

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

Supervisor Robert N. Miller, Chairman  
Supervisor Q.A. Shakoor, II, Vice Chairman  
Supervisor Rusty Clark, Secretary  
Supervisor Nick Demske  
Supervisor Tom Pringle

Supervisor Don Trotter  
Supervisor John A. Wisch  
Zachary Eifert, Youth in Governance Representative  
Madhura Sathyanarayanan, Youth in Governance Representative

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

“Pursuant to the Racine County Executive’s Administrative Order dated March 26, 2020 and Racine County Resolution No. 2020-51 – and in keeping with guidelines and recommendations of local, state, and federal health officials – members of the public are encouraged to participate in the meeting via phone conferencing at the below call in information rather than attending the meeting in person. Members of the public will, however, be permitted to attend the meeting in person but are advised to maintain social distancing of at least six (6) feet from any other person and shall be required to wear a face mask pursuant to Governor Evers’ Executive Order #1 and Racine County Executive Administrative Order dated July 23, 2020.

Seating for the public is very limited due to social distancing requirements and members of the public, staff, and/or youth-in-governance representatives may be directed to a separate viewing and observation area within the Ives Grove Auditorium.

DO NOT ATTEND THIS MEETING if you are experiencing any of these symptoms or if you have been in contact with anyone with these symptoms: **shortness of breath or difficulty breathing, cough, chills, nasal congestion, sore throat, fatigue, loss of sense of taste or smell, fever greater than 100.4.**

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NOTICE OF MEETING OF THE

FINANCE AND HUMAN RESOURCES COMMITTEE

DATE: **WEDNESDAY OCTOBER 7, 2020**

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

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

**DIAL IN: 414-455-2762  
PASSCODE: 858-648-9977**

**AGENDA** –

1. Convene Meeting
2. Chairman Comments – Youth In Governance/Comments
3. Public Comments
4. Approval of Minutes from the September 16, 2020 committee meeting.

5. Public Works – Julie Anderson – Authorizing the leasing of six county owned parcels of land for farming purposes for the years 2021 – 2024 – 2020 – Resolution - Action Requested: 1<sup>st</sup> Reading at the October 22, 2020 County Board Meeting.
6. Corporation Counsel – Michael Lanzdorf – Authorizing the engagement of a mediator to act as a neutral party and assist in resolving disputes related to the provision of fire and emergency medical services within the community – 2020 – Resolution – Action Requested: 1<sup>st</sup> Reading at the October 22, 2020 County Board Meeting.
7. Transfers
  - a) Emergency Management – Jay Kerner – Acceptance of a HMEP Core Training FFY2020 Grant in the amount of \$6,000 and which will be passed through to the City of Racine Fire Department for training Team and transfer of \$6,000 within the Emergency Management – Grants 2020 Budget - 2020 – Resolution – Action Requested: 1<sup>st</sup> Reading at the October 22, 2020 County Board Meeting.
  - b) Sheriff’s Office – Sheriff Christopher Schmaling – Acceptance of Bureau of Transportation Safety - Impaired Driving shared with the Kenosha Sheriff’s Office in the amount of \$89,000 and a transfer of \$14,750 from the Sheriff’s Office 2020 Budget to the Sheriff’s – Grant 2020 Budget and a transfer of \$89,000 within the Sheriff’s Grant 2020 Budget – 2020 – Resolution – Action Requested: 1<sup>st</sup> & 2<sup>nd</sup> Reading at the October 22, 2020 County Board Meeting.
  - c) Sheriff’s Office – Sheriff Christopher Schmaling – Acceptance of Bureau of Transportation Safety – Seatbelt Enforcement shared with Town of Waterford & City of Burlington Police Departments in the amount of \$42,000 and a transfer of \$5,000 from the Sheriff’s Office 2020 Budget to the Sheriff’s Grant 2020 budget and transfer of \$42,000 within the Sheriff’s Grant 2020 Budget – 2020 – Resolution – Action Requested: 1<sup>st</sup> & 2<sup>nd</sup> Reading at the October 22, 2020 County Board Meeting.
  - d) Human Services – Hope Otto – Transfer of \$18,408 within the Human Services 2020 Budget and to authorize the purchase of capital – 2 Smart Boards – 2020 – Resolution – Action Requested: 1<sup>st</sup> Reading at the October 22, 2020 County Board Meeting.
8. Communication & Report Referrals from County Board Meeting:
  - a. Bankruptcy items :

Type of Action:	Person/Persons
Order of Discharge	James Everson & Mary Ellen Ahles Jr.;
Motion to Dismiss – Confirmed Plan	Monique Millette Hammond;
Chapter 13	Joseph Shawn Roberson; Thee Lavonette Martin;
No Proof of Claim Deadline	Kenneth Lee Wilkerson; Eric Thomas Gunn

9. Staff Report – No Action Items.

a) Finance & Human Resources Committee – Next Meeting will be Monday October 12, 2020 – Budget Meeting with Departments.

10. Adjournment

# FINANCE & HUMAN RESOURCES COMMITTEE ACTION ONLY

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

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

**Date of Committee Meeting:** 10/7/2020

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

**Description:** Approval of the minutes from the September 16, 2020 Meeting  
\_\_\_\_\_  
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\_\_\_\_\_

<b>Action:</b>	<input type="checkbox"/> <b>County Board Supervisors</b> Approve	<input type="checkbox"/> <b>Youth In Governance</b> Approve
	<input type="checkbox"/> Deny	<input type="checkbox"/> Deny

**FINANCE AND HUMAN RESOURCES COMMITTEE MEETING**  
**September 16, 2020**

PURSUANT TO THE RACINE COUNTY EXECUTIVE'S  
ADMINISTRATIVE ORDER DATED MARCH 26, 2020, THE MEETING  
WILL BE HELD VIA PHONE CONFERENCING AND NO PERSONAL  
GATHERING WILL TAKE PLACE.

DIAL IN: 414-455-2762  
PASSCODE: 858-648-9977

Meeting attended by: Chairman Miller, Supervisors Shakoor II, Demske, Clark, and Trottier, Youth Representative Eifert and Sathyanarayanan, Finance Director Brian Nelson, Human Resources Director Karen Galbraith, Highways and Parks Superintendent Dave Prott, Asst. Corporation Counsel John Serketich, Asst. Corporation Counsel Erika Frank Motsch, Lieutenant Shawn Barker, Deputy Emergency Management James Kerner, and Junior Staff Accountant Kyle Maurer.

Excused: Supervisors Wisch and Pringle

**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 Sathyanarayanan.

**Agenda Item #3 – Public Comments.**

None.

**Agenda Item #4 – Approval of Minutes from the September 2, 2020 committee meeting.**

**Action:** Approve the minutes from the September 2, 2020 meeting. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #5 – Public Works – Julie Anderson – Correction to Resolution 2020-47 – Title correction - 2020 – Resolution – Action Requested: 1st Reading at the September 22, 2020 County Board Meeting.**

**Action:** 1<sup>st</sup> and 2<sup>nd</sup> Reading at the September 22, 2020 County Board Meeting. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #6– Transfers:**

**a) Emergency Management – David Maack – Acceptance of a HMEP Specialized HazMat Training FFY2020 Grant in the amount of \$10,000 which will be passed through to the South Shore Fire Department Hazmat Team - 2020 – Resolution – Action Requested: 1st Reading at the September 22, 2020 County Board Meeting.**

**Action:** 1st Reading at the September 22, 2020 County Board Meeting. **Motion Passed.** Moved: Supervisor Clark. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays

**Agenda Item #7– Communication & Report Referrals from County Board Meeting:**

**Action:** Receive and file item a. **Motion Passed.** Moved: Supervisor Demske. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays. Advisory Vote: All Ayes No Nays.

**Agenda Item #8 – Staff Report – No Action Items.**

a) Finance & Human Resources Committee – Next Meeting will be October 7, 2020.

**Agenda Item #9– Closed Session – 5:19 PM (Approximately 20 Minutes) – IT IS ANTICIPATED THAT THE FINANCE AND HUMAN RESOURCES COMMITTEE WILL MEET IN A CLOSED SESSION PURSUANT TO SECTION 19.85(1)(c) OF THE WISCONSIN STATE STATUTES TO DISCUSS LEGAL COUNSEL THE FOLLOWING CLAIM AGAINST RACINE COUNTY: 1) PROGRESSIVE INSURANCE ON BEHALF OF ITS INSURED DEBORAH ANDERSON 2) JACQUELINE LARSEN 3) AARON PRAHLOW AND 4) PROGRESSIVE INSURANCE ON BEHALF OF ITS INSURED SARAH HERBST.**

**Action:** Motion to go into closed session pursuant to s. 19.85(1)(c), WI Stats, to discuss with legal counsel the following claims against Racine County: 1)Progressive Insurance on behalf of its insured Deborah Anderson 2)Jacqueline Larsen 3) Aaron Prahlow and 4) Progressive Insurance on Behalf of its insured Sarah Herbst at 5:19pm. **Motion Passed.** Moved: Supervisor Trottier. Seconded: Supervisor Shakoor. Vote: Roll Call Vote was taken of the members present: All Ayes No Nays.

**Agenda Item #10– Regular Session.**

**Action:** To reconvene into regular session at 5:45pm. **Motion passed.** Moved: Supervisor Clark. Seconded: Supervisor Trottier. Vote: All Ayes No Nays.

**Action:** To deny the claim of Progressive Insurance on behalf of its insured Deborah Anderson as recommended by Racine County Corp. Counsel. **Motion passed.** Moved: Supervisor Shakoor. Seconded: Supervisor Clark. Vote: All Ayes No Nays

**Action:** To deny the claim of Jacqueline Larsen as recommended by Racine County Corp. Counsel. **Motion passed.** Moved: Supervisor Shakoor. Seconded: Supervisor Clark. Vote: All Ayes No Nays

**Action:** To deny the claim of Aaron Prahlow as recommended by Racine County Corp. Counsel. **Motion passed.** Moved: Supervisor Shakoor. Seconded: Supervisor Clark. Vote: All Ayes No Nays

**Action:** Approval to resolve the claim of Progressive Insurance on Behalf of its insured Sarah Herbst for \$13,943.86 as recommended by Racine County Corp. Counsel. **Motion passed.** Moved: Supervisor Clark. Seconded: Supervisor Shakoor. Vote: All Ayes No Nays

**Agenda Item #11– Adjournment.**

**Action:** Adjourn meeting at 5:50pm. **Motion Passed.** Moved: Supervisor Demske. Seconded: Supervisor Trottier. Youth Representative Vote: All Aye No Nays. Advisory Vote: All Ayes No Nays.

REQUEST FOR COUNTY BOARD ACTION

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

Requestor/Originator: Public Works - Julie Anderson

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Julie Anderson  
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: 10/7/2020 Date of County Board Meeting to be Introduced: 10/22/2020

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:**

Authorizing the leasing of six county owned parcels of land for farming purposes from the years 2021 - 2024

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.**

These lands will be deposited into the Rent of County Property - Farm Land - 11000000.320510

Lessee	Site	No of Acres	Cost Per Acre	Total Revenue Per Year
Robert Grove	Nicholson Rd West	26.90	140.00	3,766.00
Robert Grove	Six Mile Road	10.60	70.00	742.00
Robert Grove	Seven Mile Road	13.20	70.00	924.00
Mike Weinkauf	Academy Road	5.60	70.00	392.00
Waterfor FFA	Krueger Sie	16.30	1.00	16.30

Site	Yearly Lease	Four Year Lease
Nicholson Rd West	3,766.00	15,064.00
Six Mile Road	742.00	2,968.00
Seven Mile Road	924.00	3,696.00
Academy Road	392.00	1,568.00
Krueger Sie	16.30	65.20

FINANCE COMMITTEE RECOMMENDATION

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

REASONS

FOR

AGAINST

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MEMORANDUM

TO: Finance and Human Resources Committee

FROM: Julie Anderson, Public Works & Development Services Director

DATE: September 29, 2020

RE: Request for approval to accept bids on six (6) County Owned Land for Farmland Leases, Years 2021-2024

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Racine County owns six (6) parcels of land which have been a revenue source for Racine County by way of farmland leases. Previously, there were eight (8) parcels of land available for lease, but two of the parcels have been removed from the farmland lease program.

The parcels up for bid for leases are all what we would call "challenging" parcels. Most of them have wetlands, floodplain or are landlocked. They are good for farming purposes, but not buildable.

One parcel has been used by the Waterford FFA program for educational purposes for many years. This will continue for another 4 years and is known as the "Krueger" parcel.

The leases are each 4 years in length. This allows the lessee to prepare the soils for crop rotations and nutrient management for optimal crop yields over the 4-year period. The leases are structured such that the County can break the lease with adequate notice, or the renter can break the lease with adequate notice.

Staff sent out bid packets to the current renters of the Racine County farmlands. Staff also posted a notice of farmland leases in the Racine Journal Times. The deadline for submittal of bids was September 28, 2020. We received one bid for each of the available farmland parcels. The bids received were at or above the minimum bid price of \$65 per acre.

Staff requests that you accept the bids and that a Resolution be forwarded to the County Board for action, so that lease documents can be prepared by staff and signed by the lessees.

I look forward to speaking with you about this at your meeting on October 7, 2020.

Thank you.

October 22, 2020

**Resolution No. 2020-XX**

**RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE  
AUTHORIZING THE LEASING OF SIX COUNTY-OWNED PARCELS OF LAND FOR  
FARMING PURPOSES, FOR THE YEARS 2021-2024**

To the Honorable Members of the Racine County Board of Supervisors:

**BE IT RESOLVED** by the Racine County Board of Supervisors that a lease for the following property, where competitive bids were received, be granted to the most advantageous bid to Racine County at the following bid price and as set forth in Exhibit "A", that is attached hereto and incorporated herein, is authorized and approved.

**NICHOLSON ROAD WEST** site containing approximately 26.9 acres of Root River Parkway in the Village of Caledonia, to Robert Grove at the bid price of \$140.00 per acre for a total of \$3,766.00 per year (Four Year Total \$15,064.00).

**BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that leases for the following properties, where only one bid was received, be granted to the following bidders at the following bid prices:

**SIX MILE ROAD** site consisting of two parcels containing a total of 10.6 acres of land located in the Village of Caledonia, to Robert Grove at the bid price of \$70.00 per acre for a total of \$742.00 per year (Four Year Total \$2,968.00) .

**SEVEN MILE ROAD** site consisting of two parcels containing a total of 13.2 acres of land located in the Village of Caledonia, to Robert Grove at the bid price of \$70.00 per acre for a total of \$924.00 (Four Year Total \$3,696.00).

**ACADEMY ROAD** site containing a total of 5.6 acres of land located in the Village of Rochester, to Jacob Weinkauff at the bid price of \$70.00 per acre for a total of \$392.00 (Four Year Total \$1,568.00).

**BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that leases for the following properties, which have received special consideration, be granted to the following persons at the negotiated price:

**KRUEGER** site containing approximately 16.3 acres of land in the Village of Rochester, to Waterford Union High School District for a total of \$1.00 per acre for a total of \$16.30 (Four Year Total \$65.20) as per Resolution No. 83-247.

5 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that the  
6 terms of the leases shall include:

- 7  
8 1. That the leases shall be for a four-year period (2021, 2022, 2023 and 2024);  
9  
10 2. That lessees shall have access to these parcels upon adopting of this resolution or,  
11 when said lessees are succeeding a previous lease, at the end of the 2020 growing  
12 season.  
13  
14 3. Such other terms and conditions as the Racine County Corporation Counsel and the  
15 Public Works and Development Services Director deem necessary and appropriate.  
16

17 **BE IT FURTHER RESOLVED** by the Racine County Board of Supervisors that any  
18 two of the Racine County Clerk, County Board Chairman and the County Executive are  
19 authorized and directed to execute leases for the above-listed parcels.  
20

21 Respectfully submitted,

22  
23 1st Reading \_\_\_\_\_

**FINANCE AND HUMAN RESOURCES  
COMMITTEE**

24  
25 2nd Reading \_\_\_\_\_

26  
27 **BOARD ACTION**

\_\_\_\_\_  
Robert N. Miller, Chairman

28 Adopted \_\_\_\_\_

29 For \_\_\_\_\_

30 Against \_\_\_\_\_

31 Absent \_\_\_\_\_

\_\_\_\_\_  
Q.A. Shakoor, II, Vice-Chairman

32  
33 **VOTE REQUIRED:** Majority

\_\_\_\_\_  
Russell Clark, Secretary

34  
35 Prepared by:  
36 Corporation Counsel

\_\_\_\_\_  
Nick Demske

37  
38  
39 \_\_\_\_\_  
John A. Wisch

40  
41  
42 \_\_\_\_\_  
Thomas Pringle

43  
44  
45 \_\_\_\_\_  
Donald J. Trottier

46  
47 **The foregoing legislation adopted by the County Board of Supervisors of  
48 Racine County, Wisconsin, is hereby:**

49 **Approved:** \_\_\_\_\_

50 **Vetoed:** \_\_\_\_\_

51  
52 **Date:** \_\_\_\_\_,

53  
54 \_\_\_\_\_  
55 **Jonathan Delagrave, County Executive**  
56  
57

1 Resolution No. 2020-XX

2 Page Three

3  
4  
5 This certificate of publication, in compliance with State Statutes, is available at the  
6 Racine County Public Works and Development Services Department.  
7

8  
9 **Information Only**

10  
11  
12 **WHEREAS**, Racine County has adopted a uniform leasing policy for County-owned  
13 lands; and

14  
15 **WHEREAS**, pursuant to this policy and previously adopted resolutions, the Racine  
16 County Public Works and Development Services Department has solicited bids for those  
17 parcels accessible via public roads; and

18  
19 **WHEREAS**, the bids and negotiated proposals have been received and reviewed; and

20  
21 **WHEREAS**, with the granting of these leases, Racine County continues the four-year  
22 lease program, all with the same beginning and ending sequence, as established by  
23 Resolution No. 87-132.

24  
25 **WHEREAS**, Racine County and/or the farmland tenant reserve the right to terminate  
26 said contract if there is non-compliance with the lease terms or for any other reason  
27 deemed appropriate by the Finance and Human Resources Committee.  
28

RACINE COUNTY FARMLAND LEASE BID SUMMARY- 2009, 2010, 20011, 2012

Bidder Name	Krueger	Nicholson Rd West	6 Mile Road	7 Mile Road	Academy Road
# Acres / USDA maps	16.3	26.9	10.6	13.2	5.6
Grove, Robert		bid received 09/28/20	bid received 09/28/20	bid received 09/28/20	
Price / Acre		\$ 140.00	\$ 70.00	\$ 70.00	
Total / Year		\$ 3,766.00	\$ 742.00	\$ 924.00	
Waterford FFA	Email bid received 09/28/20				
(FIXED) Price / Acre	\$ 1.00				
Total / Year	\$ 16.30				
Weinkauff, Jacob					bid received 09/28/20
Price / Acre					\$ 70.00
Total / Year					\$ 392.00
<b>Highest Bid (2021-2024) - 4 Year Lease</b>					
Name	Waterford FFA	Robert Grove	Robert Grove	Robert Grove	Mike Weinkauff
Price / Acre	\$ 1.00	\$ 140.00	\$ 70.00	\$ 70.00	\$ 70.00
Total / Year	\$ 16.30	\$ 3,766.00	\$ 742.00	\$ 924.00	\$ 392.00
Four Year Total	\$ 65.20	\$ 15,064.00	\$ 2,968.00	\$ 3,696.00	\$ 1,568.00
<b>Four Year Total (All Bids)</b>					

BID FORM  
Krueger Site  
16.3 Acres, Cash Crops Only



SEP 28 2020

RACINE COUNTY

TERM: 2021 - 2024

List crops to be planted:

- Corn      - Wheat
- Soybeans

List farm chemicals intended to be used:

- Glyphosate

Acres to be planted: 16.3

LIST PRICE:      Required Minimum Bid Price per acre ..... \$ 1.00 / acre

Price per acre ..... \$ 1.00

Total Price ..... \$ 16.30

DATE SUBMITTED: 9/25/20

TIME SUBMITTED: 9/25/20 2:34 p.m. accepted by email *CS*

**Bidder Signature**

*Dylanger Engel*

**Print Name**

Dylanger Engel

**Address**

5312 Wood Lilly Ln

**City/State/Zip**

Waterford/WI/53185

**Phone Number**

414-303-2541

**Bidder Signature**

*Michael Wick*

**Print Name**

Michael Wick

**Address**

31531 Bear Acres Drive

**City/State/Zip**

Burlington, WI 53105

**Email Address**

mwick@waterfordwis.k12.wi.us

BID FORM  
Nicholson Road West Site  
26.9 Acres, Cash Crops Only

RECEIVED

SEP 28 2020

RACINE COUNTY

TERM: 2021 - 2024

List crops to be planted: Corn  
Soybeans

List farm chemicals intended to be used: Roundup, Sonic, Authority, Liberty

Acres to be planted: 26.9 acres

LIST PRICE: Required Minimum Bid Price per acre ..... \$ 65.00 / acre  
Price per acre ..... \$ 140.00  
Total Price ..... \$ 3766.00

DATE SUBMITTED: 9-28-20

TIME SUBMITTED: 2:45 p.m. by CES

Bidder Signature

Robert Grove

Print Name

Robert Grove

Address

8024 Nicholson Rd

City/State/Zip

Caledonia, WI 53108

Phone Number

Home 262 835 4491 Cell 262 498-7821

Bidder Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Email Address

RGJG81@aol.com

BID FORM  
Six Mile Road Site  
10.6 Acres, Cash Crops Only

RECEIVED  
SEP 28 2020  
RACINE COUNTY

TERM: 2021 - 2024

List crops to be planted:

Corn  
Soybeans

List farm chemicals intended to be used:

Roundup, Sonic, Authority, Liberty

Acres to be planted:

10.6 acres

LIST PRICE:

Required Minimum Bid Price per acre . . . . . \$ 65.00 / acre

Price per acre . . . . . \$ 70.00

Total Price . . . . . \$ 742.00

DATE SUBMITTED: 9-28-20

TIME SUBMITTED:

2:45 p.m. 9-28-20 *RG*

Bidder Signature

Robert Grove

Bidder Signature

Print Name

Robert Grove

Print Name

Address

8024 Nicholson Rd

Address

City/State/Zip

Caledonia WI 53108

City/State/Zip

Phone Number

Home 262 835 4481 Cell 262 498 7821

Email Address

RGIG81@aol.com



BID FORM  
Seven Mile Road Site  
13.2 Acres, Cash Crops Only

SEP 28 2020

RACINE COUNTY

TERM: 2021 - 2024

List crops to be planted: Corn  
Soybeans

List farm chemicals intended to be used: Roundup, Authority, Sonic, Liberty

Acres to be planted: 13.2 acres

LIST PRICE: Required Minimum Bid Price per acre . . . . . \$ 65.00 / acre

Price per acre . . . . . \$ 70.00

Total Price . . . . . \$ 924.00

DATE SUBMITTED: 9-28-20

TIME SUBMITTED: 2:45 p.m. 9-28-20  
RG

Bidder Signature

Robert Grove

Bidder Signature

\_\_\_\_\_

Print Name

Robert Grove

Print Name

\_\_\_\_\_

Address

8024 Nicholson Rd

Address

\_\_\_\_\_

City/State/Zip

Caledonia WI 53108

City/State/Zip

\_\_\_\_\_

Phone Number

Home 262 835 4491 Cell 262 498 7821

Email Address

RGJ681@aol.com

BID FORM  
Academy Road Site  
5.6 Acres, Cash Crops Only

RECEIVED

SEP 28 2020

RACINE COUNTY

TERM: 2021 - 2024

List crops to be planted: Corn / Soybeans

List farm chemicals intended to be used: Roundup

Acres to be planted: 5.6

LIST PRICE: Required Minimum Bid Price per acre ..... \$ 65.00 / acre

Price per acre ..... \$ 70<sup>00</sup>

Total Price ..... \$ 392<sup>00</sup>

DATE SUBMITTED: 9-28-2020

TIME SUBMITTED: 10:15 a.m.

rec'd  
by  
CES

Bidder Signature

Jacob Weinkauff

Print Name

Jacob Weinkauff

Address

1544 Heritage Rd

City/State/Zip

Burlington, WI 53109

Phone Number

262-441-3966

Bidder Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Address

\_\_\_\_\_

City/State/Zip

\_\_\_\_\_

Email Address

\_\_\_\_\_

REQUEST FOR COUNTY BOARD ACTION

YEAR	<u>2020</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

Requestor/Originator: Michael Lanzdorf

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading) Jackie Bratz, Michael Lanzdorf, & Jonathan Delagrave  
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: N/A

Does this request propose the expenditure, receipt or transfer of any funds? Yes  
If the answer is "YES". A fiscal note is required. If Fiscal Note is not created by Finance, send to Finance & Budget Manager before it goes to Committee.

Committee/Individual Sponsoring: Finance & Human Resources

Date Considered by Committee: 10/7/2020 Date of County Board Meeting to be Introduced: 10/22/2020

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:**

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE ENGAGEMENT OF A MEDIATOR TO ACT AS A NEUTRAL PARTY AND ASSIST IN RESOLVING DISPUTES RELATED TO THE PROVISION OF FIRE AND EMERGENCY MEDICAL SERVICES WITHIN THE COMMUNITY

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.**





**CRIVELLO  
CARLSON S.C.**  
ATTORNEYS

**Samuel C. Hall, Jr.**  
710 N. Plankinton Avenue  
Suite 500  
Milwaukee, WI 53203  
Direct: (414) 290-7587  
Email: shall@crivellocarlson.com

August 20, 2020

**VIA EMAIL ONLY**

Attorney Michael Lanzdorf  
Racine County Corporation Counsel  
730 Wisconsin Avenue  
Racine, WI 53403

**Re: Potential Mediation**

Dear Attorney Lanzdorf:

Please accept the following as my proposal to assist Racine County, Rochester, Tichigan and Waterford by serving as a mediator to help the parties resolve various disagreements related to the provision of fire and emergency medical services within certain areas of the community.

My role as mediator is to act as a neutral party and assist each fire agency in resolving any disputes that they may have. Beyond information eventually shared with me by the parties themselves, I have no independent knowledge or opinions related to any fire agency involved in this matter. While my firm and I have litigated cases on behalf of local governments, including some involving fire and rescue matters, we have never represented or been opposing counsel in any matters involving Rochester, Tichigan or Waterford.

As alluded to above, I have significant experience representing government entities and government officials. Beyond my litigation practice, I am also a certified mediator and have experience mediating complex matters that are usually in litigation. Through that experience, I know that no two mediations are the same; however, I always view my role to be a facilitator to attempt to privately identify areas where all parties can agree and to use those agreements to build toward an ultimate resolution that all parties can support.

I anticipate that the mediation will begin with a joint session to be attended by all participants. During that initial joint session, I anticipate that the discussion will be limited to Racine County officials discussing various concerns and goals for this process. Following that initial joint session, private and confidential caucus sessions between each agency/municipality and the mediator will follow. Through

those individual private discussions, I will hope to be able to find consensus to build upon. Each mediation takes its own course in an attempt at making progress toward resolution.

As mediator, I may at times offer opinions, recommendations or proposals within private caucus, but I have no authority to compel any party to do anything that they do not wish to do.

My services will include attendance at the mediation conference, review of documentation provided, participation in telephone and follow-up conferences and other services. My fee for these services will be \$275/hour. If successful, I anticipate that my services will include preparation, nearly a full day mediation session and follow-up discussions with each party in order to develop a final resolution. In order to accomplish this, I anticipate that the total fees will not exceed \$7,500.00.

As is relatively standard in mediations, the parties must agree that they shall not enter into evidence, at any potential later proceeding, any statements or admissions made or documents prepared through the mediation process. Additionally, the parties shall not subpoena or otherwise call the mediator to testify in any later proceedings.

If you have any questions or concerns with the foregoing, please feel free to contact me at your convenience. Thank you for the opportunity to assist the parties in this matter and I look forward to working with everyone to reach a resolution.

Very truly yours,

  
SAMUEL C. HALL, JR.

RESOLUTION NO. 2020-

RESOLUTION BY THE FINANCE AND HUMAN RESOURCES COMMITTEE AUTHORIZING THE ENGAGEMENT OF A MEDIATOR TO ACT AS A NEUTRAL PARTY AND ASSIST IN RESOLVING DISPUTES RELATED TO THE PROVISION OF FIRE AND EMERGENCY MEDICAL SERVICES WITHIN THE COMMUNITY

To the Honorable Members of the Racine County Board of Supervisors:

WHEREAS, Racine County, Rochester, Tichigan, and Waterford have various disagreements related to the provision of fire and emergency medical services within certain areas of Racine County; and

WHEREAS, the use of a mediator would be in the best interest of all parties and the community; and

WHEREAS, Attorney Samuel C. Hall, Jr. is a certified and experienced mediator with no independent knowledge or opinions related to any fire agency involved in this matter; and

WHEREAS, Attorney Hall's services will include attendance at the mediation conference, review of documentation provided, participation in telephone and follow-up conferences, and other services; and

WHEREAS, the County will pay the mediator an amount not to exceed \$7,500.00 on an agreed upon schedule; and

NOW, THEREFORE, BE IT RESOLVED by the Racine County Board of Supervisors that fiscal note, as set forth in Exhibit "A" that is attached hereto is hereby authorized and approved; and

BE IT FURTHER RESOLVED by the Racine County Board of Supervisors that any two of the County Clerk, the County Executive and/or the County Board Chairman are authorized to execute any contracts, agreements, amendments, or other documents necessary to carry out the intent of this resolution.

Respectfully submitted,

FINANCE AND HUMAN RESOURCES COMMITTEE

1st Reading \_\_\_\_\_

2nd Reading \_\_\_\_\_

BOARD ACTION

Adopted \_\_\_\_\_

For \_\_\_\_\_

Against \_\_\_\_\_

Absent \_\_\_\_\_

Robert N. Miller, Chairman

Q.A. Shakoor, II, Vice-Chairman

3  
4  
5 VOTE REQUIRED: 2/3 M.E.

\_\_\_\_\_  
Rusty Russell Clark, Secretary

6  
7 Prepared by:  
8 Corporation Counsel

\_\_\_\_\_  
Nick Demske

9  
10  
11 \_\_\_\_\_  
John A. Wisch

12  
13 \_\_\_\_\_  
Thomas Pringle

14  
15  
16 \_\_\_\_\_  
Donald J. Trottier

17  
18  
19  
20 **The foregoing legislation adopted by the County Board of Supervisors of**  
21 **Racine County, Wisconsin, is hereby:**

22 **Approved: \_\_\_\_\_**

23 **Vetoed: \_\_\_\_\_**

24  
25 **Date: \_\_\_\_\_,**

26  
27 \_\_\_\_\_  
28 **Jonathan Delagrave, County Executive**



REQUEST FOR COUNTY BOARD ACTION

YEAR <u>2020</u>	<input checked="" type="checkbox"/>	Resolution Request Ordinance Request Report Request
------------------	-------------------------------------	---

Requestor/Originator: Emergency Management

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

Does the County Executive know of this request: No

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

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

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

Committee/Individual Sponsoring: Finance

Date Considered by Committee: \_\_\_\_\_ 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:**

We are seeking approval to accept the FY2020 HMEP Core Training Grant in the amount of \$6,000. This grant will be passed through to the City of Racine FD to offset their training expenses to provide HAZMAT training. There is no match requirement for this grant.

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.**



September 18, 2020

To: Finance Committee  
From: Jay Kerner, Deputy Emergency Management Coordinator  
Memo Re: FFY2020 HMEP Training Grant

Attached is a request to accept a \$6,000 HMEP training grant from WEM that will be passed through to the Racine Fire Department's HAZMAT team to assist with HAZMAT training.

The grant does not require a match.

Thank you for your consideration.

**WISCONSIN EMERGENCY MANAGEMENT**

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

**WEM USE ONLY**

<u>Receipt Date</u>	<u>Award Date</u>	<u>Subgrant Number(s)</u>
		-- 12297

1. <b>Type of Funds for which you are applying.</b>	HMEP-Federal (Fed. 20.703 HMEP-FED) HMEP Core HazMat Training FFY2020 (Second Edition) HMEP-State-GPR (St. 465.310 HMEP-GPR) HMEP Core HazMat Training FFY2020 (Second Edition) HMEP-State-SEG (St. 465.363 HMEP-SEG) HMEP Core HazMat Training FFY2020 (Second Edition)		
2. <b>Applicant</b>	<b>Name Of Applicant:</b> Racine County Emergency Management		<b>County:</b> Racine
Street Address: 730 Wisconsin Ave			
<b>Address Line 2:</b>		<b>Address Line 3:</b>	
<b>City:</b> Racine		<b>State:</b> WI	<b>Zip:</b> 53403
3. <b>Recipient Agencies</b>	Racine County Emergency Management		
4. <b>Signatory</b>	<b>Name:</b> Mr. Jonathan Delagrave		<b>Title:</b> County Executive
<b>Agency:</b> Racine County			
Street Address: 730 Wisconsin Avenue			
<b>Address Line 2:</b>		<b>Addr Line 3:</b>	
<b>City:</b> Racine		<b>State:</b> WI	<b>Zip:</b> 53403
<b>Phone:</b> 262-636-3273	<b>Fax:</b>	<b>Email:</b> RCExecutive@racinecounty.com	
5. <b>Financial Officer</b>	<b>Name:</b> Rebekah Spain		<b>Title:</b> Staff Accountant
<b>Agency:</b> Racine County Emergency Management			
Street Address: 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> 262-636-3988	<b>Fax:</b>	<b>Email:</b> Rebekah.Spain@racinecounty.com	
6. <b>Project Director</b>	<b>Name:</b> Mr James A Kerner		<b>Title:</b> Deputy Emergency Management Coordinator
<b>Agency:</b> Racine County Emergency Management			
Street Address: 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> 262-498-2492	<b>Fax:</b>	<b>Email:</b> james.kerner@racinecounty.com	
7. <b>Brief Summary of Project</b>  (Do Not Exceed Space Provided)	<b>Short Title</b> (may not exceed 50 characters) Hazmat Monitor Training  Funds will be used by the Racine Fire Department to deliver hazmat meter training from a contracted trainer, Hazard Assessment, LLC. The training will specifically address the equipment received by the Racine Hazardous Materials Response Team through the recent WHMRS Equipment Grants. Members of our team will receive specialized instruction as a refresher and supplement to the initial in-service training for the Rapid Deployment Kit, MultiRae, FTIR, and the FLIR R100. This training will increase our members' capabilities and better equip them to more confidently utilize these technologies during incidents in our 4-county response area in southeastern Wisconsin. Additionally, we will offer up to 32 seats in class to members of the county hazmat teams in our service area. This would further enhance this training opportunity through relational development amongst teams, as regional and county teams typically integrate during hazardous materials emergencies.		

8. SubGrant Budget

Categories	Sources	
	Federal	Category Total
Travel (Including Training)	0.00	0.00
Supplies & Operating Expenses	0.00	0.00
Consultants/Contractual	6,000.00	6,000.00
Source Total	6,000.00	6,000.00

9. Project Start Date: 10/1/2020

Project End Date: 5/31/2021

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Racine County Emergency Management	6,000.00	6,000.00
<b>Total:</b>	6,000.00	6,000.00

Allocation/Recipient Agency: Racine County Emergency Management

Category:	Year 1	Total
Consultants/Contractual	6,000.00	6,000.00
<b>Total:</b>	6,000.00	6,000.00

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: Todd Daanen, Owner Hazard Assessment LLC

Service Provided: Hazmat monitor training

Description of your computation: Flat fee

Source: Federal 6,000.00

Consultants/Contractual - Consultant Year 1 Total: 6,000.00

**YEAR 1 TOTAL: 6,000.00**

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 gap
- benefits rural training(s) offer for safety as they pertain to transportation related Hazardous Materials responses

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:

The Racine Hazardous Materials Response Team covers the rapidly growing corner of southeast Wisconsin including over half a million residents. Coverage area ranges from moderately dense urban centers to sparsely populated rural farmland. The southeast corner of Wisconsin is home to many schools, churches, hospitals, prisons, group-care homes, sporting venues, manufacturing and retail business, and encompasses the Interstate 94 corridor between Milwaukee and Chicago. The heavily traveled stretch of Interstate 94 presents a unique response challenge based on the potential for unknown threats and population levels at any given time. Additionally, Canadian National, Canadian Pacific, Union Pacific, and Wisconsin & Southern Railroad operate rail lines through Kenosha, Racine, Walworth, and Jefferson Counties. Racine County alone contains 192 Tier II reporting facilities with S.C. Johnson Wax alone reporting 117 different chemicals and 88 facilities reporting EHS chemicals.

A regional response team that can quickly and easily integrate with local fire departments and county hazmat teams is an important component to safely and expediently mitigating hazardous materials emergencies. The Racine Hazardous Materials Response Team consists of 40 members trained to the technician level. Due to pending retirements, by January of 2021 ten or more of these members will have less than 1 year experience as a hazmat technician. Counties in our coverage area have a mixed response capability with Kenosha and Racine counties having numerous hazmat technicians available and Jefferson and Walworth counties having more limited resources. Creating the opportunity for hazmat technicians from different teams in southeast Wisconsin to train together, as is proposed in this grant funding request, will enhance the response capabilities to the more rural parts of our coverage area. Joint training will improve familiarization with the tools and technology made available to the Racine Hazardous Materials Response Team. Furthermore, the full technological capabilities of the equipment can be explored with the guidance of an expert.

This grant request would cover specialized meter training for 72 hazmat technicians, approximately 40 from Racine with the remainder open to technicians from other agencies. Benefits of this training would include closing a recognized gap between the capability of our technology and the ability of our members, plus crossjurisdictional training of different hazmat teams will improve interagency efficiencies, especially in a rural response. A specialized course such as this will help build a foundation of knowledge that all hazmat technicians can carry forward throughout their careers. Course description is attached.

PROJECT NARRATIVE - RELATED ATTACHMENTS:

**File Name**

**File Description**

## 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
1. 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 documents.

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
Metering Class Proposal - Racine Fire[2347].pdf	Class Description\ Instructor Bio
WEM REGION NOTIFICATION Racine FD.pdf	Region Director Notification

### 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	72.00	Unit Count	Indicate the number of persons successfully completing the training session.
Number of Training Sessions Conducted	Process	3.00	Unit Count	Indicate number of training sessions conducted.

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>
Metering Class Proposal - Racine Fire[2347].pdf	Class Description\ Instructor Bio
WEM REGION NOTIFICATION Racine FD.pdf	Region Director Notification



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 FFY2020  
(Second Edition)***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before September 30<sup>th</sup>, 2020**



***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 FFY2020 (Second Edition)

**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

**NEW INITIATIVE as of 2020** – The U.S. Department of Transportation’s Priority: Rural Opportunities to Use Transportation for Economic Success (ROUTES)

**ROUTES** is an initiative to address disparities in rural transportation infrastructure. Specifically, rural transportation infrastructure’s unique challenges need to be considered in order to meet our Nation’s priority transportation goals of safety and economic competitiveness.

The ROUTES Council will be collecting input from stakeholders on the benefits rural projects offer for safety and economic benefits, as well as the type and degree of assistance rural projects require. The council will also focus on improving the DOT’s data driven approaches to better assess needs and benefits of rural transportation infrastructure projects. WEM will provide input as it pertains to the HMEP sub-grants awarded to rural communities.

**Opportunity Category:** Competitive, Rolling

**Important Dates:**

**Application:** Application period closes September 30<sup>th</sup>, 2020

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

Project End Date: No later than May 31, 2021.

**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 \$67,000 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

**Eligible Applicants:** Eligible applicants are Counties, on behalf of local units of government  
You can find additional information at: <https://dma.wi.gov/DMA/wem/training/hazmat>

**Eligible Expenses:** Funding may be used for Travel/Training, Consultants/Contractual and Supplies on a reimbursement basis only.

*New for 2020 – The Pipeline and Hazardous Materials Safety Administration (PHMSA) will allow HMEP funds to be used to purchase items related to the COVID-19 pandemic in order to facilitate a safe training environment. Examples include, but are not limited to: Disposable Gloves, Hand Sanitizer, Disinfectant Spray, Disinfectant Wipes, Soap, Paper Towels, Masks, Sneeze Guards, Disposable Coveralls, and Contactless Thermometers. Items purchased must be used for HMEP training activities related to class(es) in your application and not for operational use.*

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.

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 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 be allowable, reasonable, 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.

**Data Universal Numbering System (DUNS) Number:**

The federal government 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.

**Unique Entity Identifier and System for Award Management (SAM):**

All applicants for this grant opportunity must be registered in SAM before submitting an application and must continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/grants/docs/03.SAM.gov\\_Registration.pdf](https://dma.wi.gov/DMA/divisions/wem/grants/docs/03.SAM.gov_Registration.pdf)

**WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.**



# HMEP Core HazMat Training FFY2020

## 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.”)

Supplies: COVID-19 PPE supplies must be directly related with the funded training activities and not for operational use. Provide detailed computation for the following /Supplies being utilized: Disposable Gloves, Hand Sanitizer, Disinfectant Spray, Disinfectant Wipes, Soap, Paper Towels, Masks, Sneeze Guards, Disposable Coveralls, and Contactless Thermometers. *Example of an acceptable detailed computation would be: Item x cost per unit x quantity.*

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
- benefits rural training(s) offer for safety as they pertain to transportation related Hazardous Materials responses

*(Continues on next page)*

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 Reimbursement Request form (formerly G-2) signed by the contacts listed in Egrants: <https://dma.wi.gov/DMA/wem/grants/admin-tools>
4. Expenses are deemed allowable and reasonable as outlined by the Federal HMEP grant, this Funding Announcement and approved grant award.
5. At minimum, the following supporting documents are supplied and uploaded to Egrants:
  - a. Detailed Invoice(s)/Receipt(s)
  - b. Proof of payment by your agency
  - c. Roster/Sign-in sheet
  - d. 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)
  - e. 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 Grant Adjustment Notification (GAN); **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 (formerly G-2):  
<https://dma.wi.gov/DMA/wem/grants/admin-tools>
- 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: Sheriff's Office - Sheriff Christopher Schmaling

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

Does the County Executive know of this request:                      Yes

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

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

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

Committee/Individual Sponsoring:                      Finance & Human Resources Committee

Date Considered by Committee:                      10/7/2020                      Date of County Board Meeting to be Introduced:                      10/22/2020

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

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

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

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

Acceptance of Bureau of Transportation Safety - Impaired Driving shared with the Kenosha Sheriff's Office in the amount of \$89,000 and a transfer of \$14,750 from the Sheriff's Office 2020 Budget to the Sheriff's – Grant 2020 Budget and a transfer of \$89,000 within the Sheriff's 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.**

\*OCT-7-20\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "A"

Fiscal Year: **2020**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
<b>SHERIFF'S OFFICE</b>		<b>RACINE COUNTY 2020 BUDGET PAGE 29-12</b>				
WAGES	11800000.401000	10,024,853	3,148,364	(11,903)	10,012,950	3,136,461
WORKERS COMP	11800000.402210	170,018	51,902	(119)	169,899	51,783
SOCIAL SECURITY	11800000.402220	850,117	281,895	(911)	849,206	280,984
RETIREMENT	11800000.402230	1,669,003	524,347	(1,817)	1,667,186	522,530
<b>SHERIFF'S OFFICE - GRANTS</b>		<b>NOT IN BUDGET BOOK</b>				
2021 IMPAIRED DRIVING	NEW ACCOUNT	0	0	(89,000)	(89,000)	(89,000)
<b>TOTAL SOURCES</b>				<b>(103,750)</b>		
WAGES	NEW ACCOUNT	0	0	11,903	11,903	11,903
OVERTIME	NEW ACCOUNT	0	0	47,612	47,612	47,612
WORKERS COMP	NEW ACCOUNT	0	0	595	595	595
SOCIAL SECURITY	NEW ACCOUNT	0	0	4,553	4,553	4,553
RETIREMENT	NEW ACCOUNT	0	0	9,087	9,087	9,087
C/S KENOSHA COUNTY	NEW ACCOUNT	0	0	30,000	30,000	30,000
<b>TOTAL USES</b>				<b>103,750</b>		
				<b>0</b>		

Grant period is 10/1/2020 through 9/30/21 any funds remaining at the end of FY2020 will automatically be carried forward into FY2021.

Each Municipality is responsible for the 25% Match required by the grant.







## RACINE COUNTY SHERIFF'S OFFICE

717 Wisconsin Avenue, Racine, WI 53403-1237

(262) 886-2300 FAX (262) 637-5279

Waterford (262) 534-5166 Burlington (262) 763-9558

Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

To: Finance Committee

From: Sgt. A. Schmidt

Ref: BOTS Taskforce and equipment grants

Finance Committee members,

We request the approval for reimbursement grants from Bureau of Transportation Safety. The grants are as follow:

1. BOTS ID #FG-2021-RACINE C-05485 This is a \$89,000.00 grant we share with Kenosha Sheriff for impaired driving.
2. BOTS ID #FG-2021-RACINE C-05507 This is a \$42,000.00 grant we share with Town of Waterford and City of Burlington for seatbelt enforcement

BOTS ID #FG-2020-RACINE C-05059 grant is a taskforce grant that allows us to send out deputies in deployments between the hours of 6:00pm and 4:30am to target impaired drivers. We administer the grant and work with Kenosha County Sheriff. The overall grant amount is \$60,000 Racine County Sheriff receives \$59,000 and Kenosha County Sheriff receives \$30,000. Each department is required to provide a local match of 25% of received funds.

BOTS ID #FG-2020-RACINE C-05060 grant is a taskforce grant that allows us to send out deputies in deployments to target seatbelt use anytime during the day or night. We administer this grant and work with the Town of Waterford Police Department and the City of Burlington Police Department. The overall grant is \$42,000 Racine County Sheriff receives \$20,000, Town of Waterford \$11,000, and City of Burlington \$11,000. Each department is required to provide a local match of 25% of received funds.

Thank you for your consideration,

Sgt. Aaron Schmidt #7688  
Racine County Sheriff's Office

*"A Tradition Since 1836"*

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

## General Contract Terms General

This Grant Agreement ("Agreement") entered into by and between the Bureau of Transportation Safety ("BOTS") and Racine County Sheriff Office ("Grantee"), is executed pursuant to terms that follow.

**1. Purpose of this Agreement**

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

**2. Term**

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

**3. Implementation**

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wise-Grants System. Amended activity may not commence prior to BOTS approval.

Failure to perform planned activity may be considered grounds for termination of funding.

**4. Audit and Maintenance of Records**

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-8507) and the Single Audit Requirements of 2 C.F.R. §200, Subpart F (A-133 Single Audit Requirements). If Grantee government subdivision is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearing House. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

**5. Monitoring by the State**

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant.

**6. Payment of Funds by the State**

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of actual hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described within the grant application. All expenses for which Grantee

## General Contract Terms General

seeks reimbursement must be documented in the Project Activity Reports.

#### 7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing before initiating the acquisition of the equipment. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Grantee's procurement of property under a grant will follow the same policies and procedures used for procurement from its non-federal funds, provided their procurement procedures follow the requirements for procurement standards set forth in federal law in 2 C.F.R. §§200.318 general procurement standards through 200.326 contract provisions. Each grantee receiving traffic safety funds must maintain written property management standards that comply with the requirements for property standards set forth in federal law in 2 C.F.R. §§200.310 through 200.316. These requirements include, but are not limited to, the maintenance of accurate property records [2 C.F.R. §200.313(d)(1)]. Such records will include a description of the property; a serial number or other identification number; the source of funding for the property (including the FAIN, if applicable); indication of with whom title is vested; acquisition date; cost of the property; percentage (at the end of the budget year) of federal participation in the cost of the project for the federal award under which the property was acquired; location, use, and condition of the property; and ultimate disposition data including the date of disposal and the sale price of the property. Grantees will institute maintenance procedures adequate to keep the property in good condition.

#### 8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement.

#### 9. Program Income

Program income is gross income derived by Grantee from Grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

#### 10. Additional Requirements Where Funds Are Expended on Law Enforcement

- A. Grantee agency certifies that it has a written departmental policy on biased-based policing, or that it will initiate development of one during the grant period.
- B. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of the IACP or a similar pursuit policy.
- C. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.
- D. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

#### 11. General Costs of Government

The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

#### 12. Guidelines for Allowability of Costs

To be allowable under Federal awards, costs must meet the following general criteria [2 C.F.R. §225, Appendix A, C(1)]:

## General Contract Terms General

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards .
2. Be allocable to Federal awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

**13. Nondiscrimination**

During the performance of this contract/funding agreement, the contractor/funding recipient agrees —

1. To comply with all Federal nondiscrimination laws and regulations , as may be amended from time to time;
  2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
  3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
  4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
- To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

The grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

• **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;

• **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

• **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);

• **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;

• **The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);

## General Contract Terms General

•**The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

•**Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

•**Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

•**Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

#### 14. Political Activity (Hatch Act)

Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

#### 15. Lobbying Activities

##### Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

##### Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

## General Contract Terms General

**16. Certification Regarding Debarment And Suspension**

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**17. Buy America Act**

General Contract Terms General

The Grantee and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation .

**18. Prohibition on using grant funds to check for helmet usage**

The Grantee and each sub recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**19. Termination**


This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards .

**20. Correspondence**

All correspondence outside of Wise-Grants with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address:

**Bureau of Transportation Safety  
4822 Madison Yards Way, 9th Floor South  
Madison, WI 53705**

SIGNED:

  
\_\_\_\_\_

(Agency Head or Authorizing Official), (Date), (Agency Name)

\_\_\_\_\_  
(Director, Bureau of Transportation Safety), (Date)

Please attach signed contract to the "Supporting Documentation" page on the grant.

**REQUEST FOR COUNTY BOARD ACTION**

YEAR	<u>2020</u>	<input checked="" type="checkbox"/>	Resolution Request
		<input type="checkbox"/>	Ordinance Request
		<input type="checkbox"/>	Report Request

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

Person knowledgeable about the request who will appear and present before the Committee and County Board (2nd Reading)  
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: N/A

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

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

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 10/7/2020 Date of County Board Meeting to be Introduced: 10/22/2020

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

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

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

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

Acceptance of Bureau of Transportation Safety – Seatbelt Enforcement shared with Town of Waterford & City of Burlington Police Departments in the amount of \$42,000 and a transfer of \$5,000 from the Sheriff's Office 2020 Budget to the Sheriff's Grant 2020 budget and transfer of \$42,000 within the Sheriff's 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.**



\*OCT-7-20\*

FISCAL NOTE RESOLUTION NO:

EXHIBIT "A"

Fiscal Year: **2020**

ACCOUNT NAME	ACCOUNT NUMBER	CURRENT BUDGET	CURRENT BALANCE	TRANSFER	BUDGET AFTER TRANSFER	BALANCE AFTER TRANSFER
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**SHERIFF'S OFFICE**

**RACINE COUNTY 2020 BUDGET PAGE 29-12**

WAGES	11800000.401000	10,012,950	3,148,364	(4,035)	10,008,915	3,144,329
WORKERS COMP	11800000.402210	169,899	51,902	(40)	169,859	51,862
SOCIAL SECURITY	11800000.402220	849,206	281,895	(309)	848,897	281,586
RETIREMENT	11800000.402230	1,667,186	524,347	(616)	1,666,570	523,731

**SHERIFF'S OFFICE - GRANTS**

**NOT IN BUDGET BOOK**

2021 SEAT BELT	NEW ACCOUNT	0	0	(42,000)	(42,000)	(42,000)
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**TOTAL SOURCES**

**(47,000)**

WAGES	NEW ACCOUNT	0	0	4,035	4,035	4,035
OVERTIME	NEW ACCOUNT	0	0	16,139	16,139	16,139
WORKERS COMP	NEW ACCOUNT	0	0	201	201	201
SOCIAL SECURITY	NEW ACCOUNT	0	0	1,544	1,544	1,544
RETIREMENT	NEW ACCOUNT	0	0	3,081	3,081	3,081
C/S T WATERFORD	NEW ACCOUNT	0	0	11,000	11,000	11,000
C/S C BURLINGTON	NEW ACCOUNT	0	0	11,000	11,000	11,000

**TOTAL USES**

**47,000**

**0**

Grant period is 10/1/2020 through 9/30/21 any funds remaining at the end of FY2020 will automatically be carried forward into FY2021.

Each Municipality is responsible for the 25% Match required by the grant.





## RACINE COUNTY SHERIFF'S OFFICE

717 Wisconsin Avenue, Racine, WI 53403-1237

(262) 886-2300 FAX (262) 637-5279

Waterford (262) 534-5166 Burlington (262) 763-9558

Sheriff Christopher Schmaling

Chief Deputy John C. Hanrahan

To: Finance Committee

From: Sgt. A. Schmidt

Ref: BOTS Taskforce and equipment grants

Finance Committee members,

We request the approval for reimbursement grants from Bureau of Transportation Safety. The grants are as follow:

1. BOTS ID #FG-2021-RACINE C-05485 This is a \$89,000.00 grant we share with Kenosha Sheriff for impaired driving.
2. BOTS ID #FG-2021-RACINE C-05507 This is a \$42,000.00 grant we share with Town of Waterford and City of Burlington for seatbelt enforcement

BOTS ID #FG-2020-RACINE C-05059 grant is a taskforce grant that allows us to send out deputies in deployments between the hours of 6:00pm and 4:30am to target impaired drivers. We administer the grant and work with Kenosha County Sheriff. The overall grant amount is \$60,000 Racine County Sheriff receives \$59,000 and Kenosha County Sheriff receives \$30,000. Each department is required to provide a local match of 25% of received funds.

BOTS ID #FG-2020-RACINE C-05060 grant is a taskforce grant that allows us to send out deputies in deployments to target seatbelt use anytime during the day or night. We administer this grant and work with the Town of Waterford Police Department and the City of Burlington Police Department. The overall grant is \$42,000 Racine County Sheriff receives \$20,000, Town of Waterford \$11,000, and City of Burlington \$11,000. Each department is required to provide a local match of 25% of received funds.

Thank you for your consideration,

Sgt. Aaron Schmidt #7688  
Racine County Sheriff's Office

*"A Tradition Since 1836"*

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

**General Information**

**Proposed Project Title:** Seat Belt Enforcement  
**Federal funding source:** National Highway Traffic Safety Administration (NHTSA)  
**Type of Municipality:** County  
**Applicant/Sub-Recipient Agency/County:** Racine County  
**Enforcement Area:** Racine County  
**Agency Federal Employer ID (FEIN):** 396005734  
**Unique Entity Identifier (DUNS Number):** 830351623

**Agency Head or Authorizing Official**

**Agency Head or Authorizing Official:** Christopher Schmaling  
**Title:** Sheriff  
**Address:** 717 WISCONSIN AVE  
**City:** RACINE  
**State:** Wisconsin  
**Zip Code:** 53403

**Project Coordinator**

**First Name:** Aaron  
**Last Name:** Schmidt  
**Title:** Sergeant  
**Address:** 717 Wisconsin Ave  
**City:** Racine  
**State:** Wisconsin  
**Zip Code:** 53403  
**Phone:** 2628868495  
**E-mail Address:** aaron.schmidt@racinecounty.com

I agree that the above information is up-to-date and correct.

**Problem Identification/Project Justification**

In preliminary 2019, 35.6% of persons killed and 20.0% of persons sustaining incapacitating injuries in Wisconsin crashes were NOT wearing seat belts. Many of these people were ejected from their vehicle. Statewide seat belt use was 90.2% in 2019; however, Wisconsin seat belt use still remains about three tenths of one percent lower than the national average. It has been estimated that seat belt use by motor vehicle occupants in Wisconsin prevents more than 293 traffic related fatalities and more than 8,000 serious injuries annually.

Seat belt enforcement grant recipients are targeted based upon seatbelt usage data. The intention is to encourage extraordinary seat belt enforcement in areas of the state with low seat belt usage.

For crash data and other resources available at the county level, please visit Community Maps at <https://transportal.cee.wisc.edu/partners/community-maps/>

**Activity Description**

This grant will be conducted throughout Western Racine County. From I-41 to the West County Line. Specifically targeting the I-41 corridor, Town and Village of Waterford and City and Town of Burlington (the latter is under contract with Racine County Sheriff).

The funds will be split in the following manner:  
 Racine County Sheriff / Town of Burlington \$20,000  
 Town of Waterford PD \$11,000  
 City of Burlington PD \$11,000

**RPM/SPM Notes**

This is an Occupant Protection (seatbelt) Taskforce Grant.  
 The members of the taskforce is as follows: Racine County West Occupant Protection Taskforce

Racine County Sheriff's Department  
 Burlington Police Department  
 Town of Burlington Police Department  
 Town of Waterford Police Department

Note: By accepting this grant, you are verifying that the above listed agencies are taskforce members and no other law enforcement agency that is not listed above will be allowed to participate in grant funded activities assigned to this taskforce.

The amount of the taskforce grant shall be \$42,000.00 and a detailed funding allocation plan to participating taskforce member agencies shall be submitted. Grantee is prohibited from using grant funds to supplant existing state or local expenditures.

Both Op Plan and signature page are required to be submitted with the grant at the beginning of the process on the "Supporting Documents" tab. NO GRANTS WILL BE APPROVED WITHOUT THESE DOCUMENTS ATTACHED.

The budget is for deployments only; no grant funds are for equipment. This grant requires a 25% soft local match. Activity Reports may use one overall monthly statistical report if a pre-approved spreadsheet is attached. Such reports are due on/by the 15th of the next month (example: January's report is due by February 15th). ALL involved agencies MUST participate in the three (3) National Mobilization periods such as "Click it or Ticket" and "Drive Sober or Get Pulled Over" - summer and winter.

ALL agencies are encouraged to attend the quarterly traffic safety commission (TSC) meetings for their County and the use Community Maps as a guide for scheduling deployment locations:

"For crash data and other resources available at the county level, please visit Community Maps at <https://transportal.cee.wisc.edu/partners/community-maps/>"

I agree to the terms and conditions above.

**Project Objectives with Evaluation Plan**

Grantee agrees to adopt a zero tolerance policy for impaired driving during all motor vehicle stops.

Evaluation: Activity Report - Contacts

Grantee agrees to adopt a zero tolerance policy for unrestrained occupants during all motor vehicle stops.

Evaluation: Activity Report - Contacts

During past deployments, grantees have typically initiated a recorded traffic stop about every 45 minutes. To maintain or exceed historical activity levels during grant-funded activity Grantee will, on average, initiate a recorded traffic stop every 45 Minutes.

Evaluation: Activity Report - Contacts

During past grant-funded deployments, grantees typically maintain an agency ratio of three citations to one written warning.

Evaluation: Activity Report - Citations/Warnings

Grantee agrees to make contacts with local media, community groups or other groups to increase public awareness of information related to crashes, and subsequent enforcement efforts. This should be done a minimum of once during every quarter of grant approval. Creating partnerships with public and private community groups, to enforce public awareness of this campaign is strongly encouraged.

An Agency's failure to meet project Objectives may affect their consideration for future grant awards .

**Additional Objectives/Evaluation**

This is a joint task force, our goals are to make a traffic stop every 45 minutes in an attempt to educate the motoring public on the need to wear seat belts. We will also provide education to the public through the use of strict enforcement as well as outreach through social media and local media.

I agree to the terms and conditions above.

**Policy Requirements**

All grantees agree to adhere to the following policies, which are detailed in the full contract

Grantee is:

- Subject to audit and is responsible for complying with appropriate maintenance of records
- Subject to on-site monitoring and review of records by BOTS staff
- Prohibited from purchasing equipment other than that listed in approved grant application
- Prohibited from using grant funds to supplant existing state or local expenditures
- Prohibited from discriminating against any employee or applicant for employment
- Prohibited from receiving grant funds if presently debarred
- Prohibited from using these funds to further any type of political or voter activity
- Prohibited from using these funds to engage in lobbying activity
- Required to comply with Buy America

If the grant funds will be expended on law enforcement, grantee further certifies:

- That it has a written departmental policy on pursuits
- That it has a written departmental policy on BAC testing of drivers involved in fatal crashes
- That it has a written departmental policy on the use of safety belts by employees
- That it complies with Title VI of the Civil Rights Act of 1964

**2 C.F.R. §200, Subpart F Single Audit requirements**

**\*\*Please check with your Treasurer or Finance department**

The grantee has verified that their political entity (payee for this grant)

IS or  IS NOT Subject to 2 C.F.R. §200, Subpart F Single Audit requirements.

A 2 CFR Part 200 audit is required if your political entity expends more than \$750,000 in federal funds during your fiscal year.



If subject to 2 C.F.R. §200, Subpart F Single Audit requirements, the grantee has verified that its political entity is in compliance and has filed with the Federal Audit Clearing House:

Yes or  Not Applicable

**Annual Grants Training:**

List the name of the person or persons who have taken annual grants training. List the name of the person, type of training (i.e. Webinar, Governors Conference, Regional Training or online) and the date of training. The training must be completed once per fiscal year prior to complete the grant application.

Name	Training Location	Date
aaron schmidt	webinar from this form	8/31/2020

Add Link to trainings on SharePoint Site

I agree to the terms and conditions above.

**Work Plan**

**Federal Grant Period:** Grant activities are funded for one federal fiscal year. The federal fiscal year 2021 runs from October 1, 2020 through September 30, 2021. Funded fiscal year activities may begin no earlier than October 1st and end no later than September 30th. Grant activity may not begin until grant is in an **ACTIVE** status or have been notified by BOTS to begin.

**Work Plan/Calendar:**The Work Plan/Calendar contained within this contract is a term of the contract. It describes timing and level of enforcement activity. At a minimum, during the term of this contract:

Grantee will implement at least one deployment each month within the specified grant period as planned in the Work Plan /Calendar. Agencies that receive funding for overtime enforcement must participate in the national mobilizations during the timeframes listed below. Sign-up for mobilizations is in Wise-Grants and is accomplished by activating an activity report under the **View Available Opportunities** button on the home screen. Completing the activity report after the two week mobilization helps BOTS to provide NHTSA with accurate information about the level of enforcement activity in the state AND will give your agency an opportunity to procure equipment.

**Required Mobilization**

- December 18, 2020 – January 1, 2021 (Drive Sober - Winter)
- May 24 – June 6, 2021 (Click It Or Ticket National Mobilization)
- August 20 – September 6, 2021 (Drive Sober – Labor Day)

**NOTE:**  
**During the course of the grant, Grantees will schedule a minimum of 50% of the hours of enforcement at night (6:00pm to 6:00am).**

If grantee cannot perform the planned patrols, BOTS must be notified. Failure to perform planned activity may be considered grounds for terminating the grant.

**WORK PLAN**

Month	(A) Deployments	(B) Hours per Deployment	(C) Officers per Deployment	(D) Total Officer Hours (AxB)xC = D
October	0	0	0	0
November	2	4	7	56
December	2	4	7	56
January	2	4	7	56
February	2	4	7	56
March	2	4	7	56
April	2	4	7	56
May	3	4	7	84
June	3	4	7	84
July	2	4	7	56
August	2	4	7	56
September	2	4	7	56
<b>TOTAL</b>	<b>24</b>	<b>44</b>	<b>77</b>	<b>672</b>

**WORK PLAN ITEMS – Required:**

1. BOTS enforcement grants are now using the High Visibility Enforcement (HVE) model as agreed to in your signed operations plan. The three main elements of HVE are: 1) multiple agencies 2) working the same day and time and 3) with a media component to educate the public. Single officer and agency deployments will require justification added to the monthly activity report .
2. Grantee will assign only sworn, SFST-trained officers in patrols. Part-time officers may be assigned only if the grant funded activity and their resulting weekly total hours do not exceed 39 hours.
3. Grantee agrees to implement 24 deployments for a total of 672 enforcement hours.

**Grant Reimbursable Hours & Rate:**

Grantee's estimate of funded reimbursable hours is based upon an estimated average hourly wage/fringe rate of \$62.50

**Total amount of Wage/Fringe Based on above deployments and rate \$42,000.00**

**Activity Reporting:** Grantee will complete the Activity Reports and submit them to BOTS no later than the 15th of the month following the activity.

I agree to the terms and conditions above.

**Budget Request**

**Funding:** Grant funding is based on availability of Federal Grant Funds. Grants and funding may be stopped at any time during the Grant year if funding becomes unavailable.

**Budget Plan:**

The Budget spreadsheet within this contract is a term of the contract. Eligible cost items for this project include: Wage and Fringe. Grantee must complete the Federal Share AND Estimated Local Match columns.

**Relationship to Work Plan:**

All budget items must relate to activities described in the Work Plan. Reimbursement will be based on actual costs, NOT budgeted rates. Only project activities and expenses described in the approved work plan and budget, incurred during the grant period, are eligible for reimbursement. Expenses incurred that are not specified in the budget or work plan will not be reimbursed.

**Document Requirements:**

Grantee will document hours, wage and fringe rate, and all match costs. Fringe benefit shall be actual costs. Payment for salaries and wages shall be supported by a time and attendance report, or equivalent records, which shall be kept on file at the agency for three years from the date the project closes. Grantor reserves the right to perform monitoring activities, to include ongoing review and audit of department records.

**Match Requirements:**

A local match of at least 25% of the grant total is required. The match budget line may consist of estimates of program match.

**Budget**

Item	Federal Grant	Local Match	Totals
Wage/Fringe	\$42,000.00	\$10,500.00	\$52,500.00
Travel/Mileage	Ineligible		\$0
Training	Ineligible		\$0
Contractual Services	Ineligible		\$0
Equipment	Ineligible		\$0
Materials & Supplies	Ineligible		\$0
Other	Ineligible		\$0
<b>Total</b>	<b>\$42,000.00</b>	<b>\$10,500.00</b>	<b>\$52,500.00</b>

**Budget Amendments:**

If work plan or other documentation must be changed after the grant is in active status, Grantee must submit an amendment request via the WISE Grants System. Amended activity shall not commence prior to BOTS approval.

Click [Here](#) to see Amendment Instructions.

**Signatures:**

The agency head or authorizing official must complete the printable signature page and attach to grant application under "Supporting Documents." An electronic grant submission through the WISE Grants System will initiate the grant approval process, activity/deployments shall not begin until the agency receives notice that the grant is active or have been notified by BOTS to begin.

I agree to the terms and conditions above.

**Deliverables****Forms:**

Forms will only be accepted through the WISE Grants. Questions about grant submissions should be referred to either the State Program Manager or the Regional Program Manager.

Click here to see the [RPM](#) and [SPM](#) map.

**Project Match Report:**

Agencies are required to report adequate match each time they request reimbursement.

**Earned Media Event Documentation:**

Documentation (electronic copies of media materials) of each earned media event must be submitted to BOTS. An electronic link or other format is acceptable documentation.

**Place of Delivery:**

All Electronic Project Deliverables shall be submitted via the WISE Grants System.

Signature Pages and Operations Plan shall be attached to this grant application under "Supporting Documents."

Questions about the Traffic Safety Program or this project should be addressed to the State Program Manager or the Regional Program Manager.

**Awarding Agency Official Mailing Address:**

Bureau of Transportation Safety

4822 Madison Yards Way, 9th Floor South

Madison, WI 53705

I agree that grant activity will not begin until this grant is in an active status or have been notified by BOTS to begin.

I agree to the terms and conditions above.

## General Contract Terms Seatbelt Enforcement

This Grant Agreement ("Agreement"), entered into by and between the Bureau of Transportation Safety ("BOTS") and \_\_\_\_\_ ("Grantee"), is executed pursuant to terms that follow.

**1. Purpose of this Agreement**

The Bureau of Transportation Safety, housed within the Wisconsin Department of Transportation's Division of State Patrol, serves as the administering agency for state and federal grants relating to transportation safety. The purpose of this Agreement is to enable BOTS to award grant funding to Grantee for eligible costs of the Grant Project ("Grant") undertaken as outlined in the project narrative and work plan. The funds shall be used exclusively in accordance with the provisions of this Agreement, as well as applicable federal and state laws and regulations.

**2. Term**

Work conducted under this Grant must occur within the federal fiscal year: October 1 to September 30. This Agreement expires September 30 of the federal fiscal year during which the Grant is conducted.

**3. Implementation**

Grantee shall be solely responsible for the design and implementation of the Grant as described in the project narrative and work plan. Grantee agrees to conduct the Grant in accordance with these plans as approved by BOTS.

Modification of the Grant shall require prior approval of BOTS. Any change in project coordinator, financial officer, authorizing official, addresses, or telephone numbers requires written notification to BOTS. If the work plan or other documentation must be changed after the contract is signed, Grantee must submit an amendment request via the Wise-Grants System. Amended activity may not commence prior to BOTS approval.

Failure to perform planned activity may be considered grounds for termination of funding.

**4. Audit and Maintenance of Records**

Grantee government subdivisions are responsible for obtaining audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S. C. 7501-8507) and the Single Audit Requirements of 2 C.F.R. §200, Subpart F (A-133 Single Audit Requirements). If Grantee government subdivision is subject to a Single Audit, BOTS must be notified of the audit and subsequent results. If Grantee is subject to these requirements, it will verify that it is compliance with these requirements and that it has filed with the Federal Audit Clearing House. BOTS may take corrective action within six months and may require independent auditors to have access to grantee's records and financial statements. Documentation of costs shall be maintained for three years following final reimbursement. Reimbursement claim cost detail shall include a list of all personnel whose time is claimed; current billing period and year-to-date wages and fringe benefits paid to each person listed; all travel listed individually and broken out by transportation/mileage, meals, lodging, and related costs; all materials and supplies and contractual services, itemized, required to complete project activity. Employee time records for actual hours worked or percent of time dedicated to project activity are to be maintained by Grantee and made available to BOTS upon request with reasonable notice. Each budget item identified as "Other" shall be claimed separately.

**5. Monitoring by the State**

Grantee consents to monitoring by BOTS staff to ensure compliance with applicable state and federal regulations. Monitoring may occur on-site and will require access to original versions of employee payroll information, citations, and other materials related to the implementation of this grant.

**6. Payment of Funds by the State**

All highway safety projects are funded on a cost reimbursement basis. State or local funds shall be expended before federal reimbursement is made.

BOTS shall reimburse Grantee only for the actual hours worked, and for other eligible costs, and only if the costs are incurred in performing tasks identified within the grant application. Personnel costs shall be reimbursed on the basis of actual hourly salary and fringe rate(s) that have been verified and approved by BOTS, or on the basis of percentage of annual salary and fringe dedicated to project activity as described within the grant application. All expenses for which Grantee

## General Contract Terms Seatbelt Enforcement

seeks reimbursement must be documented in the Project Activity Reports .

## 7. Equipment

Tangible, non-expendable personal property having an acquisition cost of \$5,000 or more, with a useful life of greater than one year, that is purchased in whole or in part by Grantee using funds awarded as part of this Agreement must be justified in the project narrative or work plan and approved by the NHTSA Regional Office in writing before initiating the acquisition of the equipment. Each item shall be tagged, inventoried, and monitored until the federal interest is released. Tangible, non-expendable personal property having an acquisition cost of less than \$5,000, and budgeted as materials and supplies, will also be monitored. Grantee must inform BOTS in writing when equipment is no longer used for the purpose for which it was acquired. Grantee's procurement of property under a grant will follow the same policies and procedures used for procurement from its non-federal funds, provided their procurement procedures follow the requirements for procurement standards set forth in federal law in 2 C.F.R. §§200.318 general procurement standards through 200.326 contract provisions. Each grantee receiving traffic safety funds must maintain written property management standards that comply with the requirements for property standards set forth in federal law in 2 C.F.R. §§200.310 through 200.316. These requirements include, but are not limited to, the maintenance of accurate property records [2 C.F.R. §200.313(d)(1)]. Such records will include a description of the property; a serial number or other identification number; the source of funding for the property (including the FAIN, if applicable); indication of with whom title is vested; acquisition date; cost of the property; percentage (at the end of the budget year) of federal participation in the cost of the project for the federal award under which the property was acquired; location, use, and condition of the property; and ultimate disposition data including the date of disposal and the sale price of the property. Grantees will institute maintenance procedures adequate to keep the property in good condition.

## 8. Print and Audio Visual Materials

Grantee shall submit all materials developed under this Agreement to BOTS for approval of content and style prior to final production and release. All video materials intended for general public viewing must be close-captioned. Grantee shall credit the Wisconsin Department of Transportation Bureau of Transportation Safety and the National Highway Traffic Safety Administration on all such materials. Grantee may not copyright any portion of materials produced under this Agreement .

## 9. Program Income

Program income is gross income derived by Grantee from Grant-supported activities. Grantee will report program income on reimbursement claims, stating whether the income is retained or credited as a reduction in federal share of project expenditures. If retained, such income may be used only for highway safety activities and is subject to audit by BOTS.

## 10. Additional Requirements Where Funds Are Expended on Law Enforcement

- A. Grantee agency certifies that it has a written departmental policy on biased-based policing, or that it will initiate development of one during the grant period.
- B. Grantee agency certifies that it has a written departmental policy on pursuits or that it will initiate development of one during the grant period. The policy should conform to the guidelines of the IACP or a similar pursuit policy .
- C. Grantee agency certifies that it has a written departmental policy on the BAC testing of all drivers involved in fatal vehicle crashes involving alcohol, or that it will initiate one during the grant period. Grantee agency will require a test of all killed drivers and will encourage all surviving drivers to consent to a test.
- D. Grantee agency certifies that it has a written departmental policy on the use of safety belts by employees, or that it will initiate development of one during the grant period.

## 11. General Costs of Government

The general costs of government (i.e. supplanting) are unallowable except as provided in 2 C.F.R. §200.474. [2 C.F.R. §200.444]. The replacement of routine or existing state or local expenditures with the use of federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of a state or local agency is prohibited.

## 12. Guidelines for Allowability of Costs

To be allowable under Federal awards, costs must meet the following general criteria [2 C.F.R. §225, Appendix A, C(1)]:

## General Contract Terms Seatbelt Enforcement

1. Be necessary and reasonable for proper and efficient performance and administration of Federal awards .
2. Be allocable to Federal awards under the provisions of 2 CFR part 225.
3. Be authorized or not prohibited under State or local laws or regulations.
4. Conform to any limitations or exclusions set forth in these principles, Federal laws, terms and conditions of the Federal award, or other governing regulations as to types or amounts of cost items.
5. Be consistent with policies, regulations, and procedures that apply uniformly to both Federal awards and other activities of the governmental unit.
6. Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.
7. Except as otherwise provided for in 2 CFR part 225, be determined in accordance with generally accepted accounting principles.
8. Not be included as a cost or used to meet cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation.
9. Be the net of all applicable credits.
10. Be adequately documented.

**13. Nondiscrimination**

During the performance of this contract/funding agreement, the contractor/funding recipient agrees —

1. To comply with all Federal nondiscrimination laws and regulations , as may be amended from time to time;
2. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in Appendix B of 49 CFR part 21 and herein;
3. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
4. That, in the event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
5. To insert this clause, including paragraphs a through e, in every subcontract and sub-agreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

The grantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21;
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, (42 U.S.C. 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- **Federal-Aid Highway Act of 1973**, (23 U.S.C. 324 et seq.), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**, (29 U.S.C. 794 et seq.), as amended, (prohibits discrimination on the basis of disability) and 49 CFR part 27;



## General Contract Terms Seatbelt Enforcement

·**The Age Discrimination Act of 1975**, as amended, (42 U.S.C. 6101 et seq.), (prohibits discrimination on the basis of age);

·**The Civil Rights Restoration Act of 1987**, (Pub. L. 100-209), (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub-recipients and contractors, whether such programs or activities are Federally-funded or not);

·**Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38

·**Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and

·**Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR at 74087 to 74100).

#### 14. Political Activity (Hatch Act)

Grantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508) which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

#### 15. Lobbying Activities

##### Certification Regarding Federal Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

##### Restriction on State Lobbying

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

## General Contract Terms Seatbelt Enforcement

**16. Certification Regarding Debarment And Suspension**

Grantee certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into this Grant by any federal agency, or by any department, agency, or political subdivision of the state. For purposes of this grant, "principal" includes an officer, director, owner, partner, or other person with primary management and supervisory responsibilities, or a person who has critical influence on or substantive control over the operations of Grantee.

Instructions for Lower Tier Certification:

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR Parts 180 and 1300.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarment, suspension, ineligible, lower tier, participant, person, primary tier, principal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definition and Coverage sections of 2 CFR Part 180. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by NHTSA.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR Parts 180 and 1300.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, the department or agency with which this transaction originated may disallow costs, annul or terminate the transaction, issue a stop work order, debar or suspend you, or take other remedies as appropriate.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**17. Buy America Act**

## General Contract Terms Seatbelt Enforcement

The Grantee and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or sub recipient, to purchase only steel, iron and manufactured products produced in the United States with Federal funds, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification to and approved by the Secretary of Transportation .

**18. Prohibition on using grant funds to check for helmet usage**

The Grantee and each sub recipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**19. Termination**

This grant may be terminated upon BOTS' determination that Grantee has materially failed to comply with terms of this Agreement. Termination may be considered among the criteria for subsequent grant awards .

**20. Correspondence**

All correspondence outside of Wise-Grants with BOTS regarding this project shall include the Grant Number, and shall be submitted to the following address or e-mail address:

**Bureau of Transportation Safety**  
**4822 Madison Yards Way, 9th Floor South**  
**Madison, WI 53705**  
[DOTSafetyGrants@dot.wi.gov](mailto:DOTSafetyGrants@dot.wi.gov)

I agree to the terms and conditions above.

Please send signed signature page to [DOTSafetyGrants@dot.wi.gov](mailto:DOTSafetyGrants@dot.wi.gov)

Supporting Documentation

[http://www.wigrants.gov/ Upload/336411\\_356498-GrantChangeInformation.docx](http://www.wigrants.gov/Upload/336411_356498-GrantChangeInformation.docx)

[http://www.wigrants.gov/ Upload/336411\\_356499-2021GenericOpsPlan.docx](http://www.wigrants.gov/Upload/336411_356499-2021GenericOpsPlan.docx)

[http://www.wigrants.gov/ Upload/336411\\_356500-Officer'sReportForm.docx](http://www.wigrants.gov/Upload/336411_356500-Officer'sReportForm.docx)

**REQUEST FOR COUNTY BOARD ACTION**

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

Requestor/Originator: Human Services - Hope Otto

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

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? yes

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

Committee/Individual Sponsoring: Finance & Human Resources Committee

Date Considered by Committee: 10/7/2020 Date of County Board Meeting to be Introduced: 10/22/2020

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 \$18,408 within the Human Services 2020 Budget and the authorization to purchase capital - 2 Smart boards

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
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**HUMAN SERVICES CHILD CARE ADMIN**

**2020 BUDGET PAGE 32-21**

WAGES	4309990.401000	2,536,798	892,696	(18,408)	2,518,390	874,288
<b>TOTAL SOURCES</b>				<b>(18,408)</b>		

**HUMAN SERVICES CHILD CARE ADMIN**

**2020 BUDGET PAGE 32-21**

CAPITAL EQUIPMENT	4309990.470000	0	0	18,092	18,092	18,092
SOFTWARE MAINTENANCE CONTRACT	4309990.427000	0	0	316	316	316
<b>TOTAL USES</b>				<b>18,408</b>		

**0**

DESCRIPTION :

TOTAL PRICE

(2) Trutouch X6 Smart Board, wall mount, remote, stylus, warranty, cables	15,792
Labor installation	2,300
1 year support	316
<b>Total for items to be purchased:</b>	<b>18,408</b>

**FINANCE COMMITTEE RECOMMENDATION**

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

REASONS

FOR	AGAINST

September 21st, 2020

TO: Robert Miller  
Chairman, Finance and Human Resources Committee

FROM: Hope Otto  
Director Human Services Department

RE: Approval to purchase 2 Newline Displays

In recent months, the Human Services Department has shifted to teleworking in many areas, with the Economic Support Division being highlighted as having an average of 15,000 calls per month. In addition to fielding calls and supporting residents with the many needs that this division is responsible for, there are new policies and approaches from the state and the consortium that need to be delineated to all staff. This can be a challenge when we are unable to hold in person staff meetings. In order to increase efficiencies in how we meet and communicate with our staff, we are requesting approval for the purchase of two Newline Displays (smartboards). The total purchase cost for these smartboards is \$18,407.67 and will be funded by money that is allocated in the Economic Support budget.

SMART boards will:

- improve remote communications
- foster innovative training
- provide the ability to record sessions or meetings
- Streamline increasingly busy schedules

All Divisions and Management will benefit from this technology as they will be installed in common conference rooms. We are confident this will improve communications and create efficiencies throughout our Department.

Sincerely,

Hope Otto, Director  
Human Services Department



# Newline Displays

**Date of Quote:** 8/17/2020  
**Quote #:** 694-44053-42767  
**Revision #:** 2  
**Customer:** Racine County - Human Services  
**Solution:** Newline Displays  
**Contact:** Krystal Ellis  
**Address:** 1717 Taylor Avenue  
 Racine, WI 53403

**Expiration Date:** 10/16/2020  
**Account Executive:** Phill Greenwood  
**Phone:** 262-631-9390  
**Email:** phill.greenwood@skccom.com  
**Opportunity #:** 20-08-75875  
**Contract:** 505ENT-M18-AUDIOVIDEO-03

**System Total: \$18,407.67**

Display Technology				
Qty	Part Number	Description	Unit Price	Extended Price
2	EPR9A88X65-000	TRUTOUCH X6 Unified Collaboration System - No on-board computer	\$6,719.20	\$13,438.40
2	EPR8A50600-000	TRUTOUCH 650/700/750/800/860/X5/X7 Wall Mount	\$199.20	\$398.40
2	EPR8AX0065-001	TRUTOUCH X6 1 Year Extended Warranty	\$719.20	\$1,438.40
2	EPR5A58801-000	TRUTOUCH X Series Remote Control	\$55.20	\$110.40
2	EPR5A51001-000	TRUTOUCH X Series Stylus	\$19.20	\$38.40
				<b>Section Subtotal: \$15,424.00</b>

Miscellaneous Supply - Standard Components				
Qty	Part Number	Description	Unit Price	Extended Price
1	MISCELLANEOUS SUPPLY	Professional Grade Cables, Connectors, Hardware and Accessories	\$367.83	\$367.83
				<b>Section Subtotal: \$367.83</b>

Room Support				
Qty	Part Number	Description	Unit Price	Extended Price
1	VU AV PHONE SUPPORT 1YR	1 Year Phone - 8 x 5 CST Unlimited phone support; Live Help button; tech support call priority; RMA assistance for equipment failures; onsite available at T&M rates	\$315.84	\$315.84
				<b>Section Subtotal: \$315.84</b>

<b>Subtotal</b>	<b>\$16,107.67</b>
<b>Labor</b>	<b>\$2,300.00</b>
<b>System Total</b>	<b>\$18,407.67</b>

### Conditions / Exceptions

This Quote is subject to the terms and conditions set forth in the related Statement of Work agreed upon by SKC and Customer and will be attached to and incorporated into such Statement of Work.

### Tax and Shipping

Tax and shipping, if quoted above, are estimates.

Applicable sales tax and shipping fees will be added to the project invoice(s). If you are tax exempt, please send exemption certificate(s) to taxexempt@skccom.com or fax to (800) 454-4752, attention Accounts Receivable.



# QUOTE CONFIRMATION



**DEAR RAQUEL VILLARREAL,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
1C2FGMG	7/29/2020	ESS INTERACTIVE BOARD QUOTES	5145805	\$20,796.53

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<b>Newline TRUTOUCH X9 86" 4K UHD Unified Collaboration System</b> Mfg. Part#: EPR9A00X86-000 UNSPSC: 43211902 Contract: Wisconsin Counties Association	1	5147480	\$12,806.91	\$12,806.91
<b>Newline TruTouch X6 X Series - 65" LED display - 4K</b> Mfg. Part#: EPR9A00X65-000 UNSPSC: 43211902 Contract: Wisconsin Counties Association	1	5250283	\$7,989.62	\$7,989.62

PURCHASER BILLING INFO	SUBTOTAL	\$20,796.53
<b>Billing Address:</b> RAQUEL VILLARREAL RACINE COUNTY 730 WISCONSIN AVE RACINE, WI 53403-1238 <b>Phone:</b> (262) 636-3976 <b>Payment Terms:</b>	<b>SHIPPING</b>	\$0.00
	<b>SALES TAX</b>	\$0.00
	<b>GRAND TOTAL</b>	<b>\$20,796.53</b>
	<b>DELIVER TO</b> <b>Shipping Address:</b> RACINE COUNTY IT ATTN:RAQUEL VILLARREAL 730 WISCONSIN AVE RACINE, WI 53405 <b>Phone:</b> (262) 636-3976 <b>Shipping Method:</b> DROP SHIP-COMMON CARRIER	
<b>Please remit payments to:</b> CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

### Need Assistance? CDW•G SALES CONTACT INFORMATION



Amanda Fischer (Government Sales) |

(877) 213-7831 |

amanfis@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager

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# opping Cart

Price

**65" Touch Screen Display, Unified Collaboration System  
from Newline Interactive | X Series X6 with Built-in  
Cameras, mics and on-Board Computer**

**\$9,199.00**



In Stock

Shipped from: Newline Interactive, Inc  
Gift options not available. [Learn more](#)

Qty: 1  | [Delete](#) | [Save for later](#)

**86" Touch Screen Display, Unified Collaboration System  
from Newline Interactive | X Series X9 with Built-in  
Cameras, mics and on-Board Computer**

**\$15,589.00**



In Stock

Shipped from: Newline Interactive, Inc  
Gift options not available. [Learn more](#)

Qty: 1  | [Delete](#) | [Save for later](#)

**Subtotal (2 items): \$24,788.00**