### WISCONSIN DEPARTMENT OF JUSTICE

## Overdose Fatality Review Program 2020

### **Grant Summary Sheet**

Grantee or Unit of Government: Sauk County

Project Name: Sauk County Overdose Death Review Team

Address: Sauk County Health Department, 505 Broadway, Baraboo,

Wisconsin, 53913-2183

Project Director: Sara Jesse

Phone number: 608-355-4308

Signing Official: Timothy McCumber, County Board Chair, Sauk County,

505 Broadway Street, Baraboo, Wisconsin 53913-2183

Amount of Total Award: \$29,894

#### **SUMMARY OF GRANT:**

Funds will be used by the Sauk County Health Department to facilitate a multi-agency overdose death review team to conduct confidential case reviews of overdose fatalities in Sauk County. The overdose death review team will prevent future overdose deaths in Sauk county by identifying missed opportunities for prevention and gaps in systems; building relationships between local stakeholders; recommending and implementing changes in policies, programs, practices, and laws; and informing local substance misuse and overdose prevention strategies.

Name of Program Manager: Caroline Kull

Phone number: 608-267-1928

Name of Grant Specialist: April Little

Phone number: 608-267-1314



# STATE OF WISCONSIN DEPARTMENT OF JUSTICE

Josh Kaul Attorney General

Room 114 East, State Capitol PO Box 7857 Madison WI 53707-7857 (608) 266-1221 TTY 1-800-947-3529

April 13, 2020

Sara Jesse, Community Health Strategist Sauk County Health Department 505 Broadway Baraboo, WI 53913-2183

Re:

Sauk County Overdose Death Review Team DOJ Grant Number: 2020-PD-01-15769

Dear Ms. Jesse:

The Wisconsin Department of Justice, Division of Law Enforcement Services has approved a grant award to Sauk County in the amount of \$29,894. These funds are from the Wisconsin Department of Justice's Overdose Fatality Review Program available through the Centers for Disease Control and Prevention. This grant supports Sauk County's "Overdose Death Review Team."

To accept this award, please have the authorized official sign the Signatory Page, Certified Assurances and Debarment Forms in addition to initialing the bottom right corner of Attachment A and B, if enclosed. The project director should sign the acknowledgement notice. One of the two award packets enclosed should be returned to the Wisconsin Department of Justice within 30 days. The other should be maintained for your records. Funds cannot be released until all signed documents are received and any special conditions are met.

As project director, you will be responsible for all reporting requirements outlined in the grant award and seeing that funds are administered according to the approved application materials and certifications. Please refer to the FAQ sheet enclosed for contact information and grant guidelines. We look forward to a collaborative working relationship with you.

Sincerely,

Attorney General

Joshua J. Kal

JLK:AWL:alm

Enclosures



### STATE OF WISCONSIN DEPARTMENT OF JUSTICE

Josh Kaul **Attorney General** 

Room 114 East, State Capitol PO Box 7857 Madison WI 53707-7857 (608) 266-1221 TTY 1-800-947-3529

### OVERDOSE FATALITY REVIEW PROGRAM GRANT AWARD Sauk County Overdose Death Review Team 2020-PD-01-15769

The Wisconsin Department of Justice (DOJ), hereby awards to the Sauk County, (hereinafter referred to as the Grantee), the amount of \$29,894 for programs or projects pursuant to the Public Health Service Act, Sections 301, 317, 391, 392, 393, and 394, as amended, 42 U.S.C. 241.

This grant may be used until August 31, 2020 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 Wisconsin Department of Justice. 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 Wisconsin Department of Justice.

Attorney General

Wisconsin Department of Justice

4/13/2020

Date

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

GRANTEE: Sauk County

NAME: Timothy McCumber

TITLE: County Board Chair

# WISCONSIN DEPARTMENT OF JUSTICE ATTACHMENT A

Grantee:	Sauk County	WEAR AND	
Project Title:	Sauk County Overdose Deatl	n Review Team	CFDA# 93.136
Grant Period:	From September 1, 2019	To August 31,	2020
Grant Number:	2020-PD-01-15769	Program Area: 01	

#### APPROVED BUDGET

Personnel	\$17,315
Employee Benefits	\$7,530
Travel (Including Training)	\$4,899
Supplies & Operating Expenses	\$ 150
Consultants	
Other	
TOTAL APPROVED BUDGET	\$29,894

#### **Award Conditions:**

- 1. All changes to the submitted budget require prior Department of Justice approval.
- 2. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.
- 3. Failure to submit an 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 DOJ's Certified Assurances and may result in grant termination.
- 4. If the grant award budget contains wages, the grantee's records must be maintained in a form that, at any time, an auditor or Department of Justice representative would be able to identify the use of the Federal and Matching funds. These records should include information such as employee name, rate of pay, hours worked and amount of time dedicated to the grant project.
- 5. 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.
- 6. Grant funds will be disbursed upon Department of Justice receipt of copies of paid vendor invoices and requests for reimbursement (G-2).
- 7. Fees for independent consultants may not exceed the federal rate of \$650/day per eighthour day or \$81.25/hour.

- 8. Reimbursement for travel (i.e. mileage, meals, and lodging) is limited to state rates.
- 9. Recipient fully understands Department of Justice has the right to suspend or terminate grant funds to any recipient that fails to conform to the requirements (Special/General Conditions and General Operating Policies) or that fails to comply with the terms and conditions of its grant award.
- 10. All contracts pertaining to this grant must be submitted to Department of Justice within 30 days of receipt of Grant Award Documents.

Special Conditions:

### OVERDOSE FATALITY REVIEW PROGRAM AWARD GENERAL CONDITIONS ATTACHMENT B

By acceptance of this award the Grantee agrees to each of the following conditions:

- 1. Grant recipients are advised that Department of Justice (DOJ) will monitor grants to ensure that funds are expended for appropriate purposes and that recipients are complying with state and federal requirements as described in the grant award contract. This includes timely completion of progress and financial reports, active efforts to achieve and measure stated goals and objectives, appropriate documentation of activities and outcomes, and adherence to any conditions included in the grant award. Projects that consistently demonstrate a lack of progress on project goals and objectives, are not expending funds, or are not progressing according to the submitted timeline may have their budget adjusted during the project period.
- 2. All procurement transactions, whether negotiated or competitively bid and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.
- 3. The recipient agrees to participate in Department of Justice-sponsored training events, technical assistance efforts, or conferences held by Department of Justice or its designees, upon Department of Justice's request. Grantees must participate in scheduled events, allow a programmatic or financial site visit, and accept technical assistance from Department of Justice. The development and implementation of the partnership must be conducted with input and guidance from Department of Justice and the Technical Assistance provider. Projects that consistently demonstrate a lack of progress on project goals and objectives, are not expending funds, or are not progressing according to the submitted timeline may have their budget adjusted during the project period.
- 4. The Wisconsin Department of Justice reserves the right to withhold grant payments if the grant recipient is delinquent paying any obligation to the Department of Justice such as Background Check fees, etc.
- 5. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.
- 6. Please be advised that a hold may be placed on any application or grant payment if it is deemed that an agency is not in good standing on other Wisconsin Department of Justice grants, is not in compliance with grant conditions, and/or is not cooperating with an ongoing DOJ grant review or audit on the current grant and all Department of Justice grants.
- 7. A hold may also be placed on any application or grant payment if it is deemed that an agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.
- 8. Grantee must make progress toward deliverables in order to draw down funds. First payments will be held until after the grantee convenes a meeting with core partnership agencies to include the local health department, medical examiner/coroner, local EMS, district attorney, and representatives from at least one local law enforcement agency including the sheriff. Second and all subsequent reimbursement requests will be held until such time as the partnership has received training from the TA provider and has begun reviewing cases and entering identified individual-level data into the case reporting system designed by the Department of Justice.

- 9. Evaluation: All grantees funded under this announcement are subject to program evaluation by the Department of Justice, Bureau of Justice Information and Analysis (BJIA). Grantees must agree to comply with all reporting, data collection and evaluation requirements, as determined by BJIA. Grantees are expected to submit identified individual-level data and partnership policy recommendations in the reporting system designed by the Department of Justice.
- 10. Program Income: To maintain consistent practices with other similar programs, and as a proven practice, projects funded under this announcement are subject to program income guidelines detailed in the federal Office of Justice Programs Financial Guide. Program income is income earned by the recipient, during the funding period, as a direct result of the award. Any fees charged to the participants of your project are considered program income. The amount earned as program income during the length of the grant period must be expended by the end of the grant period and must be used for the purposes and under the condition applicable to the award.
- 11. Grantees must agree to comply with all reporting, data collection, and evaluation requirements, as determined by DOJ's Bureau of Justice Information and Analysis. Grantees will be expected to submit identified data on reviewed decedents into the REDCap system designated by DOJ.
- 12. All third-party contracts the grantee enters into pertaining to performance of this grant must be submitted to Department of Justice within 30 days of receipt of Grant Award Documents.

# OVERDOSE FATALITY REVIEW PROGRAM ACKNOWLEDGEMENT NOTICE

	intee: ject Title:	Sauk Cour Sauk Cour		Death Review	Team	Date: Grant No.	April 2020 2020-PD-01-15769	
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Date	28/2020	Sara Jesse	L) (0.5)	<u> </u>	**************************************	, 1	Project Director	
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# 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. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," 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 sub-recipients shall certify and disclose accordingly.
- 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

- 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) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

- (d) 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 (b) of this certification; and
- (e) 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.
- 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. FEDERAL TAXES

A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at Ojpcompliancereporting@usdoj.gov, and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.

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

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

- 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, 810 7th Street, 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).

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

Sauk County Health Department, 505 Broadway, Baraboo, Wisconsin, 53913-	2183
Grantee Name and Address	And the state of t
Sauk County Overdose Death Review Team	
Project Name	
Timothy McCumber, County Board Chair	
Name and Title of Chief Executive	
CARRACE STATES	5/19/22
Signature of Chief Executive (Co. Board Chair, Co. Executive, Mayor)	Date

# CERTIFIED ASSURANCES OVERDOSE FATALITY REVIEW PROGRAM Updated as of 8-14-17

#### FEDERAL ASSURANCES

The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). 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, and the award term in 2 C.F.R. § 175.15(b).
- 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 subrecipients or contractors to comply) with any applicable nondiscrimination provisions, 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 Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); 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). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.
- 7. If a governmental entity: 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 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.

# CIVIL RIGHTS/NONDISCRIMINATION PROVISIONS:

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1. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

2. The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries. Part 38 of 28 C.F.R., a DOJ regulation, was amended effective May 4, 2016.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations (currently accessible at http://www.ecfr.gov/cgibin/ECFR?page=browse), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

3. In accordance with federal civil rights laws, the subrecipient shall not retaliate against individuals for taking action or participating in action to secure rights protected by these laws.

#### CERTIFICATION

Lead Agency's Chief Executive: I certify that applicant	will comply with the above contice.
Signature of Chief Executive (Co. Board Chair, Co.	5/14/20
Executive, Mayor)	Date
Timothy McCumber, County Board Chair Typed Name/Title	608-963-6581
	Telephone Number