

**Kenosha County
Administrative Proposal Form**

1. Proposal Overview

Division: Law Enforcement Department: SHERIFF

Proposal Summary (attach explanation and required documents):

Resolution: To accept \$4,500 of grant funds from the Wisconsin Emergency Management (Fed 97.067) - Homeland Security ALERT Bomb Communications Headsets. The awarding agency is not requiring a hard match for this award, therefore, no additional tax levy dollars are requested to implement this grant award.

Dept./Division Head Signature: Capt. [Signature] Date: 7/5/22

2. Department Head Review

Comments:

Recommendation: Approval Non-Approval

Department Head Signature: Chief Deputy [Signature] Date: 7-5-22

3. Finance Division Review

Comments:

Recommendation: Approval Non-Approval

Finance Signature: [Signature] Date: 7/12/22

4. County Executive Review

Comments:

Action: Approval Non-Approval


Executive Signature: [Signature] Date: 7/25/2022

Revised 01/11/2001 (5/10/01)

DISTRIBUTION

- Original Returned to Requesting Dept.
- Department attaches the Original to the Resolution to County Board
- Copy to Secretary of Oversight Committee to distribute in packets with Resolution
- Copy to Requesting Department File

**KENOSHA COUNTY
BOARD OF SUPERVISORS
RESOLUTION NO. _____**

| | | | |
|--|------------------------------------|---|--------------------------------------|
| Subject: 2022 Grant Award (FY'20)– Homeland Security – Wisconsin Emergency Management/ HS ALERT Bomb Communication Headsets | | | |
| Original <input checked="" type="checkbox"/> | Corrected <input type="checkbox"/> | 2 nd Correction <input type="checkbox"/> | Resubmitted <input type="checkbox"/> |
| Date Submitted: 7/1/22 | | Date Resubmitted | |
| Submitted By: Judiciary & Law Enforcement Committee & Finance/Administration Committee | | | |
| Fiscal Note Attached <input checked="" type="checkbox"/> | | Legal Note Attached <input type="checkbox"/> | |
| Prepared By: Lt. Steven T. Beranis, Bomb Squad Commander | | Signature:  | |

WHEREAS, the Kenosha County Sheriff's Department, as the Agency in charge of the Kenosha County Sheriff's Bomb Squad, has been awarded \$4,500 from the State of Wisconsin Emergency Management through the Homeland Security-WEM/HS Alert Bomb Communication Headsets.

WHEREAS, the Kenosha County Sheriff's Department Bomb Squad is a regional response team that responds to and processes Hazardous Device Incidents in Kenosha County and the Southeast Wisconsin Region, and

WHEREAS, the grant will allow the purchase of specialized communication headsets.

WHEREAS, the awarding agency is not requiring a hard match for this award, therefore, no additional tax levy dollars are requested to implement this grant award, and

WHEREAS, the project funding period for this grant begins July 11, 2022 and expires December 31, 2022.

NOW, THEREFORE BE IT RESOLVED, that the Kenosha County Board of Supervisors accept this grant and approve the revenue and expenditure budget modifications, to the 2022 budget, as per the budget modification form, which is incorporated herein by reference, and

BE IT FURTHER RESOLVED, that any unobligated grant funds remaining available at year end be hereby authorized for carryover to subsequent years until such time as the grant funds are expended in accord with the grant requirements.

Note: This resolution requires no funds from the general fund. It increases revenues by \$4,500 and increases expenditures by \$4,500.

Respectfully Submitted,
JUDICIARY AND LAW ENFORCEMENT COMMITTEE

| | <u>Aye</u> | <u>No</u> | <u>Abstain</u> | <u>Excused</u> |
|--|--------------------------|--------------------------|--------------------------|--------------------------|
| _____ Supervisor Zach Rodriguez, Chair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Brian Bashaw, Vice Chair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Laura Belsky, 2 nd Vice Chair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Mark Nordigian | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Erin Decker | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor John Franco | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Jeff Wamboldt | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FINANCE/ADMINISTRATION COMMITTEE

| | <u>Aye</u> | <u>No</u> | <u>Abstain</u> | <u>Excused</u> |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| _____ Supervisor Terry Rose, Chair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Dave Geertsøn, Vice Chair | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor John Poole | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Erin Decker | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Tim Stocker | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Brian Bashaw | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| _____ Supervisor Bill Grady | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**HS ALERT Bomb Communications Headsets
2020**

Grant Announcement

**Applications must be submitted through
Egrants on or before June 15, 2022**

Contact Information for this Notice of Funding Opportunity

Program Manager: Rod Stearns (608) 381-8010
Rod.Stearns@wisconsin.gov

Grants Specialist: Rebecca Thompson (608) 242-3236
Rebecca2.Thompson@wisconsin.gov

Submit 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. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egrants.us

The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

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/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>

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

WEM Egrants website: <https://wem.egrants.us>

Requirements for Federally Funded Grants

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 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/egrants/How to Register in SAM.GOV.pdf](https://dma.wi.gov/DMA/divisions/wem/egrants/How%20to%20Register%20in%20SAM.GOV.pdf)

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

Notice of Funding Opportunity: HS ALERT Bomb Communications Headsets 2020

Description: This grant will support the Aligned Law Enforcement Response Team (ALERT) initiative by allowing Bomb Squads with the regional response teams to purchase specialized communication headsets designed with a push-to-talk system and hearing protection.

WEM will provide grant funds for the communication headsets and any accessories required to use adequately with their current radios.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: June 15, 2022

Project Start Date: July 11, 2022

Project End Date: December 31, 2022

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted as Quarterly.

Equipment grants will require an Inventory Report in addition to program and financial report. An Inventory Report must be submitted prior to grant closeout and final reimbursement.

Financial Reports Frequency must be submitted as a final only.

Anticipated Funding Amount: As approved by the Administer, Wisconsin Emergency Management, the dollar amount available under this funding opportunity is \$22,500

Match/Cost Sharing Requirement: None. However, any costs over the eligible amount will be the responsibility of the agency.

Eligibility: The only eligible applicant will be the Brown County Sheriff's Office, Kenosha County Sheriff's Office, Milwaukee Police Bomb Squad, Marathon County Sheriff's Office, and Milwaukee County Sheriff's Office. Each agency is eligible for \$4,500.

Eligible Expenses: Funding may be used for Equipment. 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. This will include shipping.

Notice of Funding Opportunity: HS ALERT Bomb Communications Headsets 2020

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 the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. 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. An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

- The Signatory is the highest elected official. (example: Mayor, County Board Chair, Tribal Chair, etc.) For a non-profit this would be the Board President
- The Financial Officer – Person at the applicant agency who is responsible for financial reporting.
- The Project Director – Person at the applicant agency who is responsible for the project and for programmatic reporting.
- An Alternate contact may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

In the Brief Project Description text box, please describe your project. 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?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

4. 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 course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations.

5. Free Style Questionnaire- Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

Application Review and Award Criteria

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

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.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Equipment Training

All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.

2. Equipment subject to mutual aid agreements

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.

3. Equipment Maintenance and Disposal

Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient 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.

4. Sustainment Costs

Agencies that accept funding are responsible for all sustainment costs.

5. ALERT Equipment

Agencies accepting funding understand that equipment is intended to support regional law enforcement response efforts with ALERT. In the event that an agency is separated from the ALERT program, all equipment must be surrendered or transferred as directed by the ALERT Executive Committee.

6. Procurement

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.

7. Grant Modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

8. SAM Requirement

SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.”

KENOSHA COUNTY EXPENSE/REVENUE BUDGET MODIFICATION FORM

DEPT/DIVISION: **SHERIFF** 2022

| | |
|------------------|------------------|
| DOCUMENT # _____ | G/L DATE _____ |
| BATCH # _____ | ENTRY DATE _____ |

PURPOSE OF BUDGET MODIFICATION (REQUIRED): To modify Sheriff Operations 2022 budget to recognize grant funding from the Department of Homeland Security to fund the purchase of bomb communication headsets

| (1) MAIN ACCOUNT DESCRIPTION EXPENSES | (2) | | | | | | BUDGET CHANGE REQUESTED | | (5) ADOPTED BUDGET | (6) CURRENT BUDGET | (7) ACTUAL EXPENSES | AFTER TRANSFER | |
|--|------|----------|--------------|-----------|---------|-------------|--------------------------------|--------------------------------|--------------------------|--------------------------|---------------------------|--------------------------|-----------------------------|
| | FUND | DIVISION | SUB-DIVISION | MAIN ACCT | PROJECT | SUB-PROJECT | (3) EXPENSE INCREASE (+) | (4) EXPENSE DECREASE (-) | | | | (8) REVISED BUDGET | (9) EXPENSE BAL AVAIL |
| WI DMA-HLS Program | 100 | 210 | 2130 | 530050 | | | 4,500 | | 42,042 | 44,098 | 27,562 | 48,598 | 21,036 |
| EXPENSE TOTALS | | | | | | | 4,500 | 0 | 42,042 | 44,098 | 27,562 | 48,598 | 21,036 |

| REVENUES | FUND | DIVISION | SUB-DIVISION | MAIN ACCT | PROJECT | SUB-PROJECT | REVENUE DECREASE (+) | REVENUE INCREASE (-) | ADOPTED BUDGET | CURRENT BUDGET | REVISED BUDGET |
|----------------|--------------------|----------|--------------|-----------|---------|-------------|-------------------------|-------------------------|-------------------|-------------------|-------------------|
| | WI DMA-HLS Program | 100 | 210 | 2130 | 442605 | | | | 4,500 | 0 | 0 |
| REVENUE TOTALS | | | | | | | 0 | 4,500 | 0 | 0 | 4,500 |

COLUMN TOTALS (EXP TOTAL + REV TOTAL)

| | |
|-------|-------|
| 4,500 | 4,500 |
|-------|-------|

PREPARED BY: Angela Khabbaz 6/27/2022 DIVISION HEAD: Capt. [Signature] DATE: 7/1/22
 DEPARTMENT HEAD: [Signature] DATE: 7-25-22
 FINANCE DIRECTOR: [Signature] 7/26/22 DATE: _____
 COUNTY EXECUTIVE: [Signature] DATE: 7/28/2022

- Please fill in all columns:
 (1) & (2) Main Account information as required
 (3) & (4) Budget change requested
 (5) Original budget as adopted by the board
 (6) Current budget (original budget w/past mods.)
 (7) Actual expenses to date
 (8) Budget after requested modifications
 (9) Balance available after transfer (col 8 - col 7).

SEE BACK OF FORM FOR REQUIRED LEVELS OF APPROVAL FOR BUDGET MODIFICATION.