

Appendix

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*The sample forms that follow are provided as a general guide for sub-grantees. Forms may vary across programs.

Grant Award



State of Wisconsin

JIM DOYLE
Governor

DAVID STEINGRABER
Executive Director

131 W Wilson Street
Suite 610
Madison WI 53702-0001

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

BYRNE LAW ENFORCEMENT ASSISTANCE PROGRAM
Task Force Operations
DB-04-SW-0099

The Office of Justice Assistance (OJA), on behalf of Governor Jim Doyle, hereby awards to **Madison County**, (hereinafter referred to as the **Grantee**), the amount of \$ **200,000** for programs or projects pursuant to the federal Anti-Drug Abuse Act of 1988.

This grant may be used until **December 31, 2005** for the programs enumerated in Attachment A to this grant award, subject to any limitations or conditions set forth in Attachments B and/or C to this grant award.

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.

This grant shall become effective, and funds may be obligated (unless otherwise specified in Attachments A and 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

Date

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

GRANTEE: **Madison County**

BY: _____
NAME: **John Doe**
TITLE: **County Board Chairperson**

Date

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

**BYRNE LAW ENFORCEMENT ASSISTANCE PROGRAM
ATTACHMENT A**

Grantee: Madison County
 Project Title: Task Force Operations CFDA #16.579
 Grant Period: From January 1, 2005 To December 31, 2005
 Grant Number: DB-04-SW-0099 Program Area: 02

APPROVED BUDGET

	Federal	OJA State Match	Local Match
Personnel	\$ 100,000	\$ 15,000	\$ 20,000
Travel	\$	\$	\$
Equipment	\$ 10,000	\$	\$
Supplies/Operating Expenses	\$ 10,000	\$	\$
Consultants/Contractual	\$ 30,000	\$ 15,000	\$
Confidential Funds	\$	\$	\$
Unallotted	\$	\$	\$
FEDERAL TOTAL	\$ 150,000		
OJA STATE MATCH		\$ 30,000	
LOCAL MATCH			\$ 20,000
TOTAL BUDGET	\$ 200,000		

Special Notes:

1. The 1988 Anti-Drug Abuse Act requires a 25% cash match. The State of Wisconsin is providing 15% and recipient agencies must generate at least the remaining 10%. Recipient agencies may contribute more than the 10% match if they so choose.
2. Grantees may not reduce or eliminate appropriation level of the local matching funds during the grant period.
3. Budget changes in excess of 10% of the approved line item amount and any increases for personnel compensation not included in the approved budget require approval from OJA. **All changes to the contractual category require prior OJA approval.**
4. To be allowable under a grant program, costs must be paid or obligated for services provided during the grant period. If obligated by the end of the grant period, payment must be made within 60 days of the grant period ending date.
5. Subgrantees acknowledge that failure to submit an acceptable Equal Employment Opportunity Plan (if required to submit one pursuant to 28 CFR 42.302) that is approved by the Federal Office of Civil Rights, is a violation of its Certified Assurances and may result in the suspension of the grant.

Special Conditions: n/a

**BYRNE LAW ENFORCEMENT ASSISTANCE PROGRAM
ACKNOWLEDGEMENT NOTICE**

Grantee: Madison County Date December, 2004
Grant No. DB-04-SW-0099
Project Title: Task Force Operations

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

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

7/12/2005 2/28/06 FINAL

NOTE: Reports due 01/12 include July through December program activity.
Reports due 07/12 include January through June program activity.

FINANCIAL REPORTS serve two functions: to report fiscal status and to request funds. Reports may be submitted monthly but, at a minimum, are due to OJA on:

4/12/2005 7/12/2005 10/12/2005 1/12/2006

2/28/2006 FINAL

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.

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

OTHER: _____

ACKNOWLEDGEMENT

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

_____, Project Director
Date Signature

Completion of this form is required by s. 16.964, Wis. Stats. Release of funds is contingent upon completion.

G-2 Financial Report

This information can be found on Attachment A of your grant award.

FINANCIAL REPORT/FUND REQUEST (G-2)
 STATUTE 16.964
 OJA-118 BYRNE (3/04)

OFFICE OF JUSTICE ASSISTANCE
 131 W. WILSON, SUITE 610
 MADISON, WI 53702-0004
 (608) 266-3323

SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING FORM

GRANTEE NAME (AS SHOWN ON GRANT AWARD) MADISON COUNTY	REPORT PERIOD 1/1/05 THRU 3/31/05	GRANT NUMBER DB-04-SW-0099
PROJECT TITLE TASK FORCE OPERATIONS	GRANT PERIOD FROM: 1/1/05 TO: 12/31/05	
IS THIS THE FINAL REPORT FOR THIS GRANT? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		

PART I: EXPENSES - ROUND AMOUNTS TO NEAREST DOLLAR - REPORT ACTUAL EXPENSES.

FEDERAL BUDGET CATEGORIES	(1) CURRENT EXPENSES	(2) EXPENSES TO DATE	(3) APPROVED BUDGET	(4) BALANCE
PERSONNEL	\$ 25,000	\$ 25,000	\$ 100,000	\$ 75,000
TRAVEL/TRAINING	\$	\$	\$	\$
EQUIPMENT	\$ 0	\$ 0	\$ 10,000	\$ 10,000
SUPPLIES/OPERATING	\$ 2,000	\$ 2,000	\$ 10,000	\$ 8,000
CONTRACTUAL	\$ 7,500	\$ 7,500	\$ 30,000	\$ 22,500
CONFIDENTIAL FUNDS	\$	\$	\$	\$
UNALLOTTED	\$	\$	\$	\$
FEDERAL TOTAL	\$ 34,500	\$ 34,500	\$ 150,000	\$ 115,500
STATE MATCH	\$ 7,500	\$ 7,500	\$ 30,000	\$ 22,500
LOCAL MATCH	\$ 5,500	\$ 5,500	\$ 20,000	\$ 14,500
GRAND TOTAL	\$ 47,500	\$ 47,500	\$ 200,000	\$ 152,500

PART II: FUNDS REPORT AND REQUEST

	RECEIVED TO DATE	NOW REQUESTED
FEDERAL FUNDS	\$	\$ 34,500
STATE MATCH	\$	\$ 7,500
LOCAL MATCH	\$ 5,500	
TOTAL	\$	\$42,000

PART III: PROGRAM INCOME

	CURRENT REPORT PERIOD	TO DATE
EARNED	\$	\$
EXPENDED	\$	\$

FOR OJA OFFICE USE ONLY:

AMOUNT VOUCHERED _____	CODE _____
DATE VOUCHERED _____	VOUCHER NO. _____
CONDITIONS: YES NO	

PERSON/TELEPHONE # RESPONSIBLE FOR G-2 COMPLETION:
 NAME: JOHN DOE TELEPHONE: (555) 555-5555

PART IV: GRANTEE CERTIFICATION
 I CERTIFY THAT THE ABOVE REPORT IS COMPLETE AND THAT ALL INFORMATION IS CONTAINED IN THE PERMANENT FISCAL RECORDS OF MY ORGANIZATION. ORIGINAL SIGNATURES OF BOTH THE PROJECT DIRECTOR AND FINANCIAL OFFICER MUST BE PROVIDED.

 SIGNATURE OF PROJECT DIRECTOR DATE SIGNATURE OF FINANCIAL OFFICER DATE

Both original signatures are required for payment.

Please see 'Program Income' section of Guide.

This box must be checked before submission.

This information can be found on Attachment A of your grant award.

G-4 Termination Report (Homeland Security)

TERMINATION REPORT (G-4)
 STATUTE 16.964
 OJA-116 HOMELAND SECURITY (R 11/04)

OFFICE OF JUSTICE ASSISTANCE
 131 W. WILSON, SUITE 610
 MADISON, WI 53702-0001
 (608) 266-3323

PART I. GRANTEE IDENTIFICATION:

GRANTEE: MADISON COUNTY
 YES NO ALL EQUIPMENT HAS BEEN RECEIVED

GRANT NUMBER: HS-05-WC-0123
 GRANT PERIOD: 10/1/05—9/30/06

PART II. EXPENDITURE REPORT:

	(A) TOTAL APPROVED BUDGET	(B) GRANT FUNDED EXPENDITURES	(C) TOTAL ACTUAL EXPENDITURES
1) PERSONAL PROTECTIVE EQUIPMENT (PPE)	12000.00	12549.00	12549.00
2) EXPLOSIVE DEVICE MITIGATION REMEDIATION			
3) CBRNE OPERATIONAL & SEARCH & RESCUE	7000.00	7198.00	7198.00
4) INFORMATION TECHNOLOGY			
5) CYBERSECURITY ENHANCEMENT			
6) INTEROPERABLE COMMUNICATIONS	24000.00	18959.90	18959.90
7) DETECTION EQUIPMENT			
8) DECONTAMINATION EQUIPMENT			
9) MEDICAL SUPPLIES & PHARMACEUTICALS			
10) POWER EQUIPMENT			
11) CBRNE REFERENCE MATERIALS			
12) CBRNE INCIDENT RESPONSE VEHICLES	60000.00	55998.00	55998.00
13) TERRORISM INCIDENT PREVENTION			
14) PHYSICAL SECURITY ENHANCEMENT			
15) INSPECTION & SCREENING SYSTEMS			
16) AGRICULTURE TERRORISM PREVENTION, ETC			
17) CBRNE RESPONSE WATERCRAFT			
18) CBRNE AVIATION EQUIPMENT			
19) CBRNE LOGISTICAL SUPPORT EQUIPMENT	7000.00	6998.00	6998.00
20) INTERVENTION EQUIPMENT			
21) OTHER AUTHORIZED EQUIPMENT		4999.90	4999.90
GRAND TOTAL	110000.00	106702.80	106702.80

PART III. OTHER PROGRAM ACTIVITY (if applicable)

PROGRAM INCOME EARNED _____
 PROGRAM INCOME EXPENDED _____

PART IV. CERTIFICATION:

PROJECT DIRECTOR _____ DATE _____ FINANCIAL OFFICER _____ DATE _____

Please see 'Program Income' section of Guide.

Both original signatures are required for grant close-out.

G-5 Equipment Inventory List

Verify correct category for each item.

This should reflect the Actual Cost of Items.

This should reflect the amount funded by OJA.

This information is required for reimbursement.

FINANCIAL INVENTORY LIST (G-5)
(TO ACCOMPANY FINAL G-4 TERMINATION REPORT)
OJA-1210 HOMELAND SECURITY (R 11 04)

OFFICE OF JUSTICE ASSISTANCE
 131 W. WILSON, SUITE 610
 MADISON, WI 53702-0001
 (608) 266-3323

EQUIPMENT CATEGORY (ITEMS #1-21)	ITEM DESCRIPTION	QTY	UNIT COST	TOTAL COST	GRANT AMOUNT FUNDED	ACQUISITION DATE	PHYSICAL LOCATION OF EQUIPMENT
1	Millennium 2000 Mask	25	215.99	5399.75	5399.75	12/20/05	A Police Dept.
1	Millennium 2000 Mask	25	215.99	5399.75	5399.75	12/20/05	B Police Dept.
1	Millennium 2000 Filter	25	34.99	874.75	874.75	12/20/05	A Police Dept.
1	Millennium 2000 Filter	25	34.99	874.75	874.75	12/20/05	B Police Dept.
3	Thermal Imaging Camera	1	3599.00	3599.00	3599.00	12/20/05	R Fire Dept.
3	Thermal Imaging Camera	1	3599.00	3599.00	3599.00	12/20/05	S Fire Dept.
6	MDT	5	1895.99	9479.95	9479.95	1/30/06	A Police Dept.
6	MDT	5	1895.99	9479.95	9479.95	1/30/06	B Police Dept.
12	Towing Vehicle	1	27999.00	27999.00	27999.00	10/18/05	S Fire Dept.
12	Towing Vehicle	1	27999.00	27999.00	27999.00	10/18/05	U Fire Dept.
19	Trailer	1	3499.00	3499.00	3499.00	11/27/05	S Fire Dept.
19	Trailer	1	3499.00	3499.00	3499.00	11/27/05	U Fire Dept.
21	MDT Installation	5	475.00	2375.00	2375.00	12/20/05	A Police Dept.
21	MDT Installation	5	475.00	2375.00	2375.00	12/20/05	B Police Dept.
21	Shipping-ACME Equipment	1	249.90	249.90	249.90	--	--

NUMBER OF CRITICAL INFRASTRUCTURE STRUCTURES HARDENED **0**

WE CERTIFY THE ABOVE INFORMATION TO BE TRUE AND CORRECT TO THE BEST OF OUR KNOWLEDGE. WE ALSO CERTIFY THAT ALL OF THE ABOVE EQUIPMENT WILL CONTINUE TO BE UTILIZED FOR HOMELAND SECURITY PURPOSES, AND WILL REMAIN WITHIN THE AGENCY.

PROJECT DIRECTOR _____ DATE _____ FINANCIAL OFFICER _____ DATE _____
 Completion of this form is required by s. 16.964 Wis. Stats. Failure to comply could result in suspension of funding and/or disallowance of incurred costs.

Both original signatures are required for grant close-out.

Certified Assurances



OMB APPROVAL NO. 1121-0140
EXPIRES 01/31/2006

STANDARD 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 28 C.F.R. pts. 66 or 70 (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 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
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 subgrantees 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. §7 94); 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.

Signature _____

Date _____

Lobbying/Debarment Form



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 (Nonprocurement) 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 subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients 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.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

Frequently Asked Questions Form

Office of Justice Assistance FAQ SHEET – (Frequently Asked Questions)	
<p>1. What do I do with the award document?</p> <p>Read the award document and special conditions right away. If you accept the terms and conditions of the award, have your designated official sign a copy of the award document and return one full set of the award documents to OJA and retain one full set for your records. If you do not accept the terms/conditions, contact OJA program and planning analyst noted in the award letter immediately. NOTE: OJA will not disburse funds unless we have received these signed documents.</p>	<p>3. If I have questions about my grant, who do I contact?</p> <p>Program related questions: Contact the program and planning analyst identified in the award letter or through one of the emails below. Phone: 608-266-3323 Fax: 608-266-6676 Email: criminaljustice@oja.state.wi.us jvtriale.justice@oja.state.wi.us homeandsecurity@oja.state.wi.us violenceagainstwomensect@oja.state.wi.us statisticalanalysis.center@oja.state.wi.us justiceplanning@oja.state.wi.us publicinformation@oja.state.wi.us wjias@oja.state.wi.us</p>
<p>2. How do I obtain payment?</p> <p>The process for requesting reimbursement is through OJA's G-2 Request for Reimbursement Form, unless noted in your grant special conditions. An electronic version can be found at OJA's website http://oja.state.wi.us. Original signatures are required so please obtain appropriate signatures and forward to the address shown in #5. Questions can be forwarded to fiscal.management@oja.state.wi.us or at 608-266-3323.</p>	<p>4. What are my reporting responsibilities?</p> <p>Financial questions: Contact the grant / fiscal specialist Phone: 608-266-3323 Fax: 608-266-6676 Email: fiscal.management@oja.state.wi.us / grants.management@oja.state.wi.us</p> <p>Upon initial award: Sign and return the award document and special conditions to confirm award acceptance, if required. Follow instructions in award package to notify your grant specialist of your compliance with applicable special conditions, if applicable.</p> <p>Financial Reports: Request for Reimbursement forms, "G-2" is required according to the dates shown on Acknowledgement Notice of the award documents.</p> <p>All final Financial and Progress Reports are due no later than 60 days from the end date of the grant period.</p> <p>Audit Reports: In accordance with the OMB Circular A-133, a single audit report may be required. A special condition is included with your award which details reporting requirements for the audit reports. Please review that special condition.</p> <p>EBOP: Grantees having more than 50 employees and receiving more than \$500,000 of Federal funds in one year are required to submit an Equal Employment Opportunity Plan to OJA for Federal approval/submitance.</p>
<p>Electronic copies of all of our financial and progress reports can be found at http://oja.state.wi.us</p>	<p>5. What is the official address for OJA?</p> <p>State of Wisconsin Office of Justice Assistance 131 W. Wilson Street, Suite 610 Madison, WI 53702-0001</p>

Published by the
Wisconsin Office of Justice Assistance

131 W. Wilson St., Suite 610
Madison, WI 53702

Phone: (608) 266-3323

Fax: (608) 266-6676

<http://oja.state.wi.us>