, Northern Canada, Greenland and Eastern Siberia.

**Hispanic** - a person with ancestry originating in Mexico, Puerto Rico, Cuba, Central America or South America or whose culture or origin is Spanish.

**Native Hawaiian** - a person with ancestry in the original peoples of Hawaii.

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

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

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

**Date of Committee Meeting:** 2/20/2019

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

**Description:** Changes to the Salary Placement upon promotion within the HR Policy Manual  
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<b>Action:</b>	<input type="checkbox"/> <b>County Board Supervisors</b> Approve	<input type="checkbox"/> <b>Youth In Governance</b> Approve
	<input type="checkbox"/> Deny	<input type="checkbox"/> Deny

## F. Maximum Rate

The salary paid to the incumbent of any position in a given classification shall not exceed the maximum rate in the salary range for that classification.

## G. Promotions, Demotions, and Transfers

### 1. Definitions

Change in Work Assignment: Movement of an employee from one assignment to another in the same classification within the same department.

Demotion: Movement of an employee to a position with a different salary range in which both the minimum and the maximum are lower than those of the employee's current salary range.

Promotion: Movement of an employee to a position with a different salary range in which both the minimum and the maximum are higher than those of the employee's current salary range.

Transfer: Movement, other than a change in work assignment, of an employee to a position that does not (a) place the employee in a salary range for which both the minimum and the maximum are higher than those of the employee's current salary range, or (b) place the employee in a salary range for which both the minimum and the maximum are lower than those of the employee's current salary range.

### 2. Promotions

#### a. Salary placement upon promotion

The employee shall receive an immediate increase on the effective date of the promotion. This increase is separate and distinct from any general or annual salary adjustment.

Results in a 0-5% increase in salary not to exceed the new position maximum salary. ~~Increase may slightly exceed 5% to align with next step placement.~~

The County Executive may approve an increase of greater than 5% when the pay increase is counterintuitive with internal promotions.

#### b. Salary review date for promotions

The salary review date will be one year from the effective date of the promotion.

### 3. Demotions

#### a. Salary placement upon demotion

- Due to transfer request or position elimination

1. Non-Represented to non-Represented: The employee is placed at the salary closest to the employee's current rate without an increase in pay.

2. Non-represented to represented: The employee is placed at the salary closest to the employee's current rate without an increase in pay unless there is a different provision in the bargaining agreement.

In no case will the pay exceed the maximum of the pay range of the job to which the employee is demoted.

- Due to disciplinary action

Represented Employee: The employee will be placed at a salary level in the lower range consistent with the employee's total years of continuous service, but not resulting

REQUEST FOR COUNTY BOARD ACTION

YEAR	2019	X	Resolution Request
			Ordinance Request
			Report Request

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

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Captain Daniel Adams

Does the County Executive know of this request:

If related to a position or position change, Does the Human Resources Director know of this request:

Does this request propose the expenditure, receipt or transfer of any funds? Yes

If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 2/20/2019 Date of County Board Meeting to be Introduced: 2/26/2019

1st Reading: [ ] 1st & 2nd Reading: [X] \*

\* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.

Signature of Committee Chairperson/Designee:

SUGGESTED TITLE OF RESOLUTION/ORDINANCE/REPORT:

Acceptance of a State of Wisconsin Department of Justice, Division of Law Enforcement Services 2018 Law Enforcement Drug Trafficking Response Southeast Area Drug Operations Group (SEADOG) Grant in the amount of \$50,000 which is shared between Racine, Kenosha, Walworth, Jefferson and Dodge for the purchase of equipment and transfer of \$50,000 within the Sheriff's Metro Drug - State 2019 Budget and authorizing \$10,031 worth of surveillance equipment

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.



## **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

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Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

February 5, 2019

TO: Robert N. Miller  
Chairman, Finance and Human Resources Committee

FROM: Sheriff Christopher Schmaling

**REF: 2019 METRO DRUG UNIT FEDERAL & STATE EQUIPMENT GRANT**

The Racine County Sheriff's Office, which operates the Racine County Metro Drug Unit (MDU,) has received funding from the State of Wisconsin Office of Justice Assistance through the Southeast Area Drug Operations Group (SEADOG) for equipment related to drug investigation operations. SEADOG is a consortium of five counties (Racine, Kenosha, Walworth, Jefferson, and Dodge,) collaborating to fight illegal drug activity in southeast Wisconsin. As of January 2019, Racine County has taken over the administration of the SEADOG equipment grant. The total grant amount for all participating agencies is \$50,000.00. The amount earmarked for Racine County is \$10,031 which is the amount originally budgeted.

The grant and the operation of the Metro Drug Unit are part of the 2019 budget. Now that the dollar amount of the equipment grant has been finalized and the award has been issued, we have developed a final disbursement of funds proposal shown on the attached fiscal note.

We are requesting that your committee sponsor a resolution for the dispersal of 2019 MDU Federal and State equipment grant funds as indicated in the fiscal note. The 2019 SEADOG equipment grant will allow Racine County to purchase \$10,031.00 worth of surveillance equipment.

We are requesting the resolution authorizing the acceptance of grant award be scheduled for 1<sup>st</sup> and 2<sup>nd</sup> readings at the earliest opportunity.

Thank you for your cooperation in this matter. I will have staff available at the meeting to answer any questions that you may have.

Christopher Schmaling  
Sheriff, Racine County

By: Daniel Adams  
Captain – Support Services



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

Josh Kaul  
Attorney General

Division of Law Enforcement Services  
Training and Standards Bureau

17 West Main Street  
P.O. Box 7070  
Madison, WI 53707-7070  
(608) 266-8800  
FAX (608) 266-7869  
V/TTY 1-800-947-3529

January 11, 2019

Capt. James Weidner  
Racine County Sheriff's Department  
717 Wisconsin Avenue  
Racine, WI 53403-1237

**RE: SEADOG**  
**DOJ Grant Number: 2019-DT-01-14940**

Dear Capt. Weidner:

The Wisconsin Department of Justice, Division of Law Enforcement Services has approved a grant award to Racine County in the amount of \$50,000. Funding is provided by the State of Wisconsin to support the investigation and response to drug trafficking within the state. This grant supports Racine County's SEADOG Program.

To accept this award, have the authorized official sign the *Signatory Page* in addition to initialing the bottom right corner of Attachment A. The project director should sign the acknowledgement notice. One of the two award packets enclosed should be returned to DOJ within 30 days. The other should be maintained for your records. Funds cannot be released until all signed documents are received.

As project director, you will be responsible for all reporting requirements outlined in the grant award and seeing that funds are administered according to the approved application materials and certifications. Please refer to the FAQ sheet enclosed for contact information and grant guidelines. We look forward to a collaborative working relationship with you.

Sincerely,

Joshua L. Kaul  
Wisconsin Attorney General

JLK:ja



STATE OF WISCONSIN  
DEPARTMENT OF JUSTICE

Josh Kaul  
Attorney General

Division of Law Enforcement Services  
Training and Standards Bureau

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P.O. Box 7070  
Madison, WI 53707-7070  
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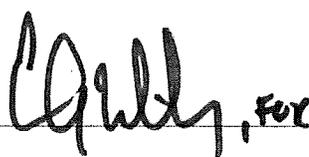
LAW ENFORCEMENT DRUG TRAFFICKING RESPONSE  
SEADOG  
2019-DT-01-14940

The Wisconsin Department of Justice (DOJ), hereby awards to **Racine County**, (hereinafter referred to as the **Grantee**), the amount of **\$50,000** for programs or projects pursuant to Wisconsin Statute S.165.986.

This grant may be used until **12/31/2019** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

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

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

BY:  **JOSHUA L. KAUL**  
Attorney General  
Wisconsin Department of Justice

01/11/19  
Date

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

GRANTEE: **Racine County**

BY: \_\_\_\_\_  
NAME: **Jonathan Delagrave**  
TITLE: **County Executive**

\_\_\_\_\_  
Date

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

**WISCONSIN DEPARTMENT OF JUSTICE  
ATTACHMENT A**

Grantee: Racine County  
Project Title: SEADOG  
Grant Period: From 1/1/2019 To 12/31/2019  
Grant Number: 2019-DT-01-14940 Program Area: 1

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**APPROVED BUDGET**

	<u>State Funds</u>
Personnel	
Employee Benefits	
Travel (Including Training)	
Equipment	
Supplies & Operating Expenses	
Consultants	\$50,000
Other	
<b>TOTAL APPROVED BUDGET</b>	<b>\$50,000</b>

**Award Conditions:**

1. Budget changes in excess of 10% of the approved line item amount and any increases for personnel compensation not included in the approved budget require approval from DOJ. **All changes to the contractual category require prior DOJ approval.**
2. Failure to submit an acceptable Equal Employment Opportunity Plan (if required under 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of DOJ's Certified Assurances and may result in grant termination.
3. To be allowable under a grant program, costs must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 60 days of the grant period ending date.
4. Grant funds will be disbursed upon DOJ receipt of copies of paid vendor invoices and requests for reimbursement (G-2).
5. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
6. Any changes in personnel involved with the grant including the project director, financial officer and/or signatory needs to be reported in a modification to DOJ via Egrants.
7. Recipient fully understands DOJ has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (special/general conditions and general operating policies) or that fails to comply with the terms and conditions of its grant award.
8. Reimbursement for mileage from the grant will be limited to the state of Wisconsin maximum of \$.51 per mile. Reimbursement for in-state hotel rates will be limited to the State of Wisconsin maximum of \$82.00 per night.
9. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.
10. The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as background check fees, etc.
11. **All contracts pertaining to this grant must be submitted to DOJ within 30 days of receipt of grant award documents.**

**LAW ENFORCEMENT DRUG TRAFFICKING RESPONSE  
ACKNOWLEDGEMENT NOTICE**

Date January 2019  
Grantee: Racine County Grant No. 2019-DT-01-14940  
Project Title: SEADOG

The following reporting requirements apply to your grant award.

**PROGRESS REPORTS** must be submitted on a scheduled basis and **should be completed in Egrants:** <http://www.doj.state.wi.us/> , scroll to the bottom of the website, under Resources, (in blue) and click on Grants. Narrative reports on the status of your project are due to DOJ on:

<u>4/12/2019</u>	<u>7/12/2019</u>	<u>10/12/2019</u>	<u>1/30/2020 Final</u>
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NOTE: Reports due 04/12 includes January, February and March program activity.  
Reports due 07/12 includes April, May and June program activity.  
Reports due 10/12 includes July, August and September program activity.  
Reports due 01/30 includes October, November and December program activity.

**FINANCIAL REPORTS** serve two functions: to report fiscal status and to request funds. Requesting reimbursement is done by completing the Fiscal Report in Egrants and attaching any other supporting documentation. This grant is set up to certify with electronic signatures in the Egrants Fiscal Report. Reports are due to DOJ on:

<u>4/12/2019</u>	<u>7/12/2019</u>	<u>10/12/2019</u>	<u>1/30/2020 Final</u>
------------------	------------------	-------------------	------------------------

NOTE: Reports due 04/12 includes January, February and March program activity.  
Reports due 07/12 includes April, May and June program activity.  
Reports due 10/12 includes July, August and September program activity.  
Reports due 01/30 includes October, November and December program activity.

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

OTHER: \_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGEMENT**

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions, as well as receipt of the General Conditions which were previously provided in the Instructions for Filing and Application. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

\_\_\_\_\_, Project Director  
Date James Weidner

WISCONSIN DEPARTMENT OF JUSTICE



MAIN MENU USER MANAGEMENT FUNDING ANNOUNCEMENT PROJECT MANAGEMENT WORK MANAGER (0)

[Project](#) [Application](#) [Monitoring](#) [Fiscal Details](#)

Grant ID: 14940 Project Title: SEADOG  
 Application Status: Open - Awarded Fund Announcement: Law Enforcement Data Trafficking Response 2019

CONSULTANTS

[Add New Consultant](#)

Name / Position	Service Provided	Cost	
		BUDGET	Total
Dodge Co	Portable radios	10,000.00	10,000.00
Jefferson Co	Portable radios	10,000.00	10,000.00
KDOG	Built-in Camera	179.00	179.00
KDOG	Camera lens	5,694.00	5,694.00
KDOG	Competition Suit	1,370.00	1,370.00
KDOG	Go Cam	978.00	978.00
KDOG	Optic	1,748.00	1,748.00
RCDTF	Recorders	10,031.00	10,031.00
Walworth Co	Borescope units	1,058.00	1,058.00
Walworth CO	Stalker radar	4,542.00	4,542.00
Walworth CO	Tint meter	400.00	400.00
Walworth Co	Training	4,000.00	4,000.00
Total:		50,000.00	50,000.00

CONSULTANT TRAVEL

[Add New Travel Item](#)

Consultant: \*Dodge Co

Location:

Consultant	Location	Item	Cost	
			BUDGET	Total
Total:			0.00	0.00

PRODUCTS OR SERVICE

[Add New Product Item](#)

Consultant: \*Dodge Co

Consultant	Item	Cost	
		BUDGET	Total
Total:		0.00	0.00

OVERALL TOTALS

BUDGET	Total
50,000.00	50,000.00

[Return to Budget Summary](#)

Please send technical comments and questions to [Egrants@dof.state.wi.us](mailto:Egrants@dof.state.wi.us).  
 © 2000 Wisconsin Department of Justice. All rights reserved.  
 Unauthorized Access Prohibited.

The Department of Justice is subject to Wisconsin Statutes related to public records. Applicants should presume that all information contained in the Egrants application is subject to release upon request, unless the information is exempt from disclosure by law. In order to help ensure that exempt information is not inadvertently disclosed to the public, the Department of Justice strongly encourages applicants not to include information that is exempt from disclosure by law in an application, unless specifically requested.

**REQUEST FOR COUNTY BOARD ACTION**

YEAR <u>2019</u>	<input checked="" type="checkbox"/>	Resolution Request Ordinance Request Report Request
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**Requestor/Originator:** Emergency Management - David Maack

**Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)** David Maack  
 If a person is not in attendance the item may be held over.

**Does the County Executive know of this request:** \_\_\_\_\_

**If related to a position or position change, Does the Human Resources Director know of this request:** \_\_\_\_\_

**Does this request propose the expenditure, receipt or transfer of any funds?** Yes

**If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.**

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

**Date Considered by Committee:** 2/20/2019      **Date of County Board Meeting to be Introduced:** 2/26/2019

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

**\* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.**

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

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

Acceptance of a Wisconsin Emergency Management - Homeland Security Program Grant 2019 Flooding Exercise and transfer of funds within the Emergency Management - Grants 2019 Budget

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

**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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.**



February 11, 2019

To: Finance Committee  
From: David L. Maack

Memo Re: Exercise Grants

We are seeking approval to accept the following Exercise Grants through WI Emergency Management:

- Flooding Functional EOC Exercise \$5799.20

This would be a follow-up to a flood scenario tabletop exercise conducted in 2018. We would request that we be allowed to use EPTEC, INC, the same contractor that facilitated the flood tabletop exercise, for continuity purposes.

We are also requesting first and second reading because Wisconsin Emergency Management has indicated that the signed grant award be returned within 30 days.

Thank you for your consideration.

**WISCONSIN EMERGENCY MANAGEMENT**

**WEM USE ONLY**

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

<b>Receipt Date</b>	<b>Award Date</b>	<b>Subgrant Number(s)</b>
12/17/2018	2/1/2019	2018-HSW-04 11496

**SUBGRANT #:** 11496

**SHORT TITLE:** Racine County 2019 Flooding Exercise

<b>1. Type of Funds for which you are applying.</b>	Homeland Security - WEM (Fed. 97.067 HSW) HS Exercise 2018		
<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>	Racine County Emergency Management		
<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) Racine County 2019 Flooding Exercise		
	The functional exercise, if grant funds are allocated, will allow an opportunity to build upon the outcomes of a Flooding Tabletop Exercise completed in 2018. The exercise will be a collaborative effort between municipal and county response agencies and emergency management. To complete this comprehensive, project a request was made to the State of Wisconsin Emergency Management Exercise Training Officer for exercise support. The use of a contractor was approved based on the support needs for the design, development and execution of this functional exercise. In summary, the proposed exercise project will allow Racine County, along with jurisdictional partners an opportunity to validate the plans, procedures, roles and responsibilities associated with a flooding incident.		

8. SubGrant Budget

Categories	Sources	
	Federal	Category Total
Travel (Including Training)	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants/Contractual	5,799.20	5,799.20
<b>Source Total</b>	<b>5,799.20</b>	<b>5,799.20</b>

9. **Project Start Date:** 3/11/2019

**Project End Date:** 8/31/2020

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Racine County Emergency Management	5,799.20	5,799.20
<b>Total:</b>	5,799.20	5,799.20

Allocation/Recipient Agency: Racine County Emergency Management

Category:	Year 1	Total
Consultants/Contractual	5,799.20	5,799.20
<b>Total:</b>	5,799.20	5,799.20

11. Budget Details:

Master Budgets:

Line Item Details for Racine County Emergency Management

**YEAR 1**

**CONSULTANTS/CONTRACTUAL - CONSULTANT**

**Justification:**

**COST**

<b>Name / Position</b>	EPTEC		
<b>Service Provided</b>	Exercise Design and Facilitation		
<b>Description of your computation:</b>	Exercise Design and Facilitation-65 hours at \$50/hr	<b>Source: Federal</b>	3,250.00
<b>Name / Position</b>	EPTEC-Subcontractor		
<b>Service Provided</b>	Assist with Functional Exercise-20 hours at \$50/hr		
<b>Description of your computation:</b>	Assist with Functional Exercise-20 hours at \$50/hr	<b>Source: Federal</b>	1,000.00
	<b>Consultants/Contractual - Consultant</b>	<b>Year 1 Total:</b>	<b>4,250.00</b>

**CONSULTANTS/CONTRACTUAL - TRAVEL**

**Justification:**

**COST**

<b>Consultant</b>	EPTEC		
<b>Location</b>	Sun Prarie		
<b>Item</b>	Meals		
<b>Description of your computation:</b>	4 Days Meal expenses at the Wisconsin State Rate		
		<b>Source: Federal</b>	<b>152.00</b>

<b>Consultant</b>	EPTEC		
<b>Location</b>	Sun Prarie		
<b>Item</b>	Hotel		
<b>Description of your computation:</b>	4 Nights Hotel expenses at Wisconsin State Rate for contractor (includes planning meetings)		
		<b>Source: Federal</b>	<b>328.00</b>

<b>Consultant</b>	EPTEC		
<b>Location</b>	Sun Prarie		
<b>Item</b>	Mileage		
<b>Description of your computation:</b>	Mileage expenses at the Wisconsin State Rate (230 mi/round trip at .51/mile)		
		<b>Source: Federal</b>	<b>469.20</b>

<b>Consultant</b>	EPTEC-Subcontractor		
<b>Location</b>			
<b>Item</b>	Mileage		
<b>Description of your computation:</b>	Depending on who the subcontractor and where they come from, this estimate includes hotel, per diem and mileage at the state rate.for two subcontractors		
		<b>Source: Federal</b>	<b>600.00</b>

<b>Consultants/Contractual - Travel</b>	<b>Year 1 Total:</b>	<b>1,549.20</b>
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**YEAR 1 TOTAL: 5,799.20**

12. Sections:

**A BUDGET NARRATIVE**

In this narrative section, explain if your agency pays the contractor based on quote or if the agency will sign a contract after the grant is awarded. If hiring a contractor, attach the quote to the application under Required Attachement section.

If the project does not include a contractor, note that in this narrative and explain what staff will support the exercise.

RESPONSE:

**Mission:** Response & Recovery

**Functional Exercise Proposed Scenario:** The functional exercise scenario will build off of the previousflooding tabletop exercise scenario and include the activation of the emergency operations center to assist in coordination, response, recovery and public information management. Message injects will be utilized to present information to the EOC and participants requiring real-time decision making and the validation of current plans and procedures for coordination, communication and operational based activities.

**Core Capabilities to be tested include:**

- &bull; Operational Coordination
- &bull; Operational Communications
- &bull; Public Information and Warning
- &bull; Mass Care Services

Racine County will pay off of a Purchase Order. This vendor has only charged us actual costs in the past.

BUDGET NARRATIVE - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
Est_203_from_EPTEC_INC_16568.pdf	EPTEC QUOTE

## **B PROJECT NARRATIVE**

Provide a clear description of the scenario and scope of the exercise. Be sure to note if this is a tabletop, functional or full-scale exercise. The scenario should be reasonable, realistic and appropriate for the jurisdiction.

### **RESPONSE:**

The functional exercise scenario will build off of the previous flooding tabletop exercise scenario and include the activation of the emergency operations center to assist in coordination, response, recovery and public information management. Message injects will be utilized to present information to the EOC and participants requiring real-time decision making and the validation of current plans and procedures for coordination, communication and operational based activities.

Core Capabilities to be tested include:

- &bull; Operational Coordination
- &bull; Operational Communications
- &bull; Public Information and Warning
- &bull; Mass Care Services

### **PROJECT NARRATIVE - RELATED ATTACHMENTS:**

**File Name**

**File Description**

## C EVIDENCE OF NEED

- Explain the need for this exercise in your jurisdiction. Explain how the exercise addresses the risks and capability gaps that have been identified by the jurisdiction. Describe the risk assessment and capability gap analysis that were done.
- Describe how the exercise is part of a multi-year strategy. Describe previous trainings or exercises that were done, corrective actions that were identified, and which ones have been implemented.

### RESPONSE:

#### RESPONSE:

The functional exercise, if grant funds are allocated, will allow an opportunity to build upon the outcomes of the proposed Racine County Flooding Tabletop Exercise projected for May of 2018. It will also allow us to build upon lessons learned from recent flooding along the Fox River in Burlington. This was a large scale event and most responders had never experienced such a disaster situation before. Actual capabilities to achieve will be tied to the outcome of the tabletop exercise. However, core capabilities that will likely be looked at include:

- Situational Assessment
- Operational Coordination
- Community Resilience
- Infrastructure Systems
- Mass Care Services
- Public Information & Warning

The exercise will be a collaborative effort between municipal and county response agencies and emergency management. To complete this comprehensive, project a request was made to the State of Wisconsin Emergency Management Exercise Training Officer for exercise support. The use of a contractor was approved based on the support needs for the design, development and execution of this functional exercise. In summary, the proposed exercise project will allow Racine County, along with jurisdictional partners an opportunity to validate the plans, procedures, roles and responsibilities associated with a flooding incident.

### EVIDENCE OF NEED - RELATED ATTACHMENTS:

#### File Name

#### File Description

## D IMPLEMENTATION PLAN

- List the expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.
- Indicate whether or not you are willing to include a state role including the State Emergency Operations Center (SEOC) staff, in your exercise. If you are willing, please explain what roles the SEOC staff can play that will best serve your exercise.
- Explain how the needs and requirements of persons with disabilities will be taken into account in the scenario. **Applications must address this requirement in order to receive funding.**
- Outline the timeline for this project including planning and design meetings and the development of the AAR. Best applications may even outline a plan for how they will begin to address corrective actions.

RESPONSE:

**Anticipated Participants:**

- &bull; Racine County Emergency Management
- &bull; Hospitals/Healthcare
- &bull; EMS
- &bull; 911 Dispatch Center
- &bull; Fire Department(s)
- &bull; Law Enforcement
- &bull; American Red Cross
- &bull; Municipalities
- &bull; NGOS

**State Role:** Racine County is willing to include a state role in the exercise program if applicable.

WI-CAMS: If the scenario is developed to include a role for validation of the WI-CAMS system, exercise planners will include the necessary partners to effectively accomplish this task.

**Disability Requirements:** All necessary accommodations will be made for exercise program participants with functional needs. The exercise will validate the plans and procedures in place to deal with citizens that have functional needs. preparedness stance.

**Timeline TTX:**

IPM: March 2019

MPM: April 2019

FPM: May 2019

Conduct: June 2019

Project Closeout: July 2019

It is anticipated that corrective actions and areas for improvement identified in the tabletop exercise will be addressed to the fullest extent possible prior to the conduct of the functional.

IMPLEMENTATION PLAN - RELATED ATTACHMENTS:

File Name

File Description

## E EVALUATION

Explain which corrective action items have been completed from previous AAR Improvement Plans in this exercise series. Explain how areas identified for improvement will be tested in the new exercise.

Grant proposals for a Functional or Full-Scale Exercise must include a copy of the AAR Improvement Plan from the prior exercise, in the Required Attachment section of the application. The improvement plan will be reviewed to ensure that all critical corrective actions have been addressed, prior to your receiving funding for the exercise in the progressive series.

### RESPONSE:

The Tabletop Exercise was conducted May 9th, 2018. The AAR is attached. The improvement plan will be reviewed to ensure that all critical corrective actions have been addressed. Areas for improvement will be incorporated into the functional exercise.

### EVALUATION - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
Racine Co Flooding TT 5.9.2018 v4.docx	TTX AAR

**F OTHER FUNDING**

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to grant funds will be used to conduct this exercise.

RESPONSE:

Any overtime or backfill will be covered by the participating agencies, no additional funding is being sought for this exercise program.

OTHER FUNDING - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
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**G REQUIRED ATTACHMENTS**

- Attach an email that documents your communication with the WEM exercise section regarding the availability of exercise officers and compliance with state exercise priorities.
- Attach a quote if hiring a contractor.
- Attach an AAR (with Improvement Plan) from previous exercise if requesting funding for a functional or full-scale exercise.

RESPONSE:

See Attached

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
Est_203_from_EPTEC_INC_16568.pdf	EPTEC QUOTE
Gary W Exercise Memo.pdf	WEM EXERCISE MEMO
Racine Co Flooding TT 5.9.2018 v4.docx	TTX AAR

**H FREESTYLE QUESTIONNAIRE**

Error: Subreport could not be shown.

13. Performance Measures:

Subgrantee Added:

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
Functional Exercise	Outcome	1.00	Unit Count	1 Functional EOC exercise will be completed

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 (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

15. **Attachments:**

List of Attachments required for submission of this Application for funding:

**Section:** Budget Narrative

<u>File Name</u>	<u>File Description</u>
Est_203_from_EPTEC_INC_16568.pdf	EPTEC QUOTE

**Section:** Evaluation

<u>File Name</u>	<u>File Description</u>
Racine Co Flooding TT 5.9.2018 v4.docx	TTX AAR

**Section:** Required Attachments

<u>File Name</u>	<u>File Description</u>
Est_203_from_EPTEC_INC_16568.pdf	EPTEC QUOTE
Gary W Exercise Memo.pdf	WEM EXERCISE MEMO
Racine Co Flooding TT 5.9.2018 v4.docx	TTX AAR



State of Wisconsin  
Scott Walker, Governor



Department of Military Affairs  
Donald P. Dunbar, Adjutant General

Office of the Adjutant General  
2400 Wright Street · P.O. Box 14587 · Madison, WI 53708-0587

**FY'18 HOMELAND SECURITY PROGRAM GRANT AWARD**  
**Homeland Security - WEM/Racine County 2019 Flooding Exercise**  
**2018-HSW-04-11496**

The Department of Military Affairs (DMA), hereby awards to **Racine County**, (hereinafter referred to as the **Recipient**), the amount of **\$5,799.20** for programs or projects pursuant to the federal Homeland Security Grant Program.

This grant may be used until **August 31, 2020** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

The Recipient shall administer the programs 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.

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

**DONALD P. DUNBAR**  
Major General  
Wisconsin National Guard  
The Adjutant General

BY:   
**BRIAN M. SATULA**  
Administrator  
Wisconsin Emergency Management

2/1/2019  
Date

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

RECIPIENT: **Racine County**

BY: \_\_\_\_\_  
NAME: **Jonathan Delagrave**  
TITLE: **County Executive**

\_\_\_\_\_  
Date

**DEPARTMENT OF MILITARY AFFAIRS  
ATTACHMENT A**

**APPROVED FY'18 HOMELAND SECURITY GRANT PROGRAM BUDGET**

Recipient: Racine County

Project Title: Homeland Security - WEM/Racine County 2019 Flooding Exercise CFDA #97.067

Grant Period: From March 11, 2019 To August 31, 2020

Grant Number: 2018-HSW-04-11496

**APPROVED BUDGET**

		<u>Federal &amp; Match</u>
Personnel		
Employee Benefits		
Travel (Including Training)		
Equipment		
Supplies & Operating Expenses		
Consultants		\$5,799.20
Other		
Indirect		
<b>FEDERAL TOTAL</b>	<b>\$5,799.20</b>	
<b>LOCAL CASH MATCH</b>		
<b>TOTAL APPROVED BUDGET</b>	<b>\$5,799.20</b>	<b>\$5,799.20</b>

**AWARD GENERAL CONDITIONS**

1. Federal funds cannot be used to supplant local funds; they must increase the amount of funds that would otherwise be available from local resources.
2. To be allowable under a grant program, costs must be paid or obligated (purchase order issued) for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
3. Grant funds will be disbursed upon DMA receipt of copies of paid vendor invoices and requests for reimbursement (G-2) form. The G-2 form may be found at: <https://dma.wi.gov/DMA/wem/grants/homeland-security>
4. Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 C.F.R. §§ 200.318-326.
5. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to applicable state rates and timeframes. DMA Grants staff are available to answer questions before costs are incurred.
6. All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and must be expended within the grant performance period. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income. All program income must be reported to DMA on the request for reimbursement (G-2) form.
7. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."
8. The recipient agrees that when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
9. To be eligible to receive Federal preparedness funding assistance, applicants must meet NIMS compliance requirements. Information on achieving compliance is available through Wisconsin Emergency Management at <https://dma.wi.gov/DMA/wem>
10. The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Federal Fiscal Year (FY) 2018 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity.
11. The recipient and any sub-recipients must comply with the Grant Announcement used to announce the funding opportunity.
12. The recipient and any sub-recipients must comply with the Grant Award Documents.
13. The recipient and any sub-recipients must cooperate with the Homeland Security Compliance Monitors.

**DEPARTMENT OF MILITARY AFFAIRS**  
**ATTACHMENT B**  
**Award Special Conditions**

1. Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the OSER website: <http://oser.state.wi.us/docview.asp?docid=7365>. The Grants Specialist is available to answer questions before costs are incurred.
2. The sub-recipient is responsible for implementation of any mitigation measures required to address potential adverse impacts that may have been identified during the EHP review process.
3. SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.
4. Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.
5. The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."
6. Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.
7. All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).
8. The exercise after action report is due within 60 days of completion of the exercise and must include an improvement action plan matrix. Upload each of the documents into Egrants in the progress report.
9. Reimbursement of costs will be contingent on submission of a course roster which must contain course name, dates, student name, and agency affiliation. Upload the correct roster into Egrants in the program report. Each roster must only contain one course.
10. This grant is subject to Environment Planning and Historic Preservation (EHP) review. No funds may be spent until the project is approved at the federal level. This may take up to 12 months.
11. The sub-recipient is responsible for the preparation of documentation required to fulfill compliance responsibilities under the Federal EHP laws; this documentation may include, but is not limited to site studies, biological assessments, archaeological surveys, environmental assessments, and environmental impact statements. Costs associated with the preparation of these documents are allowable grant expenditures. All costs must be approved by WEM.

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

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**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

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

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

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**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), 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 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
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 the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874) and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
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 (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§ 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1721 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
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.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE <b>County Executive</b>
APPLICANT ORGANIZATION <b>Racine County</b>	DATE SUBMITTED

**ACKNOWLEDGEMENT NOTICE**

Date: February 2019

Recipient: Racine County

Grant No. 2018-HSW-04-11496

Project Title: Homeland Security - WEM/Racine County 2019 Flooding Exercise

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

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

<u>4/12/2019</u>	<u>7/12/2019</u>	<u>10/12/2019</u>	<u>1/12/2020</u>
<u>Quarterly</u>	<u>Quarterly</u>	<u>Quarterly</u>	<u>Quarterly</u>
<u>4/12/2020</u>	<u>7/12/2020</u>	<u>9/30/2020</u>	
<u>Quarterly</u>	<u>Quarterly</u>	<u>Final</u>	

**PROGRESS REPORTS NOTE:** Quarterly Reports due 04/12 include January, February and March program activity.  
Quarterly Reports due 07/12 include April, May and June program activity.  
Quarterly Reports due 10/12 include July, August and September program activity.  
Quarterly Reports due 01/12 include October, November and December program activity  
**Reimbursements and grant modifications will be held if there are late program reports.**

**FINANCIAL REPORTS (G-2)** The G-2 request for reimbursement form may be found on the WEM website at <https://dma.wi.gov/DMA/wem/grants/homeland-security>. Requests may be submitted more frequently but at a minimum, are due to WEM on:

<u>4/12/2019</u>	<u>7/12/2019</u>	<u>10/12/2019</u>	<u>1/12/2020</u>
<u>Quarterly</u>	<u>Quarterly</u>	<u>Quarterly</u>	<u>Quarterly</u>
<u>4/12/2020</u>	<u>7/12/2020</u>	<u>9/30/2020</u>	
<u>Quarterly</u>	<u>Quarterly</u>	<u>Final</u>	

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

\_\_\_\_\_

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

OTHER: \_\_\_\_\_

**ACKNOWLEDGEMENT**

The materials referenced above were received and reviewed by the appropriate members of this organization. I also acknowledge receipt of the Grant Award and any attached Special Conditions. I understand that this grant is awarded subject to our compliance with all Conditions, Regulations, and Obligations described in the above materials.

\_\_\_\_\_ Date

David Maack

\_\_\_\_\_, Project Director

# Agreement Articles for Federal Fiscal Year 2018 Homeland Security Awards

## Article I – Summary Description of Award

The purpose of the FY 2018 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$3,980,000. This grant program funds a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas

## Article II – Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to [ASK-GMD@dhs.gov](mailto:ASK-GMD@dhs.gov) if you have any questions.

## Article III – Procurement of Recovered Materials

All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

## Article IV – Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

## Article V – Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

## Article VI – USA Patriot Act of 2001

Recipients must comply with requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175-175c.

## Article VII - Universal Identifier and System of Award Management (SAM)

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

## Article VIII – Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all Federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of the federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Terms and Conditions for Recipient Integrity and Performance Matters located at 2 C.F.R. § 200, Appendix XII, the full text of which is incorporated herein by reference in the award terms and conditions.

## Article IX – Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. Section 794), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be

excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **Article X – Trafficking Victims Protection Act of 2000**

Recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended by 22 U.S.C. § 7104. The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated here by reference.

#### **Article XI – Terrorist Financing**

Recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

#### **Article XII - SAFECOM**

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

#### **Article XIII - Reporting Subawards and Executive Compensation**

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

#### **Article XIV – Debarment and Suspension**

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

#### **Article XV – Copyright**

Recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of U.S. Government sponsorship (including award number) to any work first produced under Federal financial assistance awards.

#### **Article XVI – Civil Rights Act of 1964 - Title VI**

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

#### **Article XVII – Best Practices for Collection and Use of Personally Identifiable Information (PII)**

Recipients who collect PII are required to have a publicly-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template as useful resources respectively.

#### **Article XVIII – Americans with Disabilities Act of 1990**

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12101-12213).

### **Article XIX – Age Discrimination Act of 1975**

Recipients must comply with the requirements of the Age Discrimination Act of 1975 (Title 42 U.S. Code, § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

### **Article XX – Activities Conducted Abroad**

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

### **Article XXI - Acknowledgement of Federal Funding from DHS**

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

### **Article XXII – DHS Specific Acknowledgements and Assurances**

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at [crcl@hq.dhs.gov](mailto:crcl@hq.dhs.gov) or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

### **Article XXIII – Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**

DHS financial assistance recipients must complete either the OMB Standard Form) Standard Form 424B Assurances Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations, Part 200, and adopted by DHS at 2 C.F.R. Part 3002

#### **Article XXIV – Patents and Intellectual Property Rights**

Unless otherwise provided by law, recipients are subject to the *Bayh-Dole Act*, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. Section 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. Section 401.14.

#### **Article XXV - Notice of Funding Opportunity Requirements**

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. Recipients must comply with any such requirements set forth in the program NOFO.

#### **Article XXVI – Non-supplanting Requirement**

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

#### **Article XXVII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations**

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

#### **Article XXVIII - National Environmental Policy Act**

Recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

#### **Article XXIX – Lobbying Provisions**

Recipients must comply with 31 U.S.C. § 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any Federal action related to a federal award or contract including any extension, continuation, renewal, amendment, or modification.

#### **Article XXX - Limited English Proficiency (Civil Rights Act of 1964, Title VI)**

Recipients must comply with the Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

#### **Article XXXI – Hotel and Motel Fire Safety Act of 1990**

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, (15 U.S.C. § 2225a,) recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with Federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, (15 U.S.C § 2225.)

#### **Article XXXII – Fly America Act of 1974**

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. § 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974 (49 U.S.C. § 40118) and the interpretive guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

### **Article XXXIII - Federal Leadership on Reducing Text Messaging while Driving**

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

### **Article XXXIV – Federal Debt Status**

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

### **Article XXXV – False Claims Act and Program Fraud Civil Remedies**

Recipients must comply with the requirements of The False Claims Act ( 31 U.S.C. §§ 3729 – 3733) which prohibits the submission of false or fraudulent claims for payment. (See also 38 U.S.C §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

### **Article XXXVI – Energy Policy and Conservation Act**

Recipients must comply with the requirements of The Energy Policy and Conservation Act (42 U.S.C. § 6201), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

### **Article XXXVII – Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX**

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 *et seq.*), which provides that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

### **Article XXXVIII – Duplication of Benefits**

Any cost allocable to a particular federal award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial awards terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

### **Article XXXIX – Drug-Free Workplace Regulations**

Recipients must comply with the Drug-Free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101).

### **Article XL – Civil Rights Act of 1968**

Recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. Section 3601 *et seq.*), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Section 100.201.)

### **Article XLI - Prior Approval for Modification of Approved Budget**

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. For awards with an approved budget greater than the simplified acquisition threshold as defined at 2 C.F.R. Section 200.88 (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations

from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

**Article XLII - Disposition of Equipment Acquired Under the Federal Award**

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

**Article XLIII – Termination of Agreement**

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

1. DMA/WEM may terminate this grant award at any time for cause by delivering thirty (30) days written notice to the Recipient. Upon termination, the awarding agency’s liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the awarding agency.

2. DMA/WEM may terminate this grant award at will effective upon delivery of written notice to the Recipient, under any of the following conditions:

- a. If the awarding agency’s funding from federal, state, or other sources is not obtained and/or continued at levels sufficient to allow for purchases of the indicated quantity of services, the grant may be modified to accommodate a reduction or increase in funds.
- b. If federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this grant or are no longer eligible for the funding proposed for payments by this grant.
- c. If any license or certification required by law or regulation to be held by the Recipient to provide the services required by this grant award is for any reason denied, revoked, or not renewed.

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

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As the duly authorized representative, I hereby certify that the recipient will comply with the above certifications and conditions.

Recipient Name and Address: Racine County, 730 Wisconsin Avenue, Racine, WI 53403

Racine County 2019 Flooding Exercise  
Application Number and Project Name

Jonathan Delagrave, County Executive  
Typed Name of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

**REQUEST FOR COUNTY BOARD ACTION**

YEAR <u>2019</u>	<input checked="" type="checkbox"/>	Resolution Request Ordinance Request Report Request
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**Requestor/Originator:**    Human Services Department - Hope Otto

**Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)** \_\_\_\_\_  
 If a person is not in attendance the item may be held over.

**Does the County Executive know of this request:**                      \_\_\_\_\_

**If related to a position or position change, Does the Human Resources Director know of this request:**                      \_\_\_\_\_

**Does this request propose the expenditure, receipt or transfer of any funds?**                      \_\_\_\_\_

**If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.**

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

**Date Considered by Committee:**                      2/20/2019                      **Date of County Board Meeting to be Introduced:**                      2/26/2019

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

**\* If applicable, include a paragraph in the memo explaining why 1st and 2nd reading is required.**

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

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

Creation of 1 FTE Non Rep - Non Exempt N080 Social Worker I position and transfer of \$48,951 within the Human Services Department 2019 Budget - The position will be created March 18, 2019

The suggested title should contain what the Committee is being asked to take action on (ex: Authorize, Approve) . If the action includes a transfer this must be included in the title.

**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.

If requesting a multi year contract a copy of the contract or draft contract must be attached

Any request which requires the expenditure or transfer of funds must be accompanied by a fiscal note that shows 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.**

EXHIBIT "A"

Fiscal Year:

**2019**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>HUMAN SERVICES - YOUTH &amp; FAMILY</b>		<b>2019 Budget Pages 31-21</b>				
OVERTIME	4206990.401125	180,000	180,000	(48,951)	131,049	131,049
<b>TOTAL SOURCES</b>				<b>(48,951)</b>		
<b>HUMAN SERVICES-YOUTH &amp; FAMILY</b>		<b>2019 Budget Pages 31-21</b>				
WAGES	4206990.401000	1,839,162	1,839,162	33,155	1,872,317	1,872,317
WORKER'S COMP	4206990.402210	4,966	4,966	90	5,056	5,056
SOCIAL SECURITY	4206990.402220	140,694	140,694	2,536	143,230	143,230
RETIREMENT	4206990.402230	158,169	158,169	2,852	161,021	161,021
DISABILITY INSURANCE	4206990.402240	18,392	18,392	332	18,724	18,724
GROUP INSURANCE	4206990.402260	401,063	401,063	9,390	410,453	410,453
LIFE INSURANCE	4206990.402270	9,157	9,157	165	9,322	9,322
PUBLIC LIABILITY	4206990.436000	23,911	23,911	431	24,342	24,342
<b>TOTAL USES</b>				<b>48,951</b>		
				<b>0</b>		

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR	AGAINST

\*FEBRUARY-20-2019\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

**2019**

<b>FTE</b>	<b>POSITION</b>	<b>GRADE</b>	<b>WAGES</b>	<b>FRINGES</b>	<b>CONTRACT</b>	<b>TOTAL</b>
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**Position created will be effective March 18, 2019**

**HUMAN SERVICES - YOUTH & FAMILY**

1.000	Social Worker I	N080	33,155	15,796		<b>48,951</b>
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<u><b>1.000</b></u>	<b>Total for HUMAN SERVICES</b>		<u><b>33,155</b></u>	<u><b>15,796</b></u>		<u><b>48,951</b></u>
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**Hope M. Otto**  
Human Services Director  
1717 Taylor Ave  
Racine, WI 53403  
262-638-6646  
Hope.otto@racinecounty.com

February 20, 2019

**TO:** Robert N. Miller  
Chairman, Finance and Human Resources Committee

**FROM:** Hope Otto  
Human Services Director

**RE:** **Addition of 1 (One) N080 Social Worker I Position for After-Hours Coverage in the Youth & Family Division**

After-hours coverage is a critical function within the Youth and Family division. While the volume of calls are fewer than in the daytime hours, both the complexity and independent decision making on referrals are substantially higher. While our current rotating coverage of daytime case managers does have experienced and trained staff, they are not routinely performing this function. Currently staff perform nighttime duties periodically throughout the year and they are paid a shift premium and OT for actual time worked.

We propose an additional after-hours Social Worker I (N080) position be created. This individual would provide coverage for all vacation and emergency time off for existing after-hours staff. When not providing coverage, this individual would work 1<sup>st</sup> shift, Monday through Friday. This change will help level the daytime caseloads to a more manageable level. This incremental position would also significantly reduce after-hours coverage for the remaining Y&F staff to an almost non-existent level. Additionally, this change will allow current staff to perform additional prevention work with our families. This additional position will be fully funded by reduced overtime costs from the existing after-hours staff and other Y&F regular-hours caseworkers.

Hope Otto  
Human Services Director