



State of Wisconsin

JIM DOYLE
Governor

DAVID STEINGRABER
Executive Director

1 S. Pinckney Street
Suite 615
Madison WI 53703-3220

Phone: (608) 266-3323
Fax: (608) 266-6676
<http://oja.wi.gov>

FY'08 HOMELAND SECURITY PROGRAM GRANT AWARD
Homeland Security/Preparedness Volunteer Training
2008-HS-11-8342

The Office of Justice Assistance (OJA), on behalf of Governor Jim Doyle, hereby awards to **City of Menasha**, (hereinafter referred to as the **Grantee**), the amount of **\$4,258** for programs or projects pursuant to the federal Homeland Security Grant Program.

This grant may be used until **June 30, 2011** for the programs consistent with the budget and general conditions in Attachment A, subject to any limitations or conditions set forth in Attachments B and/or C, if included.

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

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

JIM DOYLE
Governor
State of Wisconsin

BY: _____

DAVID STEINGRABER
Executive Director
Office of Justice Assistance

11/18/2010

Date

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

GRANTEE: **City of Menasha**

BY: _____

NAME: **Donald Merkes**

TITLE: **Mayor**

Date

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

**OFFICE OF JUSTICE ASSISTANCE
ATTACHMENT A**

APPROVED FY'08 HOMELAND SECURITY GRANT PROGRAM BUDGET

Grantee: City of Menasha

Project Title: Homeland Security/Preparedness Volunteer Training CFDA #97.067

Grant Period: From November 1, 2010 To June 30, 2011

Grant Number: 2008-HS-11-8342

APPROVED BUDGET

		<u>Federal & Match</u>
Personnel	\$2,398	\$2,398
Employee Benefits	\$1,417	\$1,417
Travel (Including Training)		
Equipment		
Supplies & Operating Expenses	\$ 98	\$ 98
Consultants		
Other	\$ 345	\$ 345
FEDERAL TOTAL	\$4,258	
LOCAL CASH MATCH		
TOTAL APPROVED BUDGET	\$4,258	\$4,258

AWARD GENERAL CONDITIONS

1. Federal funds cannot be used to supplant local funds. They must increase the amount of funds that would otherwise be available from local resources.
2. To be allowable under a grant program, costs must be obligated (purchase order issued) or paid for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date.
3. Budget changes require prior approval from OJA.
4. Grant funds will be disbursed upon OJA receipt of copies of paid vendor invoices and requests for reimbursements (G-2) form.
5. Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 28 CFR Parts 66 and 70.
6. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
7. Failure to submit and acceptable Equal Employment Opportunity Plan (if required under 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of OJA's Certified Assurances and may result in grant termination.
8. All income generated as a direct result of an agency funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and expended as soon as possible. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income. All program income must be reported to OJA. (See OJA Financial Guide @ <http://oja.wi.gov>).
9. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: This document was prepared under a grant from the Office of State and Local Government Coordination and Preparedness (SLGCP), United States Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of SLGCP or the U.S. DHS."
10. Sub recipient acknowledges that G&T reserves a royalty- free, non-exclusive and irrevocable license to reproduce, publish , or otherwise use, and authorize others to use, for Federal government purposes: (a) the copyright in any work developed under an award or sub-award and (b) any rights of copyrights to which a recipient or sub-recipient purchases ownership with Federal support.
11. To be eligible to receive Federal preparedness funding assistance, applicants must meet NIMS compliance requirements. Additional information on achieving compliance is available through the NIMS Integration Center (NIC) at <http://www.fema.gov/emergency/nims/> or through Wisconsin Emergency Management at <http://emergencymanagement.wi.gov/>.
12. The recipient agrees that when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the US Department of Homeland Security."
13. Equipment Maintenance and Disposal – Equipment shall be maintained and available for use as intended by the grant for the duration of its useful life. Disposal of equipment must follow all applicable state, federal, and local guidelines. The grantee must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.

Award Special Conditions:

OFFICE OF JUSTICE ASSISTANCE

ATTACHMENT B

Award Special Conditions

1. Reimbursement of costs will be contingent on the submission of an emergency volunteer training roster, using the OJA approved form available at the OJA web site: <http://oja.state.wi.us/docview.asp?docid=19899&locid=97> Upload the correct roster into Egrants. Upload one roster per training session.
2. Reimbursement of costs will be contingent on the submission of a composite emergency volunteer training course/instructor evaluation form. The OJA approved form is available at the OJA web site: <http://oja.state.wi.us/docview.asp?docid=19898&locid=97> Upload the correct course/instructor evaluation form into Egrants.
3. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes. MABAS, SMART and mutual aid agreements will be used if applicable. The procedure for requesting this resource is to be on file with the County Emergency Management Director. Joint training and inter-agency collaboration for purposes of the sharing of equipment, facilities and expertise, is strongly encouraged. The grantee is required to maintain proper training and inventory records.
4. 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.
5. This funding is intended to support the activities and deliverables as outlined in the grant application and associated project proposal documents submitted to OJA. Activities other than those expressly detailed in this grant are not allowable without prior approval from OJA.
6. Application or grant modifications must be approved by OJA. In order to be considered, the applicant must be current with OJA fiscal and program reports for this grant. Grant extensions or purchase modifications will not be granted unless applicant provides a compelling reason and it meets the intent of the program strategy and spending plan.

ACKNOWLEDGEMENT NOTICE

Date: November 2010

Grantee: City of Menasha

Grant No. 2008-HS-11-8342

Project Title: Homeland Security/Preparedness Volunteer Training

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



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

1/12/2011

4/12/2011

7/30/2011 Final



FINANCIAL REPORTS (G-2) The G-2 Request for Reimbursement Form can be found at <http://oja.wi.gov> under Document Search - Homeland Security - Forms. Reports may be submitted monthly but, at a minimum, are due to OJA on:

1/12/2011

4/12/2011

7/30/2011 Final

PROGRESS REPORTS
&
FINANCIAL REPORTS
NOTE:

Reports due 04/12 include January, February and March program activity.

Reports due 07/12 include April, May and June program activity.

Reports due 10/12 include July, August and September program activity.

Reports due 01/12 include October, November and December program activity



FINAL FISCAL REPORT (G-4) should reflect final financial data in your records. All equipment purchases must be received, installed, and paid for before submitting report to OJA. Please attach copies of invoices to the G-4 which is at <http://oja.wi.gov> under Document Search - Homeland Security - Forms. Report is due to OJA on or before:



INVENTORY REPORTS should reflect final inventory in your records. All equipment purchases must be received, installed, and paid for before submitting report to OJA. Electronic Reporting in Egrants replaces the G-5 Inventory Report. Report is due in Egrants to OJA on or before:



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



OTHER:

ACKNOWLEDGEMENT

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

Date

Kathleen Endres

, Project Director

Certified Assurances

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 44 C.F.R. pt 13 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 44 C.F.R. pt 13.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any sub-grantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

CERTIFICATION

Chief Executive: I certify that applicant will comply with the above certified assurances.

Signature of Chief Executive (Co. Board Chair, Co. Executive,
Secretary)

Donald Merkes, Mayor

Typed Name/Title

Date

() -

Telephone Number

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

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE
REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) 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 grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

City of Menasha, 140 Main St, Menasha, WI 54952

Grantee Name and Address

Preparedness Volunteer Training

Project Name

Donald Merkes, Mayor

Signature of Chief Executive (Co. Board Chair, Co. Executive, Mayor)

Date

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE. OFFICE OF JUSTICE PROGRAMS
BJA NIJ OJJDP BJS OVC DHS