

**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  
Zachary Eifert, Youth in Governance Representative  
Keilani Trujillo, Youth in Governance Representative

---

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

NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **WEDNESDAY NOVEMBER 6, 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 October 24, 2019 committee meeting.
5. Approval of Minutes from the October 30, 2019 committee meeting.
6. Racine County Economic Development Corporation – Carolyn Engel – Status of the Racine County Matching Grant Program for the Period Ending September 30, 2019 – No Action of the Committee.
7. Finance Department – Brian Nelson – Racine County 2019 3<sup>rd</sup> Quarter Investment Report (Staff from DANA Investments will be available to discuss the materials) – 2019 – Report.
8. Finance Department – Brian Nelson – 2019 3<sup>rd</sup> Quarter Racine County Accepted Donations – 2019 - Report.
9. Transfers
  - a) Human Service Dept – Hope Otto – Authorize the Transfer of 1 FTE Non-Rep – Non-Exempt N060 Office Assistant from Finance Department to Health Services and transfer of \$14,446 within the Health Services 2019 Budget – 2019 – Resolution – Action Requested: 1<sup>st</sup> Reading at the November 12, 2019 County Board Meeting.

- b) Emergency Management – David Maack - Authorize the acceptance of Wisconsin Emergency Management - Hazardous Materials Emergency Preparedness (HMEP) Core HazMat Training FFY 2019 Grant in the amount \$1,634 and transfer of funds within the Emergency Management – Grant 2020 budget – 2020 – Resolution – Action Requested 1st Reading at the November 12, 2019 County Board Meeting.
- c) Emergency Management – David Maack - Authorize the acceptance of Wisconsin Emergency Management - Hazardous Materials Emergency Preparedness (HMEP) Specialized HazMat Training FFY 2019 Grant in the amount \$8,499 and transfer of funds within the Emergency Management – Grant 2020 budget – 2020 – Resolution – Action Requested 1st Reading at the November 12, 2019 County Board Meeting.

10. Closed Session – 6:00 P.M. (Approximately 10 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 WITH LEGAL COUNSEL THE FOLLOWING CLAIMS AGAINST RACINE COUNTY: 1) JAMES WEISS AND 2) WE ENERGIES.

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

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

12. Possible Action for Closed Session.

13. Communication & Report Referrals from County Board Meeting:

- a. Daniel Zavala on behalf of himself has filed a claim for lost property.
- b. Jim Weiss on behalf of himself has filed a claim for property damage to his vehicle.
- c. Attorney Mark L. Thomsen on behalf of Ms. Shannon M. Czubinski has filed a notice of injury and claim against Racine County Public Works for \$250,000 for personal injuries and property damages.
- d. Lisa Pugel on behalf of herself has filed a claim of \$440.59 for property damage to her vehicle.

e. Foreclosure items:

Attorney	Lender	Person/Persons	Amt owed Racine
Patricia C. Lonzo	US Bank Trust	Jerry B & Tiffany R. Henderson	\$110.94
Robert M Piette	Planet Home Lending LLC	Doris A. Smith	\$314.82

f . Bankruptcy items :

Type of Action:	Person/Persons
Order of Discharge	David & Cynthia McGinnis; Diane Rush; Shareka Denise Lynch; Juanita G. Dorantes; Richard D & Lisa E Lonergan; Antoninette Chere Goodwin; Thomas D. Anderson; Patricia Ann Ingersoll;
No Proof of Claim Deadline	Joseph Anthony Morones; Andrew John & Erin Ann Dunham;
Order Dismissing Case	Erica Bell;
Chapter 13 Case	Roxanne Carol Robinson; Matthew Joseph McCann; Markus James & Nicki Lee McCann;
Motion for relief from the automatic stay and abandonment	Jeffry Scott & Christa Sawn West;

14. Staff Report – No Action Items.

a) Finance & Human Resources Committee – Next Meeting will be November 20, 2019.

15. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

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

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

**Date of Committee Meeting:** 11/6/2019

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

**Description:** Approval of the minutes from October 24, 2019  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Youth In Governance**  
 Approve  
 Deny

4-1

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**October 24, 2019**

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

Meeting attended by: Chairman Miller, Supervisors Bernberg, Dawson, Nielsen, Pringle, and Shakoor II, Youth Representative Eifert, Supervisors Kramer, Buske, Cooke, County Executive Jonathan Delagrave, Director of Communications Jacqueline Bratz, Communications Manager Mark Schaaf, Finance Director Brian Nelson, Finance and Budget Manager Kris Tapp, Junior Staff Accountant Kyle Maurer, Human Resources Director Karen Galbraith, Detention Supervisor Ed Kamin, Business Services Consultant Travis Richardson and Corp Counsel Michael Lanzdorf,

Excused: Supervisor Wisch

Absent: Youth Representative Trujillo

**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 Eifert.

**Agenda Item #3 – Public Comments.**

Doug Stansil- Spoke in support of Wild Root Market.

**Agenda Item #4 – Approval of Minutes from the June 6, 2018 committee meeting.**

**Action:** Approve the minutes from the October 15, 2019 meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #5– Finance Committee-Wild Root Market.**

**Action:** Deny the request of Wild Root Market for a loan of \$739,000. **Motion Passed.** Moved: Brett Nielson. Seconded: Janet Bernberg. Vote: Five Ayes One Nay. Roll Call Requested. Thomas Pringle- Aye, Brett Nielson- Aye, Mike Dawson- Aye, Janet Bernberg- Aye, Q.A. Shakoor- Nay, and Robert Miller Aye. Advisory Vote: All Ayes No Nays.

**Agenda Item #6 – Transfers.**

- a) **Human Service Dept – Hope Otto – Creation of 1 FTE Non-Rep – Exempt E030 Elevate Coordinator as of October 26, 2019 within the Human Service Department and transfer of \$240,000 from the Child Support – Grant 2019 Budget to the Human Services – Workforce Work related Non Lapsing 2019 Budget – 2019 – Resolution – Action Requested: 1st Reading at the October 24, 2019 County Board Meeting.**

**Action:** Accept the creation of 1 FTE Non Rep – Exempt E030 Elevate Coordinator as of October 26, 2019 within the Human Service Department and transfer of \$240,000 from the Child Support – Grant 2019 Budget to the Human Services – Workforce Work related Non Lapsing 2019 Budget – 2019 – Resolution –1st Reading at the October 24, 2019 County Board Meeting. **Motion Passed.** Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #7 – Finance Department – Brian Nelson – Adopting the 2020 Budget – 2019 – Resolution – Requested action: 1st Reading at the October 24, 2019 County Board Meeting.**

Action: 1st Reading at the October 24, 2019 County Board Meeting. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #8 – Finance Department – Brian Nelson – Amending the Racine County Code of Ordinances – Chapter 2 Article V Division 2 – Departments for Changes in the 2020 Budget – 2019 – Ordinance – Requested action: 1st Reading at the November 5, 2019 County Board Meeting. (Materials will be handed out at the meeting).**

Action: 1st Reading at the November 5, 2019 County Board Meeting. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #9 – Finance Department – Brian Nelson – Setting a tax levy for 2019 to be collected in 2020 – 2019 – Resolution – Action Requested: 1st Reading at the November 5, 2019 County Board Meeting.**

Action: 1st Reading at the November 5, 2019 County Board Meeting as Amended. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #10 – Finance Department – Brian Nelson – Information on Fundamentals of Assessments and Property Tax – Informational Only.**

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

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

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

- a) I41/I94 Enforcement Activity – September 2019
- b) Responses to Requests for additional information from the October 14th and October 15th Budget Meetings with Departments.
- c) Finance & Human Resources Committee – Next Meeting will be November 6, 2019.
- d) Finance & Human Resources Committee – 2020 Budget Deliberation will be October 30, 2019 at 5:00 pm.

**Agenda Item #13– Adjournment.**

Action: Adjourn meeting at 6:01pm. Motion Passed. Moved: Supervisor Pringle. Seconded: Supervisor Nielsen. Vote: All Aye No Nays. Advisory Vote: All Ayes 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:** 11/6/2019

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

**Description:** Approval of the minutes from October 30, 2019  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

**Youth In Governance**  
 Approve  
 Deny

5-1

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**

**Wednesday October 30, 2019**

IVES GROVE OFFICE COMPLEX

AUDITORIUM

14200 WASHINGTON AVENUE

STURTEVANT, WISCONSIN 53177

Meeting attended by: Chairman Miller, Supervisors Bernberg, Pringle, Dawson County Board Chairman Clark, County Board Vice Chairman Cooke, Supervisors Buske, Demske, Grove, Kramer, Osterman, Roanhouse and Trottier, County Executive Jonathan Delagrave, Chief of Staff MT Boyle, Finance & Budget Analyst Kris Tapp, Public Works & Development Services Director Julie Anderson, Human Resources Director Karen Galbraith, Corporation Counsel Michael Lanzdorf, Communications Manager Mark Schaaf, Human Services Director Hope Otto, Information Technology Director Suchi Wadhwa, Asst. Corporation Counsel – Child Support Jeff Leggett, Asst. Superintendent Building & Facilities Mark Hoefs, Superintendent Highway Dave Prott, , Finance Manager Crystal Moore, Deputy IT Director Dave Huber, Sheriff Christopher Schmaling, Chief Deputy John Hanrahan, Captain James Weidner, Captain Dan Adams and Captain Brad Friend.

Absent: Youth Representative Trujillo

Excused: Supervisor Wisch and Nielsen

**Agenda Item #1 - Convene Meeting**

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

**Agenda Item #2 – 2020 Budget Deliberations:**

**Action:** Budget Amendment A – Increase Transportation Aid, remove excess health insurance from County Clerk and reinstate 1 FTE Non-Rep -Exempt E050 Operations Supv – Amendment to Resolution No. 2019-80. **Motion Passed.** Moved: Supervisor Bernberg. Seconded: Supervisor Shakoor II. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Action:** Budget Amendment B – Movement of .7 FTE Non-Rep Exempt E080 Project Manager from County Executive – Public Relations to Information Technology – Amendment to Resolution No. 2019-80. **Motion Passed.** Moved: Supervisor Shakoor II. Seconded: Supervisor Bernberg. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #6 - Adjournment.**

**Action:** Adjourn the meeting at 5:29 pm. **Motion Passed.** Moved: Supervisor Bernberg. Seconded: Supervisor Pringle. Vote: All Ayes No Nays.



MEMORANDUM

TO: RACINE COUNTY BOARD  
FINANCE AND HUMAN RESOURCE COMMITTEE

FROM: CAROLYN ENGEL, BUSINESS FINANCE MANAGER

DATE: OCTOBER 15, 2019

SUBJECT: STATUS OF THE RACINE COUNTY MATCHING GRANT PROGRAM  
FOR THE PERIOD ENDING SEPTEMBER 30, 2019

---

The purpose of this memorandum is to provide Racine County ("County") with a 2019 third quarter 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 changes to the grant program:

- 1) Increase grant amounts from \$2,500 to \$5,000;
- 2) Addition of Veteran owned businesses as eligible applicants; and
- 3) Reduction of time required for the business to have been established and generating 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 Advisory 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, if requested, to complete an application. RCEDC staff makes a recommendation to the RCEDC Loan Advisory Committee for approval of the grant application.

### III. REPORT

This report covers the period of January 1, 2019- September 30, 2019.

#### *Program Accounting*

2018 MGP Carry Forward	\$10,376
2019 MGP Initial Allocation	\$50,000
2019 MGP Second Allocation	\$30,000
<b>Total Available for Grants in 2019</b>	<b>\$90,376</b>
2019 Grant Approvals – Through September 30 <sup>th</sup>	\$65,174
<b>Total Remaining Available to Grant in 2019</b>	<b>\$25,202</b>

Notes: Applications pending as of October 15, 2019: \$18,575

Remaining funds assuming pending applications are approved: \$6,627

#### *2019 Results – As of September 30, 2019:*

- \$65,174 in total grants approved
- 21 Small Businesses Approved for MGP
- Approved grants included:
  - 8 manufacturers
  - 9 women-owned
  - 5 ethnic minority
  - 8 participating in the CEO Roundtable Program
  - 1 participating in Living as a Leader Program
- The 21 Small Business are in the following communities:
  - Burlington: 1

- Caledonia: 1
- City of Racine: 15
- Mount Pleasant: 3
- Yorkville: 1

The 21 small businesses approved employ 499 Full Time Equivalent Employees. One year following the grant award, the companies are required to report on any changes in the number of employees. 2019 grant awardees have not yet reached the one-year reporting period, however, enclosed for the County's information is the job reporting results for grants awarded in 2018 that have reached their one-year reporting date. Several of the companies are reporting growth with an increase in new jobs at a total of 28. Only one company reported a jobs decline.

Matching Grant Approvals - September 30, 2019

Company Name	Community/County	Company Description	MGP Grant Award	MGP Partner	MGP Qualifier	Project Details	BLP Referral Source	MGP Application Job Count
A M I, Inc	Mount Pleasant	Computer & Office Equipment Wholesalers	\$ 4,200.00	RCEDC	CEO Roundtable	CEO Roundtable & Living As A Leader	Laura Million	31
Abana Home Healthcare, LLC	City of Racine	Home Healthcare Agency	\$ 5,000.00	Independent Consultant	Racial/Ethnic Minority; Women Owned	Certification thru 21st Century Home Healthcare	Independent Consultant	1
Alpha One Transport, LLC	City of Racine	Expedited Freight Service	\$ 4,875.00	Independent Consultant	Racial/Ethnic Minority; Women Owned	Apex Capital Corp. for Freight Services		3
Audreyanna's LLC	City of Racine	Spa	\$ 4,000.00	Independent Consultant	Women Owned	Training & Coaching thru WWBIC	Department of City Development	1
Belle City Family Dentistry, S.C.	Mount Pleasant	General Dentist	\$ 5,000.00	Independent Consultant	Women Owned	Action Coach	Jackie Zach	5
Clearcom, Inc.	Caledonia	Audio & Video Equipment Manufacturing	\$ 1,700.00	RCEDC	CEO Roundtable	CEO Roundtable	Laura Million	25
Deltahawk Engines Incorporated	City of Racine	Diesel Engine Dealer	\$ 5,000.00	RCEDC	Living as a Leader	Living As A Leader	Laura Million	40
Econoprint of Racine, Inc.	City of Racine	Commercial Printing	\$ 1,700.00	RCEDC	CEO Roundtable & Manufacturer	CEO Roundtable	Laura Million	13
FISCHER USA, Inc.	City of Racine	Handtool, Cutlery, & Flatware Manufacturing Previously Fischer Precise USA	\$ 1,700.00	RCEDC	CEO Roundtable & Manufacturer	CEO Roundtable	Laura Million	65
iDental	Mount Pleasant	Badger Care dental provider identalfrontdesk@gmail.com	\$ 5,000.00	RCEDC	Racial/Ethnic Minority	New Website	Karmin Garstecki	44
Marini Manufacturing	City of Racine	Machine Shops	\$ 1,700.00	RCEDC	CEO Roundtable & Manufacturer	CEO Roundtable	Laura Million	25
Muller Motors LLC	City of Racine	Manufacture electric transportation/batteries	\$ 5,000.00	WWBIC	Manufacturer	New Marketing Initiatives	Launch Box / Gateway Accelerator	1
Reefpoint Brew House	City of Racine	Restaurant	\$ 5,000.00	Independent Consultant	Women Owned	Action Coach	Jackie Zach, Action Coach	76
Reliance Controls Corporation	City of Racine	Electrical Products Manufacturing	\$ 1,700.00	RCEDC	CEO Roundtable & Manufacturer	CEO Roundtable	Laura Million	46
Skyline Landscape Design, LLC	Burlington	Landscape	\$ 3,300.00	Independent Consultant	Women Owned	Action Coach	Jackie Zach	9
Spee-Dee Packaging Machinery, Inc.	Yorkville	Material Handling Equipment Manufacturing	\$ 1,700.00	RCEDC	CEO Roundtable & Manufacturer	CEO Roundtable	Laura Million	70
Tracie Brisko Designs, LLC	City of Racine	Interior Design, Renovations, & New Builds	\$ 1,097.50	Independent Consultant	Women Owned	Action Coach	Jackie Zach	1
Wings of Fire Consulting, LLC	City of Racine	Consulting, Coaching, Education & Inspiration to small businesses and startups	\$ 350.00	WWBIC	Women Owned	New Logo Design	Karmin Garstecki	1
Wisconsin Metal Products Company	City of Racine	Fabricated Metal Product Manufacturing	\$ 991.50	RCEDC	CEO Roundtable & Manufacturer	CEO Roundtable	Barry Fries, Johnson Financial	26
X-cite Child Care Center	City of Racine	Child Day Care Services	\$ 1,350.00	RCEDC	Racial/Ethnic Minority; Women Owned	Early Childcare Training	RCEDC	15
Yogi's Pud'n, LLC	City of Racine	Gourmet Pudding	\$ 4,810.00	Independent Consultant	Manufacturer; Racial/Ethnic Minority; Women Owned	Mobile App & Web Design	Bamboo Creative Solutions	1
<b>Total: 21</b>			<b>\$ 65,174.00</b>					<b>499</b>

2018 Jobs Report 10/15/2019

Company Name	Community County	Company Description	MGP Total Disbursement	MGP Partner	MGP Qualifier	Project Details	MGP Application Job Count	MGP One Year Job Count
Zswiftsuits	City of Racine	On-line sales of Men's Apparel	\$ 1,250.00	SBDC	Racial/Ethnic Minority	Training	2	2
A M I, Inc	City of Racine	Computer & Office Equipment Wholesalers	\$ 1,700.00	RCEDC	CEO Roundtable	CEO Roundtable	31	31
Alpha One Transport, LLC	City of Racine	Expedited Freight Service	\$ 1,811.25	Independent Consultant	Racial/Ethnic Minority	Marketing, Web Design	1	Due 11.07.19
Artistic Piano Service, LLC	Waterford	Piano Store	\$ 5,000.00	Other	Women Owned	Action Coach	2	2
Bon Bon Belle, Inc. dba Christy's Bon Bon Belle Bridal	City of Racine	Bridal Shop	\$ 1,962.57	RCEDC	Women Owned	Marketing, Advertising & Training	11	Due 12.03.19
Bon Voyage Cruise & Vacations, Inc.	Waterford	Travel Agency	\$ 4,750.00	RCEDC	Women Owned	Action Coach	9	9
Clearcom, Inc.	Caledonia	Audio & Video Equipment Manufacturing	\$ 1,700.00	RCEDC	CEO Roundtable	CEO Roundtable	25	25
Designs Touch LLC	City of Racine	Custom Computer Programming Services	\$ 4,750.00	Independent Consultant	Racial/Ethnic Minority	Advertising	2	3
Econoprint of Racine, Inc.	City of Racine	Commercial Printing	\$ 4,875.00	RCEDC	CEO Roundtable; Living as a Leader	CEO Roundtable	13	14
FISCHER USA, Inc.	City of Racine	Handtool, Cutlery, & Flatware Manufacturing Previously Fischer Precise USA	\$ 1,700.00	RCEDC	Manufacturer	CEO Roundtable	64	65
Hiram Power Electric, LLC	City of Racine	Electrical Supply Store	\$ 3,371.59	Independent Consultant	Racial/Ethnic Minority	Marketing & Branding	45	Due 12.03.19
Kind Dentistry, LLC	Mount Pleasant	Oral Surgeon	\$ 2,500.00	Independent Consultant	Women Owned	Training & Coaching	10	13
Marathon CC LLC dba CarpetsPlus	City of Racine	Flooring Store	\$ 5,000.00	RAMAC	Women Owned	Blue Door Consulting	5	8
Marini Manufacturing	City of Racine	Machine Shops	\$ 1,700.00	RCEDC	Manufacturer	CEO Roundtable	25	25
Mt. Sinai Gym, LLC	City of Racine	Gym/Physical Fitness Center	\$ 510.00	WWBIC	Racial/Ethnic Minority	Advertisement and Training	1	1
My Bread Bakery, LLC	City of Racine	Bakery goods manufacturer	\$ 4,990.00	RCEDC	Manufacturer	Training / Conference	3.5	Due 12.03.19
Nimco Controls, Inc.	Sturtevant	Industrial Equipment Wholesalers	\$ 5,000.00	RCEDC	Manufacturer	Marketing	12	12
R & B Grinding Co., Inc.	City of Racine	Hardware & Fastener Manufacturing	\$ 5,000.00	RCEDC; GTC; Independent Consultant	Manufacturer; Women Owned	Leadership, Coaching, & Behavioral Improvements	150	139
Racine County Eye LLC	City of Racine	Local News Coverage	\$ 4,529.72	RCEDC	Women Owned	New Marketing Initiative for direct contact jobs.	3	4
Reliance Controls Corporation	City of Racine	Electrical Products Manufacturing	\$ 1,700.00	RCEDC	Manufacturer	CEO Roundtable	41	45
Skyline Landscape Design, LLC	Burlington	Landscaper	\$ 3,300.00	Other	Women Owned	Action Coach	12	14
Spee-Dee Packaging Machinery, Inc.	Yorkville	Material Handling Equipment Manufacturing	\$ 4,875.00	RCEDC	CEO Roundtable	CEO Roundtable & LAAL	62	70
Wiscon Products, Inc.	City of Racine	Hardware & Fastener Manufacturing	\$ 5,000.00	RCEDC	Manufacturer	Training / Education	50	Due 11.26.19
Wisconsin Plating Works of Racine, Inc.	City of Racine	Fabricated Metal Product Manufacturing	\$ 3,003.87	Independent Consultant	Manufacturer	Marketing & Training	39	43

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	<input type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input checked="" type="checkbox"/>	Report Request

Requestor/Originator: Finance Department - Brian Nelson

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

Does the County Executive know of this request: yes

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: 11/6/2019 Date of County Board Meeting to be Introduced: \_\_\_\_\_

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:**

Racine County 2019 3rd Quarter Investment Report

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.**

7-1

2018 RACINE COUNTY INVESTMENT INCOME

AVERAGE MONTHLY	DANA		LGIP		BMO HARRIS		JOHNSON (FOXCONN) 2017		JOHNSON (FOXCONN) 2018	
		\$		\$		\$		\$		\$
3rd Q BEGIN BALANCE		32,307,829.82		19,993,272.51		394,294.39		1,101,677.68		41,934,207.95
3rd Q END BALANCE		32,486,520.64		12,118,301.93		401,888.51		1,104,208.46		42,073,337.84
AVERAGE BALANCE		32,418,057.98		29,055,980.67		397,106.21		1,102,957.92		42,004,328.14
INTEREST EARNED		210,238.24		148,747.99		3,037.55		3,644.07		202,290.45
ACTUAL YIELD		0.65%		0.51%		0.76%		0.33%		0.48%
ESTIMATED ANNUAL YIELD**		2.59%		2.05%		3.06%		1.32%		1.93%

Respectfully submitted,

\_\_\_\_\_  
 Brian J. Nelson  
 Racine County Finance Director

\* ESTIMATED ANNUAL YIELD:  
 based on actual results year-to-date  
 before DANA Investment Advisor Fee



2019 RACINE COUNTY INVESTMENT INCOME

MONTH	DANA <sup>1</sup>		LGIP		BMO HARRIS (net change)		JOHNSON (FOXCONN) '17 <sup>2</sup>		JOHNSON (FOXCONN) '18 <sup>3</sup>		TOTALS
	\$		\$		\$		\$		\$		
JAN	82,018.97		25,494.16		3,984.66		4,824.74		72,748.42		189,070.95
FEB	85,772.77		40,871.10		(58.04)		2,915.90		65,592.41		195,094.14
MAR	131,769.35		49,723.30		4,340.94		3,231.78		72,731.59		261,796.96
APR	68,614.36		56,857.00		(338.52)		3,131.25		70,504.97		198,769.06
MAY	139,886.45		57,747.41		2,965.50		2,344.84		72,709.34		275,653.54
JUN	129,178.52		43,974.58		4,315.33		1,266.23		68,811.84		247,546.50
JUL	31,547.42		63,095.07		125.41		1,309.94		71,230.68		167,308.52
AUG	151,993.67		61,934.35		6,063.66		1,220.84		67,899.21		289,111.73
SEP	26,697.15		23,718.57		(3,151.52)		1,113.29		63,160.56		111,538.05
OCT											-
NOV											-
DEC											-
2019 GT	847,478.66		423,415.54		18,247.42		21,358.81		625,389.02		1,935,889.45

1ST QTR	\$	299,561.09	\$	116,088.56	\$	8,267.56	\$	10,972.42	\$	211,072.42	\$	645,962.05
2nd QTR		337,679.33		158,578.99		6,942.31		6,742.32		212,026.15		721,969.10
3rd QTR		210,238.24		148,747.99		3,037.55		3,644.07		202,290.45		567,958.30
4th QTR		-		-		-		-		-		-

<sup>1</sup> Change in Market Value = Income + Realized Gain/Loss + Unrealized Gain/Loss - Admin Expenses

<sup>2</sup> Johnson Bank Foxconn accounts represent funds that may only be used for TID 5 eligible expenses

PORTFOLIO UPDATE: CALENDAR Q3 2019

W I S C O N S I N

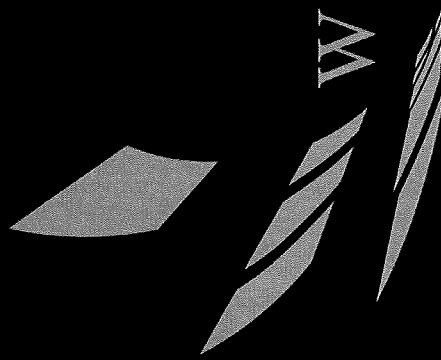
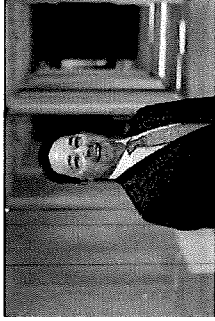


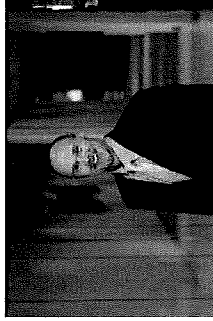
Table of Contents

3	Executive Summary
4	Portfolio Allocation
5	Portfolio Characteristics
6	Portfolio Summary
7	Market and Economic Updates
13	Portfolio Holdings
16	Disclosure

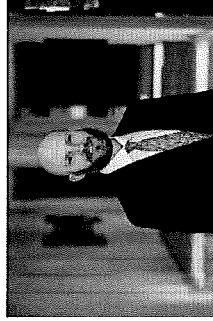
Investment Management Team



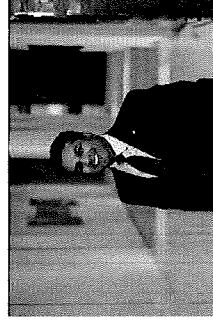
**J. Joseph Veranth, CFA**  
Chief Investment Officer  
(262) 782-7273  
[Joe@DanaInvestment.com](mailto:Joe@DanaInvestment.com)



**Robert Leuty, CFA**  
Director of Fixed Income and Portfolio Manager  
(262) 782-1876  
[RobL@DanaInvestment.com](mailto:RobL@DanaInvestment.com)



**Matthew Slowinski, CFA**  
Senior Vice President – Portfolio Manager  
(262) 782-6091  
[Matt@DanaInvestment.com](mailto:Matt@DanaInvestment.com)

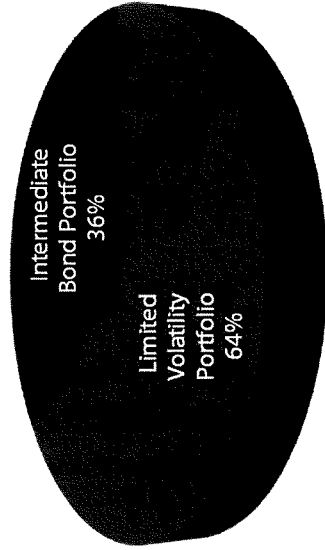


**Noaman Sharief**  
Senior Vice President – Portfolio Manager  
(262) 780-6093  
[Noaman@DanaInvestment.com](mailto:Noaman@DanaInvestment.com)

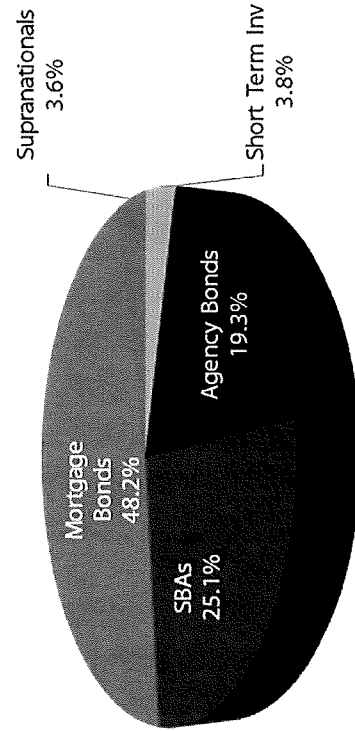
- As of September 30, 2019 the yield to maturity of the Racine County combined portfolio's was 2.11%<sup>‡</sup> and the combined portfolio's effective duration was 0.98.
- Current Allocation as of September 30, 2019:
  - 64% Dana Limited Volatility Bond Strategy
  - 36% Dana Intermediate Bond Strategy
- Estimated dollar return of the Racine County combined portfolios over Wisconsin LGIP since inception through 9/30/2019 = \$ 828,773 <sup>1 2</sup>

7-6

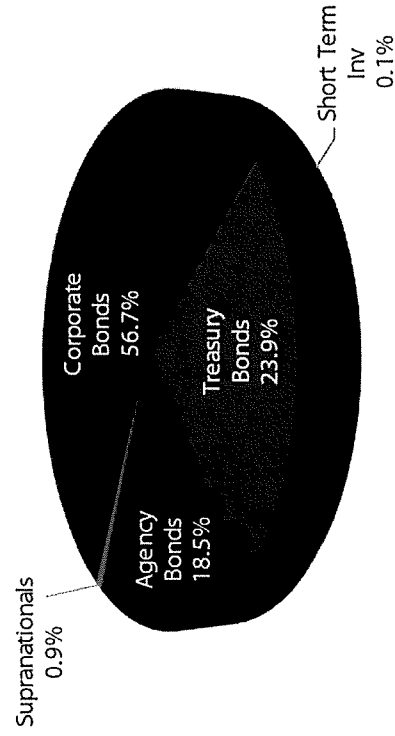
2198m - Racine County  
September 30, 2019



2198ma - Racine County - Limited Volatility Bond Portfolio  
September 30, 2019

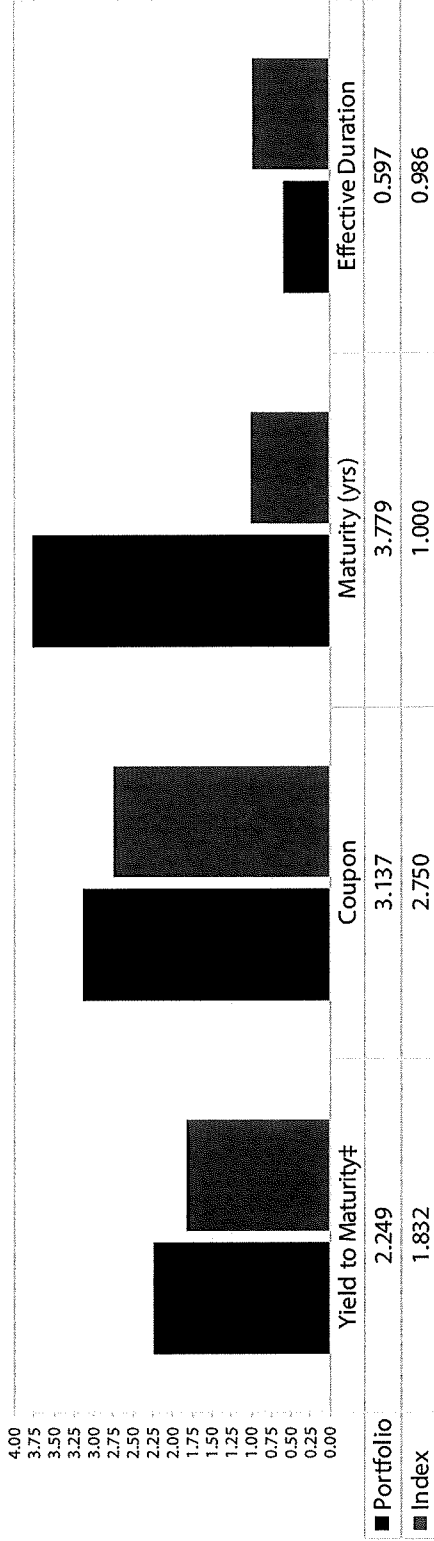


2198mb - Racine County - Intermediate Bond Portfolio  
September 30, 2019

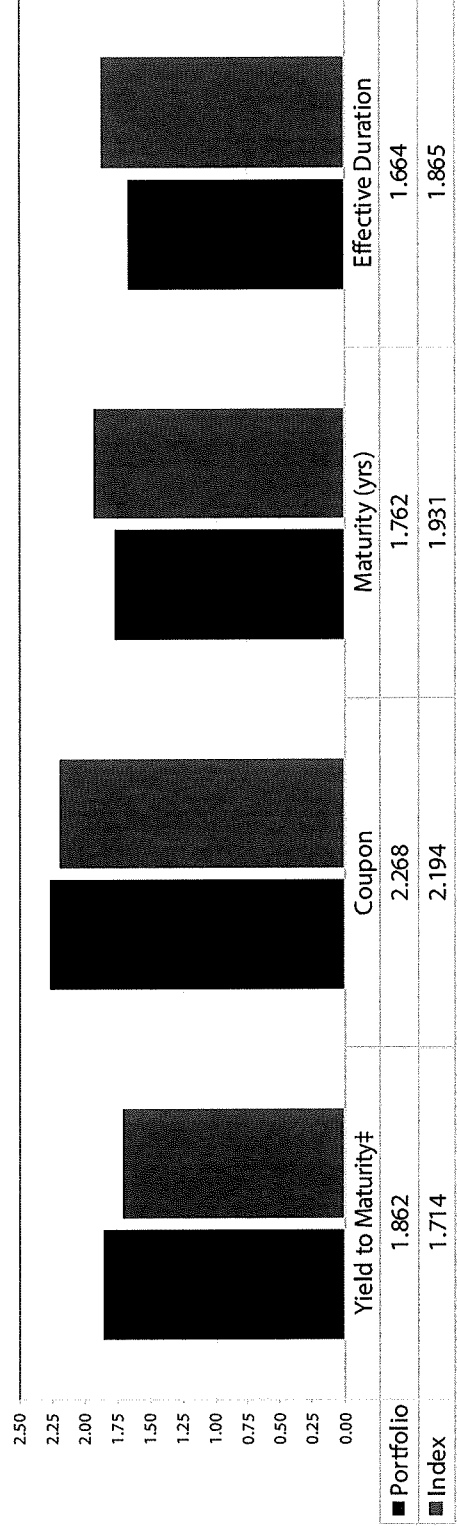


7-7

2198ma Racine County Limited Volatility Portfolio versus ICE BofAML 1 Year Treasury Index as of September 30, 2019



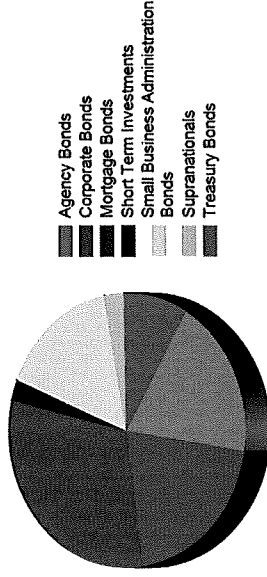
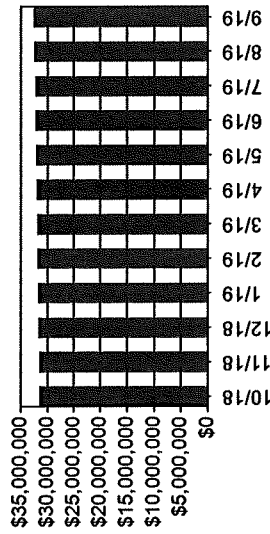
2198mb Racine County Intermediate Portfolio versus ICE BofAML 1-3 Year Govt/Corp AA+ Index as of September 30, 2019



7-8

Account Activity 12/31/2018 to 9/30/2019	
Portfolio Value on 12/31/2018	\$31,659,493.56
Contributions/Withdrawals/Fees	(\$6,869.38)
Investment Income	\$647,343.55
Unrealized Gain/Loss	\$326,805.71
Realized Gain/Loss	(\$95,571.74)
Change in Accrued Income	\$6,677.02
<b>Portfolio Value on 09/30/2019</b>	<b>\$32,537,878.72</b>
Total Gain	\$885,254.54

Account Value (\$) Over Last 12 Months



Portfolio Allocation Summary as of 9/30/2019	Market Value	% Assets	Income	Current Yield
Short Term Investments	791,359	2.4	7,978	1.01
Treasury Bonds	2,818,021	8.7	62,963	2.25
Agency Bonds	6,189,641	19.0	95,625	1.55
Small Business Administration Bonds	5,205,858	16.0	204,693	3.96
Mortgage Bonds	10,008,638	30.8	324,168	3.25
Corporate Bonds	6,671,284	20.5	177,339	2.68
Supranationals	853,077	2.6	16,625	1.96
<b>Total Portfolio</b>	<b>32,537,879</b>	<b>100.0</b>	<b>889,390</b>	<b>2.75</b>

	Yield to Maturity <sup>‡</sup>	Total Return			Avg. Annual Yield Since Inception
		Unannualized Q3 2019	Last 12 Months	Avg. Annual Since Inception	
<b>2198m - Racine County</b>	<b>2.11</b>	<b>0.72</b>	<b>3.43</b>	<b>1.00</b>	<b>1.44</b>
<b>2198ma - Racine County - Limited Volatility</b>	<b>2.25</b>	<b>0.71</b>	<b>2.89</b>	<b>1.00</b>	n/a
<b>2198mb - Racine County - Intermediate</b>	<b>1.86</b>	<b>0.74</b>	<b>4.39</b>	<b>1.09</b>	n/a
ICE BofA ML 1 Year Treasury Note	1.83	0.56	3.12	0.80	n/a
ICE BofA ML US Gov/Corp 1-3 Year AA or Better	1.71	0.61	2.20	0.66	n/a
Wisconsin LGIP	2.42	0.38	2.20	0.66	0.68
<b>Average Annual \$ Yield over LGIP <sup>1</sup></b>					<b>\$ 234,084</b>

Data Through September 30, 2019  
Racine County Total Returns are Net of Fees and Annualized (unless otherwise noted)

7-9

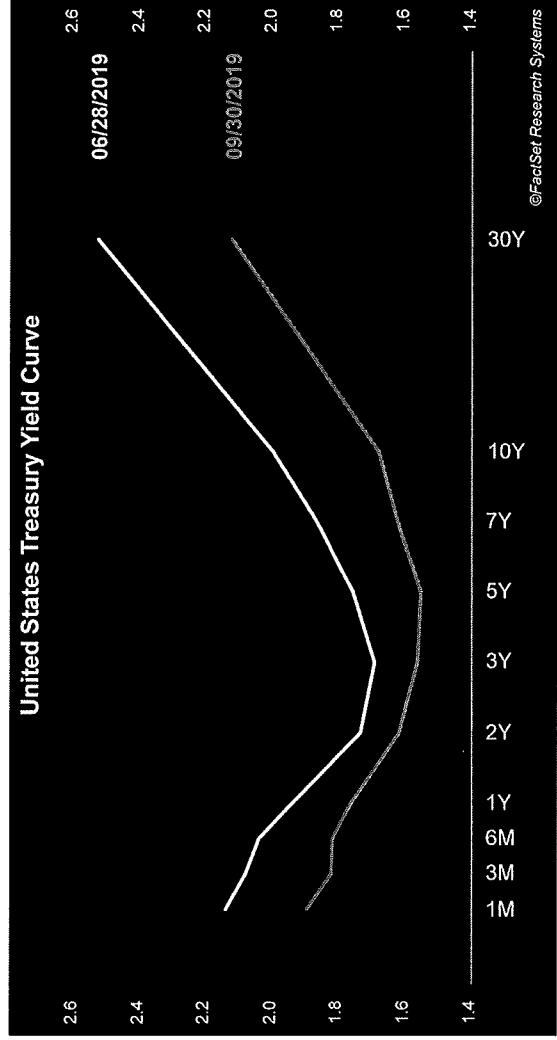
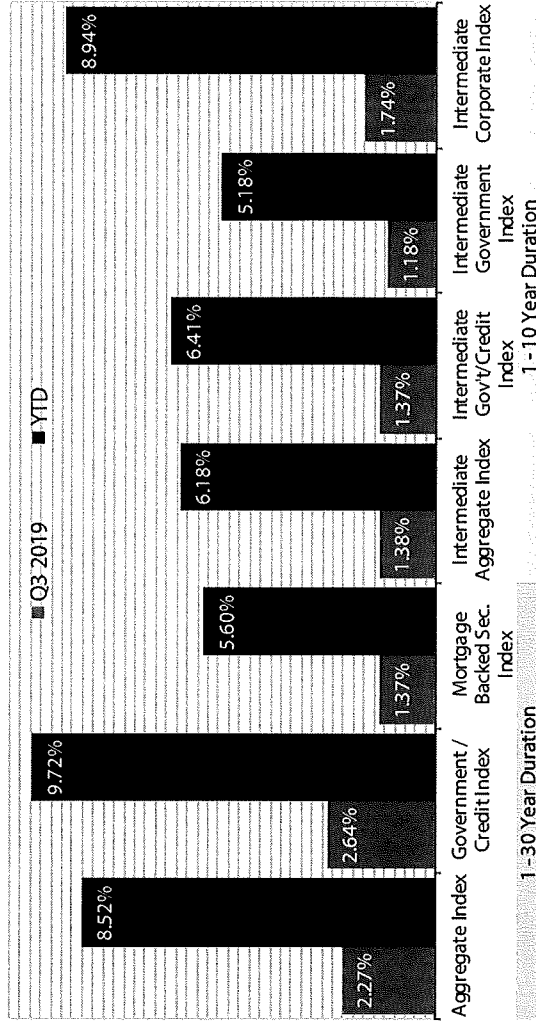
Generally, longer maturity corporate bonds, especially BBB, were the best performers due to corporate spreads continuing to tighten. U.S. government bonds, including treasuries and agencies, benefited from 'global flight-to-quality' sentiment as the political uncertainty loomed for most of the 3<sup>rd</sup> quarter. The Dana Intermediate Strategy continues to provide a good risk-adjusted return.

### Q3 2019 Observations

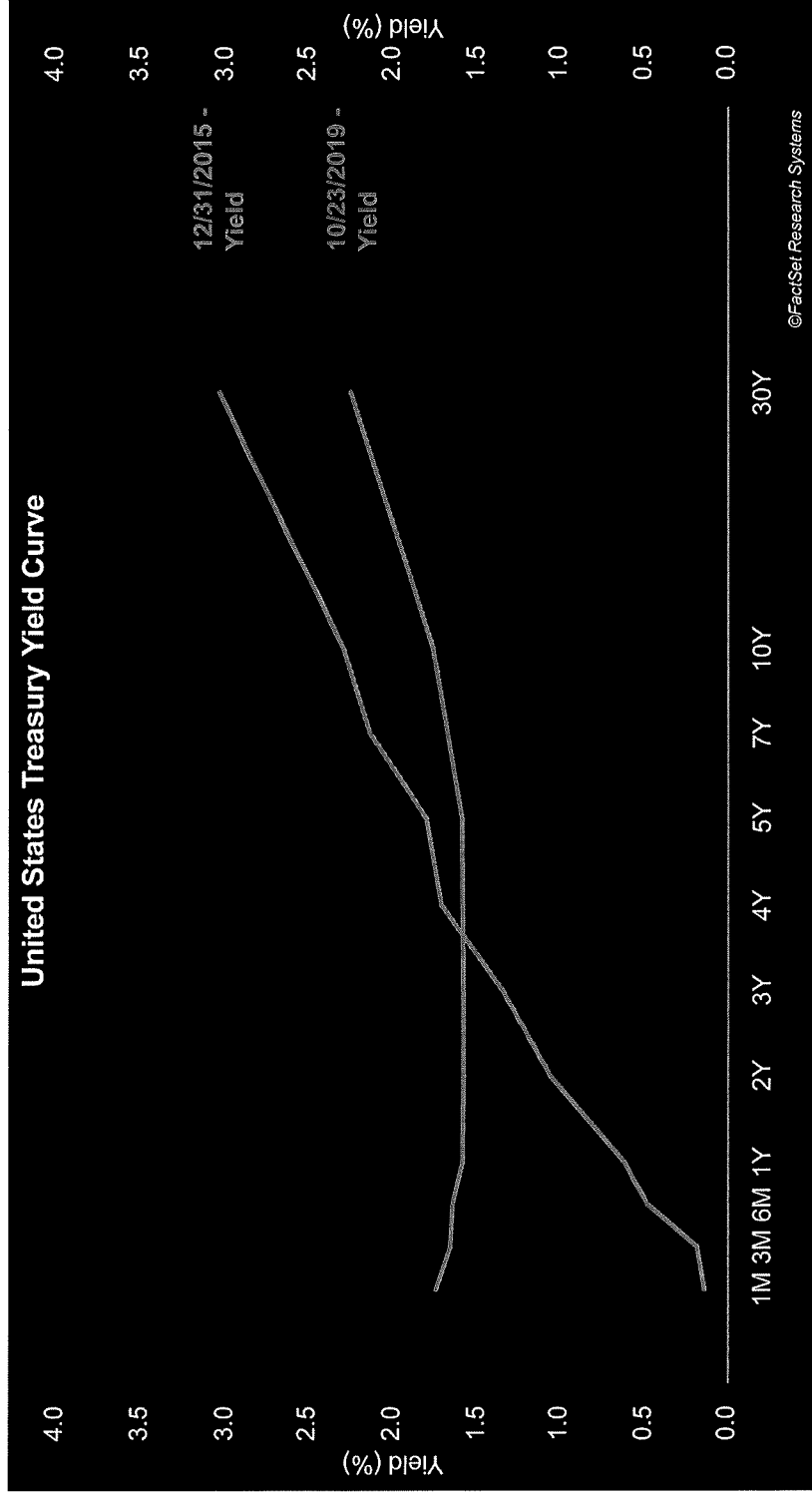
- The yield curve experienced a downward shift of 13 to 42 basis points (bps).
- T-bills 1, 3, 6, and 12-months declined at 27, 29, 28, and 18 bps respectively.
- 2-year, 3-year Treasuries declined 13 and 15 bps respectively.
- 10-year, 30-year bonds declined 34, and 42 bps respectively.
- The 10 Year U.S. Treasury Note traded in a yield range of 1.46% to 2.14%, ending the quarter at the lower end of the range.

We continue to suggest that investors manage their average duration within a certain range utilizing higher credit quality as a means to mitigate the impact of a potential economic slowdown or spread widening. Investors need to maintain a well-diversified core fixed income portfolio in an active manner to continue compounding interest income no matter what path interest rates may follow. Fixed income investments provide important benefits, including income, diversification, lower volatility, and the predictability of an income stream.

Bloomberg Barclays U.S. Bond Indices  
Returns Through September 30, 2019







7-11

# ECONOMIC & MARKET UPDATE

## CENTRAL BANK AND EUROPEAN CENTRAL BANK POLICY RATES AND YIELDS

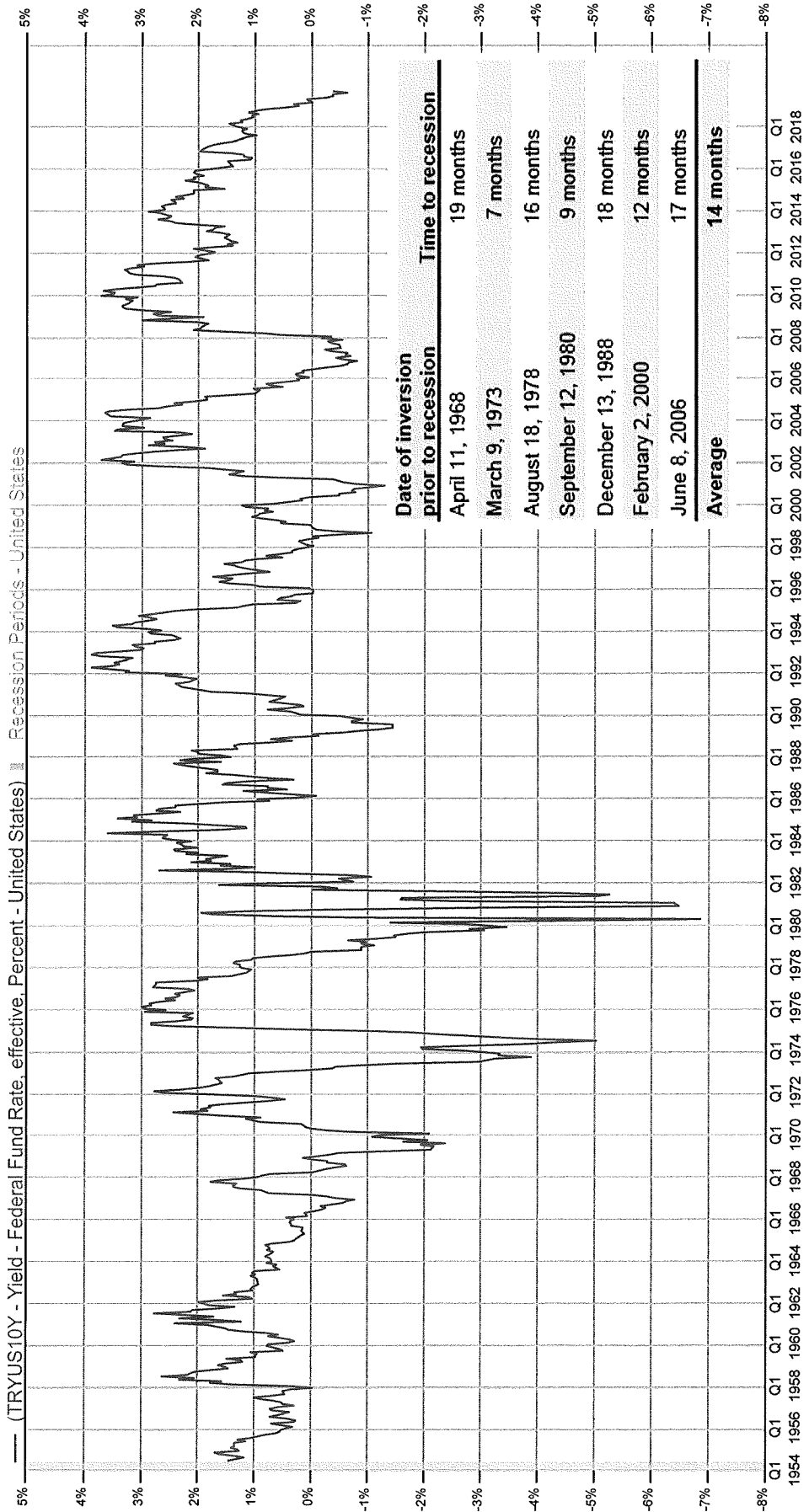
Data as of October 23, 2019 †

Policy Rate ‡	6M	1Y	2Y	3Y	5Y	7Y	10Y	30Y
<b>United States</b>	<b>2.00</b>	<b>1.59</b>	<b>1.61</b>	<b>1.59</b>	<b>1.59</b>	<b>1.67</b>	<b>1.75</b>	<b>2.23</b>
Canada	1.75	1.74	1.60	1.64	1.53	1.52	1.51	1.62
New Zealand	1.00	n/a	0.81	n/a	0.96	n/a	1.28	n/a
Australia	0.75	0.77	0.77	0.75	0.79	0.93	1.10	1.29
Italy	(0.50)	(0.25)	(0.22)	0.00	0.32	0.62	0.93	2.07
United Kingdom	0.75	0.62	0.52	0.45	0.47	0.46	0.69	1.17
Spain	(0.50)	n/a	(0.41)	(0.40)	(0.20)	0.01	0.24	1.12
Portugal	(0.50)	(0.56)	n/a	(0.40)	n/a	0.05	0.19	1.10
Ireland	(0.50)	(0.71)	(0.55)	(0.49)	(0.27)	(0.20)	0.01	0.87
Sweden	(0.25)	n/a	(0.52)	n/a	(0.43)	(0.34)	(0.05)	n/a
France	(0.50)	(0.61)	(0.62)	(0.60)	(0.43)	(0.33)	(0.10)	0.70
Belgium	(0.50)	(0.62)	(0.63)	(0.60)	(0.44)	(0.33)	(0.11)	0.72
Japan	(0.10)	(0.25)	(0.25)	(0.26)	(0.27)	(0.28)	(0.14)	0.41
Finland	(0.50)	(0.64)	(0.62)	(0.59)	(0.45)	(0.27)	(0.14)	0.38
Austria	(0.50)	(0.61)	(0.61)	(0.61)	(0.47)	(0.27)	(0.15)	0.43
Netherlands	(0.50)	n/a	(0.65)	(0.68)	(0.56)	(0.45)	(0.27)	0.12
Denmark	0.05	n/a	(0.75)	(0.69)	(0.59)	n/a	(0.36)	n/a
Germany	(0.50)	(0.59)	(0.64)	(0.70)	(0.63)	(0.58)	(0.40)	0.11
Switzerland	(0.75)	n/a	(0.81)	(0.78)	(0.75)	(0.69)	(0.59)	(0.16)

7-12

Due to the slowdown in global economic growth, Brexit concerns, and trade policy uncertainty the U.S. Treasury market is indicating monetary policy that is too tight

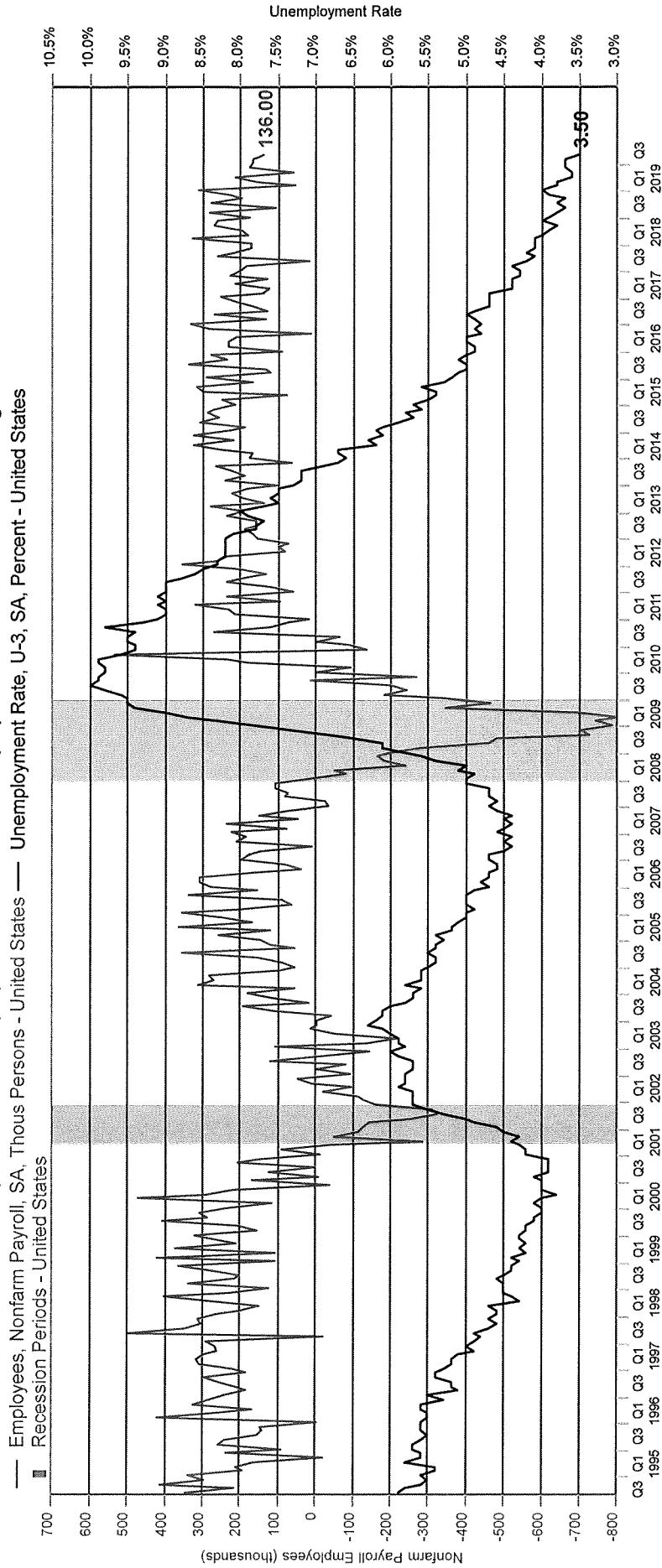
U.S. 10 Year Treasury Yield Less Fed Funds: 7/30/1954 Through 9/30/2019



7-13

- Job growth stronger for longer in this recovery due to the depth of the last recession
- 3.5% unemployment rate is lower than 4.4% pre-recession low
- Job growth will slow as the unemployment rate sinks lower and the economy reaches full employment

U.S. Change in Nonfarm Employment (thous) and Unemployment Rate (%): 9/30/1994 through 9/30/2019



7-14

**GDP growth back to the post-recession levels**

- Three of the last four quarters have shown GDP growth above 2.0%.
- Recent economic announcements point to third quarter GDP below 2.0%.

**Discussions in the market**

- Fed cuts rates 0.25% in July and September, uncertainty on next move.
- Trade still remains uncertain, but hope of a mini-deal in the near-term.
- The market will focus on the impact of slowing global growth on Q3 earnings.
- Political turmoil increasing uncertainty.

**Global growth divergence**

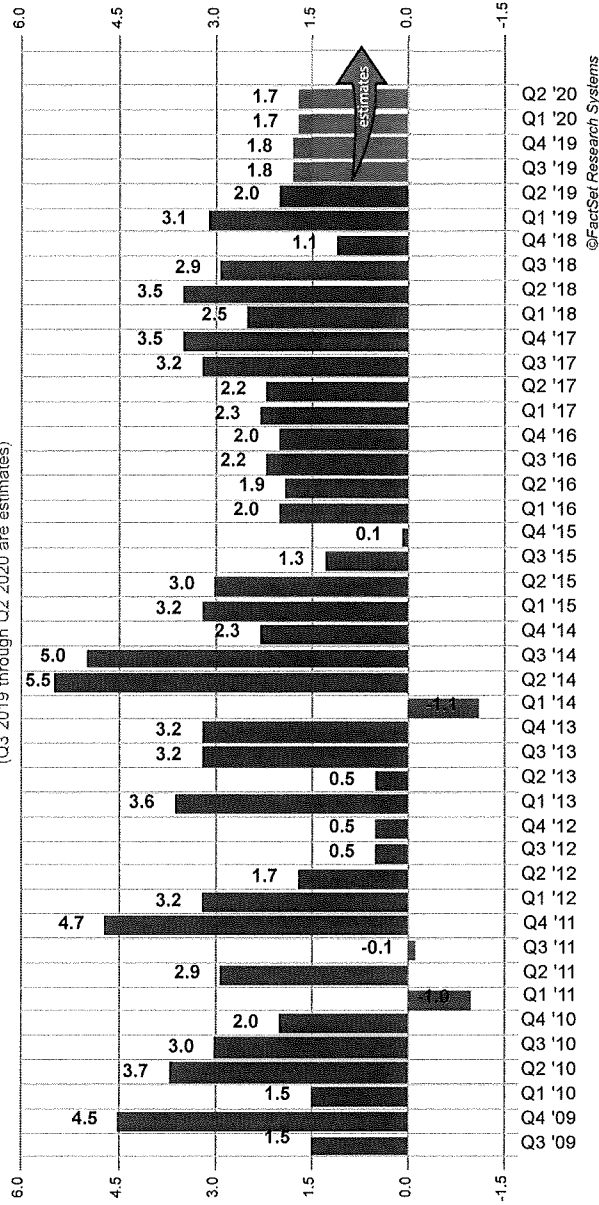
- Global growth has slowed especially in Europe and China. U.S. currently shows the best prospects with moderate growth.
- Monetary policy around the globe becomes even more accommodative.

**3rd Quarter 2019 Summary**

- U.S. equities move higher despite all the ongoing concerns together with a strong rotation into value stocks towards the end of the quarter.
- Negative-yielding debt increased globally, pushing investors to search for yield.
- Geopolitical concerns intensify with an impeachment investigation, attack on Saudi Arabia, Brexit, and Hong Kong protests.

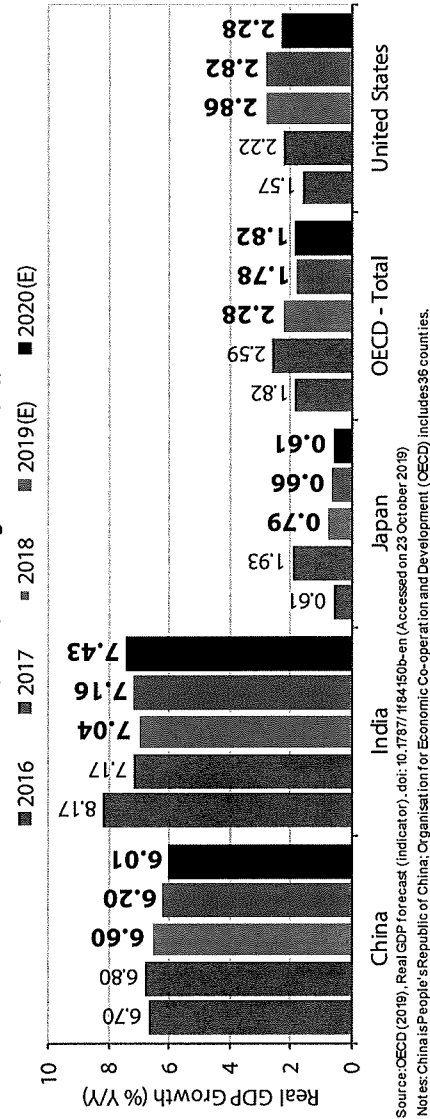
**US Real GDP (q/q) Actual and Estimates**

9/30/2009 through 6/30/2020  
(Q3 2019 through Q2 2020 are estimates)



©FactSet Research Systems

**World GDP Growth Forecasts**  
Real GDP forecast, Total, Annual growth rate (%), 2016 - 2020



Source:CECD (2019). Real GDP forecast (indicator). doi: 10.1787/1f84450b-en (Accessed on 23 October 2019)  
Notes: China is People's Republic of China; Organisation for Economic Co-operation and Development (OECD) includes 36 countries.

7-15

Dana Investment Advisors, Inc.  
PORTFOLIO HOLDINGS



Report as of: 09/30/2019

Portfolio: 2198m - Racine County

Shares/ PAR	Identifier	Description	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
<b>Cash</b>							
<b>Short Term Investments</b>							
	000009	Cash - Money Fund		546,446.55	1.69	.00	1.46
<b>Total Short Term Investments</b>				<b>546,446.55</b>	<b>1.69</b>	<b>.00</b>	<b>1.46</b>
<b>Bonds</b>							
<b>Agency Bonds</b>							
800,000	313586RC5	FANNIE MAE 0% Due 10/09/2019	99.95	799,632.00	2.47	.00	.00
750,000	3133EHWP4	FEDERAL FARM CREDIT BANK 1.54% Due 03/05/2020	99.93	749,490.00	2.31	802.08	1.54
750,000	3134GBVN9	FREDDIE MAC 1.65% Due 07/10/2020	99.79	748,417.50	2.31	2,750.00	1.65
750,000	3134GBKC5	FREDDIE MAC 2% Due 07/27/2020	99.94	749,542.50	2.31	2,625.00	2.00
425,000	3130ACK52	FEDERAL HOME LOAN BANK 1.7% Due 10/05/2020	99.89	424,511.25	1.31	3,512.15	1.70
250,000	3130ADC26	FEDERAL HOME LOAN BANK 2.2% Due 01/29/2021	100.02	250,052.50	.77	931.94	2.20
750,000	3134GBYQ9	FREDDIE MAC 2% Due 04/27/2021	99.98	749,850.00	2.32	6,375.00	2.00
700,000	3130A8QS5	FEDERAL HOME LOAN BANK 1.125% Due 07/14/2021	99.01	693,091.00	2.14	1,662.50	1.14
1,000,000	3133EKVP8	FEDERAL FARM CREDIT BANK 2.11% Due 07/22/2022	100.24	1,002,410.00	3.10	3,985.56	2.10
<b>Total Agency Bonds</b>				<b>6,166,996.75</b>	<b>19.05</b>	<b>22,644.23</b>	<b>1.55</b>
<b>Corporate Bonds</b>							
420,000	68389XAX3	ORACLE CORP 2.25% Due 10/08/2019	100.00	420,008.40	1.30	4,515.00	2.25
425,000	961214BK8	WESTPAC BANKING CORP 4.875% Due 11/19/2019	100.38	426,632.00	1.32	7,539.32	4.86
425,000	30231GAG7	EXXON MOBIL CORPORATION 1.912% Due 03/06/2020	99.97	424,868.25	1.31	541.73	1.91
425,000	64952WCP6	NEW YORK LIFE GLOBAL FDG 2% Due 04/09/2020	99.98	424,898.00	1.31	4,037.50	2.00
425,000	822582BG6	SHELL INTERNATIONAL FIN 2.125% Due 05/11/2020	100.22	425,939.25	1.32	3,487.07	2.12
420,000	053015AD5	AUTOMATIC DATA PROCESSNG 2.25% Due 09/15/2020	100.32	421,323.00	1.30	393.75	2.24
425,000	89114QBC1	TORONTO-DOMINION BANK 2.5% Due 12/14/2020	100.56	427,358.75	1.32	3,128.47	2.49
425,000	084664BQ3	BERKSHIRE HATHAWAY FIN 4.25% Due 01/15/2021	102.98	437,648.00	1.35	3,763.02	4.13
425,000	91159HHA1	US BANCORP 4.125% Due 05/24/2021	103.32	439,122.75	1.36	6,135.94	3.99
425,000	63254AAR9	NATIONAL AUSTRALIA BK/NY 1.875% Due 07/12/2021	99.70	423,742.00	1.31	1,726.56	1.88
425,000	191216BY5	COCA-COLA CO/THE 1.55% Due 09/01/2021	99.54	423,028.00	1.31	530.66	1.56
425,000	717081DZ3	PFIZER INC 2.2% Due 12/15/2021	100.67	427,834.75	1.32	2,727.08	2.19
200,000	92826CAC6	VISA INC 2.8% Due 12/14/2022	102.94	205,874.00	.64	1,648.89	2.72
425,000	931142DU4	WALMART INC 2.35% Due 12/15/2022	101.43	431,060.50	1.33	2,913.02	2.32
425,000	037833CG3	APPLE INC 3% Due 02/09/2024	104.19	442,807.50	1.37	1,806.25	2.88
200,000	961214EC3	WESTPAC BANKING CORP 3.3% Due 02/26/2024	104.91	209,814.00	.65	623.33	3.15
200,000	09247XAL5	BLACKROCK INC 3.5% Due 03/18/2024	106.79	213,574.00	.66	233.33	3.28
<b>Total Corporate Bonds</b>				<b>6,625,533.15</b>	<b>20.46</b>	<b>45,750.92</b>	<b>2.68</b>
<b>Mortgage Bonds</b>							
13,939.36	3128HD2K4	FH 847078 4.661% Due 04/01/2029	102.29	14,258.49	.04	108.09	4.56
99,434.39	36225CZ82	G2 80766 4.125% Due 11/20/2033	103.10	102,513.07	.32	330.41	4.00
75,206.03	36225DAS3	G2 80916 3.875% Due 05/20/2034	103.32	77,704.52	.24	234.76	3.75
91,563.28	36225DDY7	G2 81018 3.75% Due 08/20/2034	104.36	95,557.27	.30	276.60	3.59
129,478.13	36225DKE3	G2 81192 4.125% Due 10/20/2034	101.05	130,837.13	.40	430.25	4.08
160,354.46	36225DLD4	G2 81223 4% Due 01/20/2035	103.34	165,707.89	.51	516.70	3.87
80,984.17	31407PJH2	FN 836464 4.43% Due 10/01/2035	105.28	85,256.89	.26	289.00	4.21
55,585.91	31412V7B8	FN 936590 3.751% Due 04/01/2037	102.56	57,010.58	.18	167.96	3.66
214,464.51	31385XG92	FN 555624 4.547% Due 03/01/2038	105.39	226,027.80	.70	785.55	4.31
53,028.78	36225E2F8	G2 82573 3.75% Due 07/20/2040	103.36	54,810.92	.17	160.19	3.63
139,566.56	31347AQP2	FH 840462 4.591% Due 01/01/2042	104.85	146,332.75	.45	1,056.36	4.38
86,709.51	3138EHYX4	FN AL1625 4.796% Due 04/01/2042	104.20	90,352.18	.28	335.00	4.60
96,837.37	3138EH6J6	FN AL1772 4.714% Due 04/01/2042	104.14	100,842.57	.31	367.73	4.53
93,248.39	36179MDD9	G2 MA0100 3.625% Due 05/20/2042	103.01	96,057.03	.30	272.30	3.52
288,831.77	3140J7UU7	FN BM3294 4.731% Due 06/01/2042	104.29	301,228.43	.93	1,100.76	4.54
31,211.48	31300MXB4	FH 849674 4.531% Due 11/01/2042	104.20	32,521.95	.10	234.60	4.35

7-16

Dana Investment Advisors, Inc.  
PORTFOLIO HOLDINGS



Report as of: 09/30/2019

Portfolio: 2198m - Racine County

Shares/ PAR	Identifier	Description	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield	
191,727.45	31347AFT6	FH 840178 4.691% Due 12/01/2042	104.05	199,498.16	.62	1,490.66	4.51	
64,081.18	31300MPF4	FH 849422 4.59% Due 02/01/2043	103.80	66,516.90	.21	487.79	4.42	
121,313.91	3138EQDW9	FN AL7316 4.805% Due 02/01/2043	104.22	126,430.93	.39	469.57	4.61	
84,258.33	3138EK2Y0	FN AL3490 4.494% Due 05/01/2043	103.66	87,343.53	.27	305.03	4.34	
99,265.75	31347AFZ2	FH 840184 4.654% Due 06/01/2043	104.51	103,737.67	.32	773.06	4.45	
71,074.58	31347AJ88	FH 840287 4.638% Due 06/01/2043	103.77	73,756.93	.23	550.16	4.47	
121,849.02	31347AJT2	FH 840274 4.654% Due 07/01/2043	104.25	127,027.61	.39	936.65	4.46	
122,666.66	3138XMRB8	FN AV9481 4.115% Due 07/01/2043	102.60	125,861.75	.39	406.62	4.01	
58,422.53	36179NJU3	G2 MA1175 3.75% Due 07/20/2043	102.37	59,806.56	.18	176.48	3.66	
563,006.27	3140FCAP3	FN BD4513 2.431% Due 03/01/2044	102.66	577,976.60	1.79	1,102.54	2.37	
264,087.41	3140J8D83	FN BM3726 4.759% Due 05/01/2044	104.25	275,321.69	.85	1,012.42	4.56	
81,002.80	3138ET2R6	FN AL8883 4.472% Due 07/01/2044	103.69	83,989.37	.26	291.81	4.31	
85,574.36	3138ERE71	FN AL9157 4.464% Due 07/01/2044	103.67	88,711.52	.27	307.73	4.31	
481,406.44	31347AR71	FH 840510 2.678% Due 12/01/2044	103.00	495,828.41	1.53	2,207.26	2.60	
184,043.31	31347ATG9	FH 840551 4.252% Due 03/01/2045	104.13	191,639.33	.59	1,342.64	4.08	
361,064.80	31347A2T0	FH 840786 4.312% Due 03/01/2045	103.06	372,127.83	1.15	2,631.63	4.18	
71,668.09	3138EQEH1	FN AL7335 4.333% Due 04/01/2045	102.99	73,807.38	.23	250.16	4.21	
233,559.41	3140J7PW9	FN BM3136 4.327% Due 04/01/2045	102.83	240,172.65	.74	814.10	4.21	
334,995.02	31347A4F8	FH 840822 3.407% Due 07/01/2045	104.35	349,570.99	1.08	1,895.49	3.26	
545,790.46	3140J8HL0	FN BM3834 2.964% Due 08/01/2045	103.14	562,939.20	1.74	1,303.17	2.87	
785,330.90	31347A5Z3	FH 840864 2.558% Due 11/01/2046	102.70	806,566.25	2.49	3,321.18	2.49	
650,876.34	31288QA83	FH 840931 2.564% Due 11/01/2046	103.29	672,290.82	2.08	2,777.98	2.48	
697,897.73	31288QBM1	FH 840944 2.315% Due 11/01/2046	102.91	718,202.36	2.22	2,724.86	2.25	
690,680.36	3140JAMT2	FN BM5769 2.782% Due 04/01/2047	101.85	703,437.23	2.17	1,547.85	2.73	
1,000,000	3622AAGQ1	G2 784807 2.5% Due 08/20/2049	101.13	1,011,250.00	3.12	2,013.89	2.47	
<b>Total Mortgage Bonds</b>					<b>9,970,831.14</b>	<b>30.79</b>	<b>37,806.99</b>	<b>3.25</b>
<b>Small Business Administration Bonds</b>								
53,827.35	83164LDW8	SBA 509117 4.825% Due 08/25/2022	100.52	54,108.65	.17	431.79	4.80	
76,066.28	83164KNU3	SBA 508503 4.825% Due 12/25/2024	101.47	77,182.25	.24	589.79	4.76	
775,424.60	83164MFL8	SBA 510071 4.875% Due 12/25/2027	103.92	805,818.92	2.49	6,221.45	4.69	
294,430.37	83164JER3	SBA 507344 3.98% Due 05/25/2030	100.61	296,239.65	.91	1,926.68	3.96	
167,588.91	83164JNC6	SBA 507587 4% Due 03/25/2031	100.64	168,655.11	.52	1,101.85	3.97	
84,859.33	83164LEJ6	SBA 509137 4.131% Due 05/25/2033	99.57	84,495.45	.26	721.18	4.15	
848,833.35	83164MMX4	SBA 510274 4.25% Due 03/25/2037	103.04	874,646.37	2.70	5,922.06	4.12	
140,820.36	83164LG70	SBA 509222 4.325% Due 08/25/2037	101.42	142,824.66	.44	999.77	4.26	
161,950.16	83164LMP3	SBA 509366 4% Due 05/25/2038	101.04	163,627.15	.51	1,063.30	3.96	

7-17

Dana Investment Advisors, Inc.  
PORTFOLIO HOLDINGS



Report as of: 09/30/2019

Portfolio: 2198m - Racine County

Shares/ PAR	Identifier	Description	Price	Market Value	Pct. Assets	Income Accrued	Cur. Yield
261,413.15	83164LSA0	SBA 509513 4% Due 06/25/2039	101.23	264,626.17	.82	1,716.13	3.95
223,375.96	83164LX63	SBA 509701 3.75% Due 07/25/2040	100.76	225,083.22	.70	1,374.68	3.72
656,909.23	83164MGV5	SBA 510112 3% Due 12/25/2042	100.23	658,412.89	2.03	3,233.89	2.99
602,992.01	83164MF79	SBA 510090 3.5% Due 01/25/2043	100.55	606,321.12	1.87	3,462.91	3.48
715,459.75	83164MNC9	SBA 510287 4.25% Due 10/25/2043	104.84	750,062.24	2.32	4,988.43	4.05
		<b>Total Small Business Administration Bonds</b>		<b>5,172,103.85</b>	<b>15.97</b>	<b>33,753.91</b>	<b>3.96</b>
<b>Supranationals</b>							
750,000	45905U7J7	INTL BK RECON & DEVELOP 2% Due 10/05/2020	99.91	749,340.00	2.31	3,541.67	2.00
100,000	459058DY6	INTL BK RECON & DEVELOP 1.625% Due 02/10/2022	99.97	99,970.00	.31	225.69	1.63
		<b>Total Supranationals</b>		<b>849,310.00</b>	<b>2.62</b>	<b>3,767.36</b>	<b>1.96</b>
<b>Treasury Bonds</b>							
690,000	912828NT3	US TREASURY N/B 2.625% Due 08/15/2020	100.70	694,851.39	2.15	2,264.06	2.61
690,000	912828RR3	US TREASURY N/B 2% Due 11/15/2021	100.80	695,498.61	2.15	5,175.00	1.98
690,000	912828M80	US TREASURY N/B 2% Due 11/30/2022	101.30	699,002.43	2.16	4,600.00	1.97
690,000	912828VS6	US TREASURY N/B 2.5% Due 08/15/2023	103.55	714,473.61	2.21	2,156.25	2.41
		<b>Total Treasury Bonds</b>		<b>2,803,826.04</b>	<b>8.66</b>	<b>14,195.31</b>	<b>2.25</b>
		<b>Total Bonds</b>		<b>31,588,600.93</b>	<b>97.56</b>	<b>157,918.72</b>	<b>2.79</b>
<b>Total Portfolio</b>				<b>32,135,047.48</b>			
<b>Paydown Receivable</b>				<b>244,912.52</b>			
<b>Interest Accrued</b>				<b>157,918.72</b>			
<b>Dividends Accrued</b>				<b>0.00</b>			
<b>Total Portfolio with Accruals &amp; Receivables</b>				<b>32,537,878.72</b>			

7-18



Dana Investment Advisors, Inc. is an independent federally registered investment adviser providing equity and fixed income investment management services to a broad range of clients. All data is presented in U.S. Dollars. Portfolio Characteristics, Performance Report, Portfolio Holdings, and Sector Distributions reflect applicable investment holdings as of market close on the date indicated. Returns presented are exclusive of investment management and custodial fees, and net of transaction costs. Investment management fees would reduce the returns presented, for example: on a one-million dollar portfolio with an advisory fee of .75% earning a 10% return, the total compounded advisory fee over a five year period would be \$50,368. The resulting average annual return for the period would therefore be 9.17%. All returns were calculated on a time weighted total return basis. Performance does include the accrual of income and the reinvestment of dividends and interest received.

During various market cycles, the strategies discussed herein have demonstrated portfolio characteristics and returns that have been both more and less volatile than that of the comparable index. Indices shown were selected because they demonstrated a broad range of characteristics, some of these characteristics being deemed useful for limited comparison purposes only. Historical performance results for investment indices and/or categories have been provided for general comparison purposes only, and generally do not reflect the deduction of transaction and/or custodial charges, the deduction of an investment management fee, nor the impact of taxes, the incurrence of which would have the effect of decreasing historical performance results. It should not be assumed that your account holdings do or will correspond directly to any comparative indices.

While data contained herein was gathered from sources deemed reliable, the accuracy of the data presented cannot be guaranteed. Please remember that past performance may not be indicative of future results. Different types of investments involve varying degrees of risk, and there can be no assurance that the future performance of any specific investment or investment strategy made reference to directly or indirectly in this report, will be profitable, equal any corresponding indicated historical performance level(s), or will continue to be suitable for your portfolio. Due to various factors, including changing market conditions, the content of this report may no longer be reflective of current opinions, positions, investments or account allocations. Moreover, you should not assume that any discussion or information contained in this report serves as the receipt of, or as a substitute for, personalized investment advice from Dana Investment Advisors, Inc.

Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s). The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds sold on an odd lot basis (less than \$1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors, Inc. While the prices are obtained from sources we consider reliable, we cannot guarantee them.

Please remember to contact Dana Investment Advisors, Inc. at (800) 765-0157, or P.O. Box 1067 Brookfield, WI 53008 with any questions or if there are any changes in your personal financial situation or investment objectives for the purpose of reviewing, evaluating, and revising any previous recommendations or investment services. Please also advise Dana if you would like to impose, add, or modify any reasonable restrictions to your account. A copy of Dana's current Form ADV Brochure detailing a complete list of Dana's advisory services and fees continues to remain available for your review upon request.

Current List of Holdings: The market prices shown on these pages represent the last reported sale on the stated report date as to listed securities or the bid price in the case of over-the-counter quotations. Prices on bonds and some other investments are based on round lot price quotations and are for evaluation purposes only and may not represent actual market values. Bonds sold on an odd lot basis (less than \$1 million) may have a dollar price lower than the round lot quote. Where no regular market exists, prices shown are estimates by sources considered reliable by Dana Investment Advisors. While the prices are obtained from sources we consider reliable, we cannot guarantee them. Dana Investment Advisors is not a custodian. Clients should be receiving detailed statements from their custodian at least quarterly. While Dana Investment Advisors regularly reconciles to custodian information, we encourage clients to review their custodian statement(s).



Pensions & Investments

20700 Swenson Drive  
Suite 400  
Waukesha, Wisconsin 53186

**BEST  
PLACES  
TO WORK**

Mailing Address:  
P.O. Box 1067  
Brookfield, Wisconsin 53008-1067

IN MONEY MANAGEMENT

800-765-0157

★★ **2018** ★★

[www.DanaInvestment.com](http://www.DanaInvestment.com)

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	<input type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input checked="" type="checkbox"/>	Report Request

Requestor/Originator: Finance Department - Brian Nelson

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

Does the County Executive know of this request: yes

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: 11/6/2019 Date of County Board Meeting to be Introduced: \_\_\_\_\_

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:**

Racine County 2019 3rd Accepted Donations

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.**

8-1



**JONATHAN DELAGRAVE**

Office of the County Executive  
730 Wisconsin Avenue  
Racine, WI 53403  
262-636-3273  
fax: 262-636-3549  
jonathan.delagrave@racinecounty.com

November 6, 2019

To: Robert Miller  
Chairman, Finance and Human Resources Committee

From: Racine County Executive Jonathan Delagrave

Re: **2019 3<sup>rd</sup> Quarter Racine County Accepted Donations**

In compliance with Section 7-2c of the Racine County Code of Ordinances, I am hereby notifying you of those gifts and donations that I have accepted on behalf of Racine County between July 1, 2019 and September 30, 2019. Gifts of real estate are approved by the Board of Supervisors, and therefore not included on this list.

<u>DONOR</u>	<u>DEPARTMENT</u>	<u>DONATION</u>
Rowland Family Fund	Racine County Meals on Wheels	\$500.00
Johnson Bank	Racine County Meals on Wheels	\$500.00
George & Linda Bryant	Racine County Foster Care	\$25.00
Thomas & Mary Ellen Owen	Racine County Sheriff Explorer Post	\$30.00
McDonalds on Lathrop Ave	Racine County K9 Hero	\$5,000.00
Mary Ann Strike	Racine County K9 Hero	\$500.00
Gerald & Cynthia Werner	Racine County K9 Hero	\$50.00
Kiwanis West Racine	Racine County K9 Hero	\$300.00
Shield Protective Services	Racine County Deputy Friendly	\$200.00
Ruth Lilla	Racine County Deputy Friendly	\$100.00
Raymond Sartler	Racine County Deputy Friendly	\$475.00
Hops Head Hospitality & Events	Racine County Deputy Friendly	\$100.00
Burlington Graphic Systems	Racine County Veterans	<u>\$500.00</u>
		\$8,280.00

I hope that you will join me in thanking all these donors, who have been so civic minded and generous.

Sincerely,

Jonathan Delagrave  
County Executive

8-2

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2019</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: HSD - Hope Otto and Finance - Brian Nelson

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

Does the County Executive know of this request: yes

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

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: 11/6/2019 Date of County Board Meeting to be Introduced: 11/12/2019

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:**

Transfer of 1 FTE Non Rep - Non Exempt N060 Office Assistant from Finance Department to Health Services and transfer of \$14,466 within the Health Services 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.**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>BEHAVIORAL HEALTH DIVISION</b>		<b>2019 Budget Pages 33-40</b>				
CONTRACTED SERVICES	5410990.404500	284,400	203,943	(14,466)	269,934	189,477
<b>TOTAL SOURCES</b>		<b>(14,466)</b>				
<b>BEHAVIORAL HEALTH DIVISION</b>		<b>2019 Budget Pages 33-40</b>				
WAGES	5410990.401000	555,749	117,276	9,875	565,624	127,151
WORKER'S COMP	5410990.402210	1,500	309	27	1,527	336
SOCIAL SECURITY	5410990.402220	42,515	10,130	756	43,271	10,886
RETIREMENT	5410990.402230	47,794	11,012	849	48,643	11,861
DISABILITY INSURANCE	5410990.402240	5,558	1,067	99	5,657	1,166
GROUP INSURANCE	5410990.402260	94,164	13,426	2,683	96,847	16,109
LIFE INSURANCE	5410990.402270	2,768	367	49	2,817	416
PUBLIC LIABILITY	5410990.436000	7,225	1,527	128	7,353	1,655
<b>TOTAL USES</b>		<b>14,466</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

9a-2

\*NOVEMBER-6-2019\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "B"

Fiscal Year:

2019

FTE	POSITION	GRADE	WAGES	FRINGES	CONTRACT	TOTAL
<b>Position transfer will be effective October 7, 2019</b>						
<b>BEHAVIORAL HEALTH DIVISION</b>						
1.000	Office Assistant	N060	9,875	4,591	0	14,466
-1.000	C/S UA Technician				(14,466)	0
<b>FINANCE DEPARTMENT</b>						
-1.000	Office Assistant	N060				
<u>-1.000</u>	<b>Total for HUMAN SERVICES</b>		<u>9,875</u>	<u>4,591</u>	<u>(14,466)</u>	<u>14,466</u>

92-3



**Hope M. Otto, Director**

Human Services Department  
1717 Taylor Avenue  
Racine, WI 53403  
Phone: 262-638-6646  
Fax: 262-638-6669  
[racinecounty.com/humanservices](http://racinecounty.com/humanservices)

October 31, 2019

TO: Robert Miller  
Chairman, Finance and Human Resources Committee

FROM: Hope Otto  
Human Services Director

RE: Transfer of position

The Behavioral Health division has been seeking stable clerical support to manage the high volume of clients and administrative needs for billing. With the departure of a contracted employee and inability to attract a qualified candidate, we are seeking the approval of a position transfer from the Finance Department to fulfill these duties. The functions are able to be absorbed by existing staff within the Finance Department without impact on operations.

Sincerely,

Hope Otto, Director  
Racine County Human Services Department

92-4



REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	X	Resolution Request
			Ordinance Request
			Report Request

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: yes

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: 11/6/19 Date of County Board Meeting to be Introduced: 11/12/19

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:**

AAuthorize the acceptance of Wisconsin Emergency Management - Hazardous Materials Emergency Preparedness (HMEP) Core HazMat Training FFY 2019 Grant in the amount of \$1,634 and transfer of funds within the Emergency Management - Grant 2020 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.**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>EMERGENCY MANAGEMENT - GRANT</b>		<b>NOT IN BUDGET BOOK</b>				
WEM - 19 HMEP CORE HAZMAT	NEW ACCOUNT	0	0	(1,634)	(1,634)	(1,634)
	<b>TOTAL SOURCES</b>			<u>(1,634)</u>		
C/S WEM - 19 HMEP CORE	NEW ACCOUNT	0	0	1,634	1,634	1,634
	<b>TOTAL USES</b>			<u>1,634</u>		
				<u><u>0</u></u>		

GRANT PERIOD IS 1/1/2020 THROUGH 6/30/2020

THE FUNDS WILL BE PROVIDED TO SOUTH SHORE FIRE DEPARTMENT/  
RACINE COUNTY HAZMAT TEAM TO PUT THEIR COMMAND AND ACTING  
COMMAND STAFF THROUGH HAZMAT INCIDENT COMMAND CLASS.

**FINANCE COMMITTEE RECOMMENDATION**

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

REASONS

FOR	AGAINST

*9b-2*

October 30, 2019

To: Finance Committee  
From: David L. Maack

Memo Re: HMEP TRAINING GRANTS

We are seeking approval to accept the following training grants through Wisconsin Emergency Management:

- HMEP Core HazMat Training FFY2019 Grant in the amount of \$1634
- HMEP Specialized HazMat Training FFY2019 in the amount of \$8500

This will be passed through to the South Shore Fire Department to reimburse them for HAZMAT response training.

There is no match.

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:

Receipt Date	Award Date	Subgrant Number(s)
		-- 11842

**SUBGRANT #: 11842**

**SHORT TITLE:** HMEP Core HazMat Training FFY2019

<b>1. Type of Funds for which you are applying.</b>	HMEP-Federal (Fed. 20.703 HMEP-FED) HMEP Core HazMat Training FFY2019		
<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) HMEP Core HazMat Training FFY2019		
	Funds will be passed through to the South Shore Fire Department/Racine County HAZMAT Team to put their command and acting command staff through HAZMAT Incident Command Class. The training will allow their command and acting command staff to effectively manage HAZMAT Incidents. By taking HAZMAT Incident Commander class they intend to provide Racine County and surrounding counties with a competent command component to manage HAZMAT Incidents.		

9b-4

8. SubGrant Budget

Categories	Sources	
	Federal	Category Total
Travel (Including Training)	0.00	0.00
Consultants/Contractual	1,634.00	1,634.00
<b>Source Total</b>	<b>1,634.00</b>	<b>1,634.00</b>

9. **Project Start Date:** 1/1/2020 **Project End Date:** 6/30/2020

10. Budget Details:

**Master Budgets:**

By Recipient Agency	Year 1	Total
Racine County Emergency Management	1,634.00	1,634.00
<b>Total:</b>	<b>1,634.00</b>	<b>1,634.00</b>

**Allocation/Recipient Agency:** Racine County Emergency Management

<b>Category:</b>	<b>Year 1</b>	<b>Total</b>
<b>Consultants/Contractual</b>	1,634.00	1,634.00
<b>Total:</b>	1,634.00	1,634.00

11. Budget Details:

Master Budgets:

Line Item Details for Racine County Emergency Management

**YEAR 1**

**CONSULTANTS/CONTRACTUAL - CONSULTANT**

<b>Briefly describe the overall use of the funds for this budget category:</b>	<u><b>COST</b></u>
<b>Name / Position</b>	Emergency Response Specialists, LLC
<b>Service Provided</b>	Training
<b>Description of your computation:</b>	Contracted Amount for 8 Hr Class
	Source: Federal
	1,600.00
<b>Consultants/Contractual - Consultant</b>	<b>Year 1 Total:</b>
	<u>1,600.00</u>

**CONSULTANTS/CONTRACTUAL - TRAVEL**

<b>Briefly describe the overall use of the funds for this budget category:</b>	<u><b>COST</b></u>
<b>Consultant</b>	Emergency Response Specialists, LLC
<b>Location</b>	Milwaukee
<b>Item</b>	Mileage
<b>Description of your computation:</b>	68 miles @ .50
	Source: Federal
	34.00
<b>Consultants/Contractual - Travel</b>	<b>Year 1 Total:</b>
	<u>34.00</u>

**YEAR 1 TOTAL: 1,634.00**

9b-7

12. Sections:

**A PROJECT NARRATIVE**

Describe the long-range training goals and objectives. Specifically address the:  
• potential benefit regarding total population and total special population at risk  
• number of facilities reporting extremely hazardous substances in the jurisdiction  
• need to augment response capability based on existing gaps

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds

**RESPONSE:**

South Shore FD/Racine County HAZMAT is trained to the Technician Level and is the Type3 team for Racine County. This training will allow the team to effectively and competently manage HAZMAT Incidents. Through the training, 145 personnel will be trained as a HAZMAT Incident Commander. There are 70 planning facilities and 151 reporting facilities in Racine County.

**PROJECT NARRATIVE - RELATED ATTACHMENTS:**

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



**B REQUIRED ATTACHMENTS**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

RESPONSE:

See attached

**REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:**

<u>File Name</u>	<u>File Description</u>
2019 Agenda _ Objectives.docx	agenda
HMEP Core HazMat Training FFY2019 Schliessman.pdf	Region Email
Kevin Johnson Resume 8-17.doc	Johnson Resume
Peterleus 2019 Resume.doc	Peterleus Resume
resume don peil 2019.doc	Peil Resume
Resume Thomas Jones ERS 2017.docx	Jones Resume
South Shore Fire Department Proposal 3048.pdf	Proposal

**13. Performance Measures:**

**Required:**

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
Number of Persons Trained	Process	15.00	Unit Count	Indicate the number of persons successfully completing the training session.
Number of Training Sessions Conducted	Process	1.00	Unit Count	Indicate number of training sessions conducted.


9b-9

15. **Attachments:**

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

**Section:** Required Attachments

<b><u>File Name</u></b>	<b><u>File Description</u></b>
2019 Agenda _ Objectives.docx	agenda
HMEP Core HazMat Training FFY2019 Schliessman.pdf	Region Email
Kevin Johnson Resume 8-17.doc	Johnson Resume
Peterleus 2019 Resume.doc	Peterleus Resume
resume don peil 2019.doc	Peil Resume
Resume Thomas Jones ERS 2017.docx	Jones Resume
South Shore Fire Department Proposal 3048.pdf	Proposal



Wisconsin Emergency Management  
2400 Wright Street  
PO Box 7865  
Madison WI 53707-7865

Tony Evers  
*Governor*

Darrell L. Williams, Ph.D.  
*Administrator*



## **Hazardous Materials Emergency Preparedness (HMEP) Grants**

### ***HMEP Core HazMat Training FFY2019***

#### **Grant Announcement**

**Applications must be submitted through  
Egrants on or before October 31<sup>st</sup> , 2019**

9b-11



***STATE OF WISCONSIN***  
***Wisconsin Emergency Management***

---

**Tony Evers**  
**Governor**

**Darrell L. Williams, Ph.D.**  
**WEM Administrator**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Troy Klemstein (608) 982-6486  
[troy.klemstein@wisconsin.gov](mailto:troy.klemstein@wisconsin.gov)

Budget/Fiscal: Rebecca Thompson (608) 242-3236  
[rebecca2.thompson@wisconsin.gov](mailto:rebecca2.thompson@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions may be found there.

## Grant Announcement Summary

**Grant Title:** HMEP Core HazMat Training FFY2019

**Description:** This grant opportunity is available to provide funding for Wisconsin Emergency Management Hazardous Materials courses. The courses are comprehensive and exceed national training standards in the field of Hazardous Materials (HazMat) response training. Standards for the hazmat training program are found both in the Federal Code of Regulations, National Fire Protection Association 472 and in the Wisconsin Code of Regulation. For additional information on Wisconsin Emergency Management Hazardous Materials training please contact the REACT Center Director (Troy Klemstein).

Core courses include training in the following areas:

- Awareness
- Operations
- Hazmat Incident Commander
- Hazmat Officer
- Hazmat Safety Officer
- Hazmat Refresher
- Hazmat Technical Decontamination Refresher
- Developing a Plan of Action
- Chemistry of Hazmat-Part I
- Surveying a Hazmat Incident
- General Competencies
- Level A Personal Protective
- Level B Personal Protective
- ID of Methods and Procedures
- Hazardous Materials Monitoring Refresher

**Opportunity Category:** Competitive, Rolling

**Important Dates:**

**Application:** Application period closes October 31<sup>st</sup>, 2019

**Project:** Project Start Date: No earlier than January 1<sup>st</sup>, 2020

Project End Date: No later than June 30, 2020.

**Reporting requirements:** Once grant is awarded; a Final program report and Final fiscal report will be due within 30 days of the end of the grant performance period.

**Anticipated Funding Amount:** There is an anticipated total of \$65,000 available for funding the HMEP Core HazMat training courses. All eligible requests for Core HazMat training will be reviewed and awarded based on your department's current response capability, level of training, and the needs of the State of Wisconsin. All eligible applications will be awarded on a first-come-first-serve basis and applications will continue to be awarded pending availability of funds.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The following are eligible to apply:

- Counties, on behalf of local units of government

You can find additional information at: <https://dma.wi.gov/DMA/wem/training/hazmat>

NEW REQUIREMENT as of 2018 – In order to be eligible for an award, the applying agency must register their DUNS Number in [GRANTS.gov](http://GRANTS.gov) and the registration must be active for the entire performance period of their award.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided and registered in GRANTS.gov.**

**Eligible Expenses:** Funding may be used for travel/training and consultants/contractual on a reimbursement basis only.

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.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

All eligible expenses must have incurred within the performance period in the approved grant award.

Additionally, any expenses that have incurred prior to notification from WEM of a fully executed award document are not eligible for reimbursement, regardless if they fall within the Performance Period identified in the Award Documents.

Any expenses that are submitted for reimbursement must match the trainings/projects detailed in the approved grant award and may not exceed the maximum award amount. Please see "Submitting a request for reimbursement" for additional information.

# HMEP Core HazMat Training FFY2019

## Program Description

The Wisconsin Emergency Management (WEM) training program offers an extensive array of training opportunities for emergency managers, law enforcement, fire, EMS, public health, local officials and volunteer organizations. Wisconsin's Hazardous Materials courses are comprehensive and exceed national training standards in the field of HazMat response training. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard # 472. As of October 2014, all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job.

## Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self-registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

## Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Troy Klemstein at (608) 982-6486 or via email at [troy.klemstein@wisconsin.gov](mailto:troy.klemstein@wisconsin.gov).

### 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## 2. Performance Measures

Indicate the number of persons who will successfully complete the training session. WEM requires a minimum class size of 15 persons. Exceptions will be considered on a case-by-case basis and must be approved prior to the start of the training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be placed on the Wisconsin Training Portal at the discretion of program staff.

A per student cost may also be considered as an exception but must include a proposal with justification in the application and break down in the Budget Detail section.

## 3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the grant period. It is important that you include specific details for each budget line item, including cost calculations.

If requesting the opportunity to be considered for a per student cost, the cost calculation must reflect the break down by student.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed.

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

(Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. Except for a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for contractors may not exceed \$45.00/hour or a daily reimbursement rate of \$450.00/day (based on a full instruction day.) Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. **No reimbursements will be made prior to receipt of the signed contract.**

## 5. Project Narrative

Describe the long-range training goals and objectives. Specifically address the:

- potential benefit regarding total population and total special population at risk
- number of facilities reporting extremely hazardous substances in the jurisdiction
- need to augment response capability based on existing gaps

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.



## 6. Required Attachments

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

## Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with state training policy and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.

## Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. **Summary** of the instructor evaluations (by personnel other than instructors.)
2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. Minimum class enrollment is 15 students, with a breakdown by discipline (minimally, emergency management, fire/EMS, law enforcement, public works, or other.) A per student cost may also be considered as an exception but must include a proposal with justification in the application. Any additional exceptions may be considered on a case-by-case basis and must be approved prior to the start of the training session.
4. A class roster is required for each course funded under this award. Upload the document into the Egrants program report.
5. A final Program Report is due at the close-out of the grant.
6. A final Fiscal Report/Reimbursement request is due in Egrants at the close-out of the grant.

## Request for reimbursement

Payments will be made on a reimbursement basis only. All expenses submitted for reimbursement, must be paid by the agency prior to submitting the request to WEM.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants with required supporting documentation attached.

Fiscal Reports/Reimbursements will be approved by the Fiscal Contact upon the following conditions:

1. Special conditions have been satisfied.
2. Program reports are approved by the Hazmat coordinator.
3. Receipt of a completed and signed Reimbursement Request form (G-2)
4. Expenses are deemed eligible as outlined in the approved grant award.
5. At minimum, the following supporting documents are supplied and uploaded to Egrants:
  - a. Receipts and paid invoices
  - b. Roster/Sign-in sheet
  - c. A summary of instructor evaluations – a template is available on WEM’s website:  
[https://dma.wi.gov/DMA/divisions/wem/grants/docs/06.Exercise\\_Evaluation\\_Survey.doc](https://dma.wi.gov/DMA/divisions/wem/grants/docs/06.Exercise_Evaluation_Survey.doc)
  - d. Executed contract for all expenses listed under the Contractual budget category.

### **Request for award modification**

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of any contacts within the agency.
2. Requesting a change in the award amount, returning the award, or moving funds between categories.
3. Requesting an extension of the performance period.
4. Changing the scope of the project including class type, class date, and number of participants.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the Hazmat Coordinator and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed modification approval notice; any related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.

### **Additional Resources**

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- The Reimbursement Request form (G-2):  
<https://dma.wi.gov/DMA/divisions/wem/grants/docs/01.G-2-6.18.19.xlsx>
- HMEP-funded courses are eligible to be placed on the Wisconsin Emergency Management Training Portal: <https://www.trainingwisconsin.org/index.aspx>.  
For assistance, please contact at [WEM.Training@wisconsin.gov](mailto:WEM.Training@wisconsin.gov).
- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	X	Resolution Request
			Ordinance Request
			Report Request

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: yes

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: 11/6/2019 Date of County Board Meeting to be Introduced: 11/12/2019

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:**

AAuthorize the acceptance of Wisconsin Emergency Management - Hazardous Materials Emergency Preparedness (HMEP) Specialized HazMat Training FFY 2019 Grant in the amount of \$8,499 and transfer of funds within the Emergency Management - Grant 2020 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.**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>EMERGENCY MANAGEMENT - GRANT</b>		<b>NOT IN BUDGET BOOK</b>				
WEM - 19 HMEP SPEC HAZMAT	NEW ACCOUNT	0	0	(8,499)	(8,499)	(8,499)
<b>TOTAL SOURCES</b>				<u>(8,499)</u>		
C/S WEM - 19 HMEP SPEC	NEW ACCOUNT	0	0	8,499	8,499	8,499
<b>TOTAL USES</b>				<u>8,499</u>		
				<u><u>0</u></u>		

GRANT PERIOD IS 1/1/2020 THROUGH 6/30/2020

THE FUNDS WILL BE PROVIDED TO SOUTH SHORE FIRE DEPARTMENT'S COUNTYWIDE HAZARDOUS MATERIALS TEAM TO PROVIDE THE TEAM MEMBERS WITH RAIL CAR/TANKER TRAINING.

**FINANCE COMMITTEE RECOMMENDATION**

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

REASONS

FOR	AGAINST

90-2

October 30, 2019

To: Finance Committee  
From: David L. Maack

Memo Re: HMEP TRAINING GRANTS

We are seeking approval to accept the following training grants through Wisconsin Emergency Management:

- HMEP Core HazMat Training FFY2019 Grant in the amount of \$1634
- HMEP Specialized HazMat Training FFY2019 in the amount of \$8500

This will be passed through to the South Shore Fire Department to reimburse them for HAZMAT response training.

There is no match.

Thank you for your consideration.

**WISCONSIN EMERGENCY MANAGEMENT**

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

**SUBGRANT #: 11840**

**WEM USE ONLY**

Receipt Date	Award Date	Subgrant Number(s)
		-- 11840

**SHORT TITLE:** HMEP Specialized HazMat Training FFY2019

<b>1. Type of Funds for which you are applying.</b>	HMEP-Federal (Fed. 20.703 HMEP-FED) HMEP Specialized HazMat Training FFY2019		
<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) HMEP Specialized HazMat Training FFY2019		
	Funds will be used by the South Shore Fire Department's Countywide Hazardous Materials Team to provide team members with rail car/tanker training. The training will prepare the HAZMAT Technicians from South Shore FD/Racine County HAZMAT Team for identification and mitigation of tank car and transportation incidents involving Hazardous Materials being transported by Tank Car or OTR trailers. Because SSFD is a MABAS department, all of Racine County, along with South East Wisconsin will benefit from this training.		

9C-4

8. SubGrant Budget

Categories	Sources	
	Federal	Category Total
Travel (Including Training)	0.00	0.00
Consultants/Contractual	8,499.00	8,499.00
<b>Source Total</b>	<b>8,499.00</b>	<b>8,499.00</b>

9. Project Start Date: 1/1/2020 Project End Date: 6/30/2020

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Racine County Emergency Management	8,499.00	8,499.00
<b>Total:</b>	<b>8,499.00</b>	<b>8,499.00</b>

9C-5

**Allocation/Recipient Agency:** Racine County Emergency Management

Category:	Year 1	Total
Consultants/Contractual	8,499.00	8,499.00
<b>Total:</b>	8,499.00	8,499.00

**11. Budget Details:**

**Master Budgets:**

Line Item Details for Racine County Emergency Management

**YEAR 1**

**CONSULTANTS/CONTRACTUAL - CONSULTANT**

Briefly describe the overall use of the funds for this budget category:

**COST**

**Name / Position** Safe Transportation Training Specialists

**Service Provided** Training

**Description of your computation:** This proposal includes all personnel, transportation, lodging, and other expense associated with the training

**Source:** Federal 8,499.00

**Consultants/Contractual - Consultant      Year 1 Total:      8,499.00**

**YEAR 1 TOTAL: 8,499.00**

9c-6



12. Sections:

**A PROJECT NARRATIVE**

Describe the long-range training goals and objectives. Specifically address the:  
• potential benefit regarding total population and total special population at risk  
• number of facilities reporting extremely hazardous substances in the jurisdiction  
• need to augment response capability based on existing gaps

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds

**RESPONSE:**

- This training is vital to Racine County HAZMAT due to the multiple modes of transportation of Hazardous Materials throughout the region. (multiple rail lines, multiple industrial facilities, and Interstate I94)
- Freight and passenger trains cross Racine County 24-hours per day, seven days a week, serving commerce and personal needs. This presence poses a hazard to the County’s suburban and rural areas.
  - The local economy relies on the commercial value of rail traffic. The recovery time involved in clearing a rail emergency is critical to the economic well-being of the community.
  - There are impediments to emergency response for rail emergencies including inaccessible areas, limited water supply, seasonal impacts and others.
  - The area surrounding the railways are vulnerable to emergencies. In no case would any one of the surrounding municipalities have sufficient law enforcement, fire/rescue, medical or other trained personnel to cope with a major rail emergency. In recognition of this mutual need for support, personnel and material resources are identified for response and assistance.
- Racine County has 3 major railways, 70 planning facilities and 151 reporting facilities.
- South Shore FD/Racine County HAZMAT is trained to the Technician Level and is the Type 3 team for Racine County. This training would augment and expand current team capabilities, meeting a need based on potential risk.

**PROJECT NARRATIVE - RELATED ATTACHMENTS:**

<u>File Name</u>	<u>File Description</u>
DaveWolfebio2017.pdf	Wolfe Bio
MichaelMooreBio02062017.pdf	Moore Bio
NEW SCHEDULE 2019 2 Day.pdf	Training Schedule
Quote-Ellis 10212019 CTW Mt Pleasant WI.pdf	quote
STTS Rail Car Training.pdf	STTS Rail Car Training

90-7

**B REQUIRED ATTACHMENTS**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

**RESPONSE:**

See attached

**REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:**

<u>File Name</u>	<u>File Description</u>
DaveWolfebio2017.pdf	Wolfe Bio
MichaelMooreBio02062017.pdf	Moore Bio
NEW SCHEDULE 2019 2 Day.pdf	Agenda
Quote-Ellis 10212019 CTW Mt Pleasant WI.pdf	quote
Region Director Email.pdf	Region Email
STTS Rail Car Training.pdf	STTS Rail Car Training

**13. Performance Measures:**

**Required:**

<u>Measure Title</u>	<u>Measure Type</u>	<u>Target</u>	<u>Target Type</u>	<u>Description</u>
Number of Persons Trained	Process	26.00	Unit Count	Indicate the number of persons successfully completing the training session.
Number of Training Sessions Conducted	Process	1.00	Unit Count	Indicate number of training sessions conducted.

9c-8

15. **Attachments:**


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

**Section:** Project Narrative

<b><u>File Name</u></b>	<b><u>File Description</u></b>
DaveWolfebio2017.pdf	Wolfe Bio
MichaelMooreBio02062017.pdf	Moore Bio
NEW SCHEDULE 2019 2 Day.pdf	Training Schedule
Quote-Ellis 10212019 CTW Mt Pleasant WI.pdf	quote
STTS Rail Car Training.pdf	STTS Rail Car Training

**Section:** Required Attachments

<b><u>File Name</u></b>	<b><u>File Description</u></b>
DaveWolfebio2017.pdf	Wolfe Bio
MichaelMooreBio02062017.pdf	Moore Bio
NEW SCHEDULE 2019 2 Day.pdf	Agenda
Quote-Ellis 10212019 CTW Mt Pleasant WI.pdf	quote
Region Director Email.pdf	Region Email
STTS Rail Car Training.pdf	STTS Rail Car Training



Wisconsin Emergency Management  
2400 Wright Street  
PO Box 7865  
Madison WI 53707-7865

Tony Evers  
*Governor*

Darrell L. Williams, Ph.D.  
*Administrator*



**Hazardous Materials Emergency  
Preparedness (HMEP) Grants**

***HMEP Specialized HazMat Training  
FFY2019***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before October 31<sup>st</sup>, 2019**

9C-10



***STATE OF WISCONSIN***  
***Wisconsin Emergency Management***

---

**Tony Evers**  
Governor

**Darrell L. Williams, Ph.D.**  
WEM Administrator

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Troy Klemstein (608) 982-6486  
[troy.klemstein@wisconsin.gov](mailto:troy.klemstein@wisconsin.gov)

Budget/Fiscal: Rebecca Thompson (608) 242-3236  
[rebecca2.thompson@wisconsin.gov](mailto:rebecca2.thompson@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

## Grant Announcement Summary

**Grant Title:** HMEP Specialized HazMat Training FFY2019

**Description:** This grant opportunity will provide funding for City, County HazMat Teams or any participant of the Wisconsin Hazardous Materials Response System. Due to the high cost associated with these programs your team must submit their specialized training needs directly to the state HazMat Coordinator. All requests for specialized training will be reviewed and awarded, based on your department's current response capability, level of training, and the funding priorities identified by the State of Wisconsin. For additional information on Wisconsin Emergency Management Hazardous Materials training please contact the REACT Director (Troy Klemstein).

Specialized courses may include, as examples:

- 80-hour NFPA 472 Compliant Hazardous Material Technician Program
- Highly specialized chemical protective clothing
- Team Validation for the Wisconsin Hazmat Response Systems Teams
- Exercises that have a primary objective of Hazmat Response and Recovery Operations
- Field use of complex scientific monitoring equipment
- Safe methods of containing chemical spills
- Correct techniques for "off-loading" chemicals from damaged containers into intact containers
- Hazardous Materials Technician refresher training
- Proper methods and locations for disposal of hazardous wastes
- Rail Car Safety
- Field Identification of Unknown Substances
- Mass Decontamination.
- National Fire Protection Association
  - NFPA 472 Hazardous Materials Incident Command Training
  - Hazardous Materials Pipeline Emergency Response Technician Training
  - NFPA 472 Hazardous Materials Rail Specialist Training
  - NFPA 472 Hazardous Materials Highway Specialist Training
  - NFPA 472 Hazardous Materials Intermodal Training

**Opportunity Category:** Competitive, Rolling

**Important Dates:**

**Application:** Application period closes October 31<sup>st</sup>, 2019

**Project:** Project Start Date: No earlier than January 1<sup>st</sup>, 2020

Project End Date: No later than June 30, 2020.

**Reporting requirements:** Once grant is awarded; a Final program report and Final fiscal report will be due at within 30 days of the end of the grant performance period.

**Anticipated Funding Amount:** There is an anticipated total of \$46,500 available for funding the HMEP Specialized HazMat training courses. All eligible requests for specialized training will be reviewed and awarded based on your department's current response capability, level of training, and the needs of the State of Wisconsin. All eligible applications will be awarded on a first-come-first-serve basis and applications will continue to be awarded pending availability of funds

**Match/Cost Sharing Requirement:** None

**Eligibility:** The following are eligible to apply:

- Counties, on behalf of local units of government

You can find additional information at: <https://dma.wi.gov/DMA/wem/training/hazmat>

NEW REQUIREMENT as of 2018 – In order to be eligible for an award, the applying agency must register their DUNS Number in [GRANTS.gov](http://GRANTS.gov) and the registration must be active for the entire performance period of their award.

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided and registered in SAMS.gov.**

**Eligible Expenses:** Funding may be used for travel/training and consultants/contractual expenses on a reimbursement basis only.

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.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

All eligible expenses must have incurred within the performance period in the approved grant award.

Additionally, any expenses that have incurred prior to notification from WEM of a fully executed award document are not eligible for reimbursement, regardless if they fall within the Performance Period identified in the Award Documents.

Any expenses that are submitted for reimbursement must match the trainings/projects detailed in the approved grant award and may not exceed the maximum award amount. Please see "Submitting a request for reimbursement" for additional information.

# HMEP Specialized HazMat Training FFY2019

## Program Description

This grant program is being offered to those groups whose duties or functions require a special skill set. According to Occupational Safety and Health Administration, these individuals are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. Wisconsin's Hazardous Materials Specialist courses are comprehensive and exceed national training standards in the field of HazMat response training. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard # 472. As of October 2014, all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job.

## Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self-registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

## Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Troy Klemstein at (608) 982-6486 or via email at [troy.klemstein@wisconsin.gov](mailto:troy.klemstein@wisconsin.gov).

### 1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]"



Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

## 2. Performance Measures

Indicate the number of persons who will successfully complete the training session. WEM requires a minimum class size of 15 persons. Exceptions will be considered on a case-by-case basis and must be approved prior to the start of the training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be placed on the Wisconsin Training Portal at the discretion of program staff.

A per student cost may also be considered as an exception but must include a proposal with justification in the application and break down in the Budget Detail section.

## 3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the grant period. It is important that you include specific details for each budget line item, including cost calculations.

If requesting the opportunity to be considered for a per student cost, the cost calculation must reflect the break down by student.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed.

- Mileage: \$0.51/mile
- Lodging: Maximum \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

(Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under "Contractual.")

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. Except for a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for contractors may not exceed \$45.00/hour or a daily reimbursement rate of \$450.00/day (based on a full instruction day.) Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. **No fund reimbursements will be made prior to receipt of the signed contract.**

## 4. Project Narrative

Describe the long-range training goals and objectives. Specifically address the:

- potential benefit regarding total population and total special population at risk
- number of facilities reporting extremely hazardous substances in the jurisdiction
- need to augment response capability based on existing gaps

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.

## 5. Required Attachments

To attach a document to your Egrants application you must type "See Attached" in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

## Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.

## Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. **Summary** of the instructor evaluations (by personnel other than instructors)
2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. Minimum class enrollment is 15 students, with a breakdown by discipline (minimally, emergency management, fire/EMS, law enforcement, public works, or other.) A per student cost may also be considered as an exception but must include a proposal with justification in the application. Any additional exceptions may be considered on a case-by-case basis and must be approved prior to the start of the training session.
4. A class roster is required for each course funded under this award. Upload the document into the Egrants program report.
5. A final Program Report is due at the close-out of the grant.

6. A final Fiscal Report/Reimbursement request is due in Egrants at the close-out of the grant.

### **Request for reimbursement**

Payments will be made on a reimbursement basis only. All expenses submitted for reimbursement, must be paid by the agency prior to submitting the request to WEM.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants with required supporting documentation attached.

Fiscal Reports/Reimbursements will be approved by the Fiscal Contact upon the following conditions:

1. Special conditions have been satisfied.
2. Program reports are approved by the Hazmat coordinator.
3. Receipt of a completed and signed Reimbursement Request form (G-2):
4. Expenses are deemed eligible as outlined in the approved grant award.
4. At minimum, the following supporting documents are supplied and uploaded to Egrants:
  - a. Receipts and paid invoices
  - b. Roster/Sign-in sheet
  - c. A summary of instructor evaluations – a template is available on WEM’s website: [https://dma.wi.gov/DMA/divisions/wem/grants/docs/06.Exercise\\_Evaluation\\_Survey.doc](https://dma.wi.gov/DMA/divisions/wem/grants/docs/06.Exercise_Evaluation_Survey.doc)
  - d. Executed contract for all expenses listed under the Contractual budget category.

### **Request for award modification**

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of any contacts within the agency.
2. Requesting a change in the award amount, returning the award, or moving funds between categories.
3. Requesting an extension of the performance period.
4. Changing the scope of the project including class type, class date, and number of participants.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the Hazmat Coordinator and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed modification approval notice; any related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.

### **Additional Resources**

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- The Reimbursement Request form (G-2):  
<https://dma.wi.gov/DMA/divisions/wem/grants/docs/01.G-2-6.18.19.xlsx>
- HMEP-funded courses are eligible to be placed on the Wisconsin Emergency Management Training Portal: <https://www.trainingwisconsin.org/index.aspx>. For assistance, please contact at [WEM.Training@wisconsin.gov](mailto:WEM.Training@wisconsin.gov).

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)