

# **Wisconsin Emergency Management (WEM) Notice of Funding Opportunity (NOFO)**



**Emergency Planning and Community  
Right-to-Know Act (EPCRA)**

**FY2024 EPCRA Planning Grant NOFO**

**Applications must be submitted in  
Egrants on or before Tuesday, October 31, 2023.**

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## **A. Program Description**

Wisconsin Emergency Management (WEM) provides the Emergency Planning and Community Right-to-Know Act (EPCRA) Planning Grant for funding of eligible expenses that support the completion of Local Emergency Planning Committee (LEPC) administrative requirements, hazmat planning, community preparedness activities, and local exercises in accordance with Wisconsin Statutes §§[59.54\(8\)\(a\)](#), and [323.61](#), and to complete EPCRA program requirements as provided by WEM under WEM Directive 2007.2 EPCRA Planning Grant Funding. This grant is given to a county emergency management program to assist with maintaining the program and supporting local EPCRA initiatives.

## **B. Award Information**

1. Funding source: WEM's award and distribution of EPCRA Planning Grant funds to the counties is dependent upon census data and the availability of state funds from EPCRA program revenue. EPCRA program revenue is not known until after the Tier II facility reporting has been completed.
2. Assistance Listing Number (for Single Audit requirement): State ID# 465.337
3. Total amount of funds eligible: \$1,490,000.00
4. Anticipated number of awards: 72
5. Anticipated grant award amount: See Estimated Award Distribution in [Appendix II](#).
6. Anticipated grant performance/budget period: January 1, 2024, to December 31, 2024.
7. Type of grant award: Non-competitive, reoccurring, sustainment grant.
8. Expectations: Completion of Local Emergency Planning Committee (LEPC) annual federal and state administration and planning requirements.

## **C. Eligibility**

### **1. Eligible applicants**

Applicants for this funding opportunity are certifying that they are willing and able to comply with all requirements as stated in this NOFO including all rules and regulations identified in [Section F](#) of this document.

Eligible applicants are county emergency management programs which support a Wisconsin county LEPC that has been established by the county board of supervisors. For counties to be eligible for EPCRA Planning Grant funds, county emergency management programs shall meet all applicable requirements established under [42 U.S.C. Chapter 116](#) (Title III of the Superfund Amendment and Reauthorization Act of EPCRA), [42 U.S.C. 11001](#) and Wisconsin Statutes Chapters [323.60](#) and [323.61](#), as well as U.S. EPA and WEM administrative policies pertaining to EPCRA.

### **2. Cost share or local match**

There is no local match required for this grant. County emergency management programs may use EPCRA Planning Grant funds to support eligible EPCRA program expenses and for emergency management positions that support both Emergency Management Performance Grant (EMPG) and EPCRA Planning Grant deliverables that are not fully reimbursed by EMPG funds.

Any costs over the eligible award amount will be the responsibility of the agency.

### **3. Eligible costs and funding restrictions**

All expenses related to this grant must be allowable, reasonable, allocable, and incurred within the grant's performance and budget periods. Duplication of benefits and supplanting local costs are prohibited. Additional funding restrictions are included in [section D.4.](#) of this document.

All expenses must support completion of the EPCRA Planning Grant deliverables and required LEPC activities listed in [Appendix III](#). Additionally, all costs must be listed in an approved application; any expenses not listed in an approved application budget are not eligible for reimbursement, regardless of whether they fall within the approved grant period identified in the Award Notification Documents.

Each expense category in the Egrants Budget section requires a response to a question “Briefly describe the overall use of funds for this budget category.” Sample language would be “Emergency management personnel costs/employer paid benefits/supplies and operating expenses/travel and training expenses/etc.”

**a. Allowable costs**

The following direct cost categories and related costs are allowable under this funding opportunity:

Personnel

Personnel costs represent wages and salaries for an **employee of the applicant agency**. The application must include each employee for which costs may be covered by the grant. The employee’s position description must support the allowable activity and time allocated. All costs submitted for reimbursement must be supported by a timesheet or other supporting documentation reflecting that time was allocated for eligible activity.

Only the personnel listed in the approved budget will be eligible for reimbursement. Submission of position description(s) may be required to verify percentage of job duties eligible for reimbursement. Wage rate, percentage of job duties, and applicable hours/time that are listed in the description of computation must match what is being reported in submitted Position Description Information Form(s) (PDIF). Examples of Description of Computations are “\$50,000 annual salary at 25%” or “\$25/hour x 2080 hours x 25%.”

Employee Benefits

Fringe or Employee Benefit costs represent the **applicant agency’s cost** for benefits and fringe costs associated with an employee’s wages. All requirements for eligibility outlined under the Personnel cost category apply to costs under this category.

Travel (including Training)

Costs under this category must adhere to the applicant’s written travel policy. If the applicant does not have a written travel policy, then the travel provisions in the State of Wisconsin Compensation Plan will apply. The applicant must be able to provide their written policy as well as documents supporting that policy upon request unless otherwise specified in the document or any applicable rules and requirements.

Eligible costs under this category may include, but are not limited to, travel and training costs associated with EPCRA funded individual(s). Travel expenses not related to EPCRA activities or for personnel who are not listed as EPCRA funded personnel on the approved application are ineligible. Examples of eligible training and travel costs include lodging, meals, fuel, paid mileage, per diem, vehicle maintenance, conference fees, etc. These costs may be provided as a lump sum.

Supplies & Operating Expenses

Costs in this category are for equipment and/or supplies that are \$5,000.00 or less. Supplies are broadly defined as day-to-day supplies that are used on a recurring basis in general business functions and office operations. These are typically non-

technical consumables with singular usefulness in life and must be valued less than \$5,000 per unit. This includes consumables such as paper, postage, and software.

Eligible costs under this category include Operating expenses are expenses that are incurred through normal business operations. This includes operating expenses such as rent, telephone service, insurance, utilities, membership, and computer.

#### Consultant/Contractual

Costs under this category include consultant or contractual services through a third party. All costs must have a signed contractual agreement, and if appropriate must adhere to proper procurement standards. Contracts must support ECPRA activities and programs.

Each contract must be listed individually by contract position and/or entity showing the total cost of services by line item. Products and/or services should be entered in the products/services area in the consultants/contractual category. Mass notification systems (CodeRED, Nixle, RAVE, etc.), DTN weather service, Salamander licenses, etc., are examples of expenses that would be placed into this category.

If claiming consultant/contractual expenses, applicants must provide a copy of the executed contract(s) to cover the performance period and to determine eligibility of the contract. Submitting a copy of the contract at the time of application may be waived if the contract/contractor is known to be eligible for grant funding, such as mass notification systems, weather services, and credentialing systems. If the executed contract is not provided at the time of application, it must be provided at close-out only if reimbursement is being sought and prior to any payment.

#### Indirect

This includes certain indirect costs, which represent countywide operating expenses, as negotiated in the county's Cost Allocation Plan. Depreciation of buildings, vehicles, and equipment will not be allowed. Indirect costs may be provided as a lump sum. Use the description of computation box to describe in detail how you arrived at your budget amount and which cost categories were included.

Indirect costs are negotiated in the county's Indirect Cost Rate Agreement ([2 CFR 200 Subpart F](#) and [Appendix V](#)) and may be provided as lump sum. If claiming indirect expenses, applicants must provide a copy of their finalized county's Indirect Cost Rate Agreement for any county fiscal years the performance period covers. If there is not a finalized contract at the time of application, one will be required prior to payment.

Alternatively, indirect costs for county agencies are allowable if the county develops and retains on file an approvable countywide indirect cost allocation plan. Any allocated costs must be supported by a cost allocation plan. Both plans must be in accordance with the requirements of [2 CFR 200.416](#) and must be reviewed by the county's independent auditor as a part of the annual single audit.

#### Other

Cost of disposable hazmat response supplies, not to exceed \$3,000, is the only expenses that may be claimed in this category.

#### **b. Conditionally allowable costs**

There are no conditionally allowable costs for the EPCRA Planning Grant.

#### **c. Unallowable costs**

The following costs are unallowable and/or prohibited under this funding opportunity:

- Cost of contracting a local hazardous materials response team.
- Equipment.
- Activities and projects unrelated to the completion and implementation of EPCRA and emergency management functions.
- Indirect costs that include depreciation of buildings, vehicles, and equipment.

#### **4. Other eligibility criteria**

- An individual may not simultaneously serve as the head of emergency management for two or more counties per [WI § 323.14\(1\)\(a\)2](#). For the purposes of this grant, no expenses related to or incurred by an individual's work for more than one county or tribe emergency management program are eligible costs under this grant for any of the counties and/or tribes for which the individual perform such work, whether the individual performs the work as an employee or under the terms of a contract. For example, if an individual performs work for one county as an employee of that county and also performs work for a tribal emergency management program under a contract between the county and the tribe, neither the costs associated with the individual's work for the county nor the costs associated with the individual's work for the tribe are eligible costs. This prohibition applies whether the individual performs work for two or more counties, for one county and one or more tribes, or for two or more tribes.
- Counties that hire a contractor to fill the head of emergency management position shall ensure that the contract complies with all FEMA Emergency Planning Community Right-to-know Act (EPCRA) planning and administration grant requirements, all applicable Wisconsin State Statutes, and all WEM program requirements. The county shall provide WEM with a copy of the contract along with the position description for the duration of the contract until it expires or there is a change in the contract. The contract shall state that the contractor or designee will be available 24 hours a day, 7 days a week, 365 days a year to respond to emergencies

### **D. Application & Submission Information**

#### **1. Pre-application**

There are no pre-application requirements for this funding opportunity.

#### **2. Full application**

Electronic signatures are accepted on forms that require signatures if it is the policy of the county to allow electronic signatures. Adobe signatures boxes must show "Digitally signed by..." along with the date/time of the signatures. Also acceptable is a digital jpeg format or scan of a physical signature.

All required application documents must be submitted electronically through Egrants.

##### **a. Access application**

Applications must be submitted through the Egrants online grants management system accessible at <https://wem.egrants.us>. To access the Egrants system, you will need a unique username and password. If you do not currently have access to the Egrants system, please see [Section D.5](#) for Egrants registration information and troubleshooting contact information.

For special accommodations, WEM's Reasonable Accommodation Policy is available on WEM's website <https://wem.wi.gov/admin-tools/>.

Application materials are located in WebEOC® accessible at <https://wi.webeocasp.com/wi/default.aspx>. To access the WebEOC® system, you will need a username and password.

All forms needed for this NOFO and referenced WEM Directives can be found in WebEOC® in the Advanced File Library under the following locations:

- **Forms: WebEOC>Advanced File Library> Plan of Work Documents>FY24 EPCRA**
- **Directives: WebEOC>Advanced File Library>WEM External Policy Directives (on the second page of the Advanced File Library board).**

Applicants will also need access to the Wisconsin Hazmat Online Planning and Reporting System (WHOPRS) at <https://whoprs.wisconsin.gov/Account/Login.aspx> to determine off-site planning requirements.

## **b. Application Components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision.

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.

An Application Checklist is provided in WebEOC® in the location listed above. While not required, use of this checklist is highly recommended.

All Required Attachment forms must be for the current grant year.

## **(1) Main Summary**

### **(a) Agency**

### **(b) Points of Contact**

- **Project Director** – For this grant, select the individual who is responsible for execution, oversight, and administration of this grant. The Project Director cannot also be listed as the Financial Officer.
- **Financial Officer** – For this grant, select the individual who is responsible and accountable for the financial management of the awarded agency with the authority to certify expenditures. The Project Director cannot also be listed as the Financial Officer.
- **Signing Official** – For this grant, select the individual that has the authority to sign the legal agreement (County Board Chair, County Administrator, Tribal Chair, Tribal President, etc.). The Project Director and Financial Officer cannot also act as the Signing Official.
- **Alternate Contact** – This individual serves as a back-up contact in the event the Project Director is not available. This individual cannot sign or certify on behalf of the Financial Officer or Project Director.

### **(c) Performance Period**

The performance period should **not exceed** the eligible period in [section B.6](#) of this document, without proper justification to support the request for extension. Please contact the person identified in [section G](#) of this document before proceeding.

### **(d) Short Project Title**

Project Title should be formatted with the County Name, Fiscal Year, and EPCRA Planning Grant (*Example: County FY2024 EPCRA Planning Grant*).

(e) **Brief Description**

In the Brief Project Description text box, please effectively describe your project in 150 words or less. Plain language that clearly describes the intent of the project is most effective. A suggested format may be: “*Funds will be used by county emergency management and the county Local Emergency Planning Committee (LEPC) to accomplish all State of Wisconsin statutory requirements for EPCRA, and to complete EPCRA program requirements as provided by WEM under WEM Directive 2007.2 EPCRA Planning Grant Funding*”.

**(2) Performance Measures**

The only Performance Measure collected in this section is the required minimum number of active planning facility off-site plans, including new plans. This number is based on the total number of active planning facilities provided in [Appendix IV](#). For each plan, a completed plan review guide and a transmittal with facility and county emergency management and LEPC Chair signatures are required. Egrants Target equals the number of plans to be updated and/or created for the period of performance.

After entering the number of off-site facilities, change the page status to “Complete” and save the page. The remaining Performance Measures are identified in [Appendix III](#) and collected during post-award reporting rather than through this funding application process.

**(3) Budget Detail**

Only eligible costs under the appropriate cost category as described in [section C.3](#) should be included in the application. All costs must have the following in Egrants:

- (a) A description of the item.
- (b) A justification that describes how the item will be used during the grant period to meet the eligible activities and outcomes.
- (c) Detailed computations that adequately support the amount requested must include an item description, unit cost, and quantity/frequency when lump sums are not permissible. For personnel costs, description must include rate of pay, length of time, and percentage of duties. Detailed computations should be clear and reflect accurate calculations that support the total amount requested (e.g., “Annual salary of \$50,000 at 100%”). Lump sums are not acceptable unless stated otherwise below.
  - i. Lump sums are acceptable for Travel and Supplies and Operating Expense lines only. All other lines must be itemized for application.
- (d) Personnel expense totals and description of computation must match the information being reported in the submitted Position Description Information Form(s) (PDIF).

**(4) Required Attachments**

In the comment section, type “See attachments.”

Required attachments for the application are:

- Signed EPCRA Grant Agreement
  - Only the application portion should be completed.
  - The Signatures must match the Project Director and Signing Official that are listed in Egrants.
- Position Description Information Form (PDIF) for each EPCRA funded employee.



- The county's current WHOPRS Active Planning Facility Report by Municipality with the facilities marked for new and updated plans to be completed during the period of performance as defined in [Section B.6](#).
- Current LEPC membership list.
  - Membership must have at least one member from each Group Type. See [Appendix III, Section 2.a](#), for LEPC Requirements.
- Indirect Cost Rate Agreement (if claiming Indirect Costs)
  - If available at application. If not available at application, the Indirect Cost Rate Agreement or Cost Allocation Plan must be submitted at closeout and reviewed and approved by WEM before reimbursement is made.
  - Must cover the entire performance period. May require two agreements.
  - Must contain certification page.
- Contracts
  - If available at application.
  - Must cover entire performance period. May require two agreements.
  - If not available at application, the executed contract must be submitted at closeout and reviewed and approved by WEM before reimbursement is made.

**(5) Assurances**

Review the Assurances as provided. When complete, select "I agree to the Assurances" at the bottom of the page. Once the Assurances have been agreed to, change the status to "Completed" and save the page.

**3. Submission dates & times**

Applications must be submitted in Egrants on or before **Tuesday, October 31, 2023**. This grant requires full application submission in Egrants on or before the application due date. No other submissions are need for application.

**4. Funding restrictions**

Funding restrictions and eligible costs are identified in [section C.3](#) of this document. The following costs are prohibited and any violation 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.

Duplications of benefits are prohibited and include any cost allocable to a particular financial assistance award and may not be charged to other financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal or state statutes, regulations, or terms and conditions of the awards; or for other reasons. However, this prohibition would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal and state statutes, regulations, or the terms and conditions of the awards.

Supplanting is prohibited. Supplanting is the substitution of existing state or local government funding with federal grants.

Pre-award costs are allowable as long as they were incurred during the performance period. Pre-award costs are any costs that have been incurred prior to notification from WEM of either a fully executed award document or Grant Adjustment Notification (GAN).

A cost is incurred when an action or activity will result in an expense or obligation. This may be, but is not limited to, ordering items, scheduling trainings, reserving hotel rooms, signing a contract, finalizing a purchase order, hours worked, etc.

## 5. Other submission requirements

Only applications successfully submitted in the online grant management system Egrants will be considered and reviewed. To access Egrants, you must be a registered user and have a unique username and password. Sharing usernames and passwords is strictly prohibited and may result in disqualification of the user and/or agency in this and future funding opportunities.

### a. Egrants registration:

Each individual using Egrants must be registered for access to the system. To register, 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.*

Each individual that will complete any grant administration entry in Egrants must have their own Egrants login. No general agency login or use of another's login is permissible.

For the purposes of EMPG and EPCRA grants, an individual cannot have an Egrants login for more than one county and/or tribe at single time as not to violate [WI § 323.14 \(1\)\(a\)](#).

### b. Egrants technical assistance:

- (1) The Egrants User Guide is available on the Egrants log-in screen <https://wem.egrants.us/egmis/> or by the direct link [https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated\\_8-6-21.pdf](https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated_8-6-21.pdf)
- (2) The Egrants Help Desk is available on business days from 7:30am to 4:00pm through the following contact methods:
  - (a) Via phone at (608) 242-3231 or
  - (b) Via email at [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)
- (3) Once signed into the Egrants system, additional guidance is available by clicking on the Help icon in the upper right-hand corner.

Application submissions will only be accepted electronically in Egrants.

## E. Application Review and Notification of Award

### 1. Criteria

Only applications from Wisconsin county emergency management programs that are submitted on or before October 31, 2023, will be considered. Cost share is not a consideration in evaluating applications

### 2. Review and selection process

All applications submitted on or before October 31, 2023, will be screened for completeness, accuracy, and compliance with the instructions provided in this announcement.

WEM personnel will review the submitted application for completeness. At minimum, the application must include:

- Signed Grant Agreement with signatures matching the Project Director and Signing Official listed in Egrants.
- Position Description Information Form (PDIF) for each EPCRA funded employee.
- LEPC Membership List with all Groups represented.
- WHOPRS Planning Facility by Municipality report.
- The Budget must include at least Personnel and Benefits costs. All other costs are optional.

Additional documentation, such as position descriptions, contracts, etc., may be required to clarify and document eligibility of costs listed in the budget of the application. This additional documentation will be considered on a case-by-case basis based on the submitted application. The Project Director will be notified by email of any additional documentation requirements or corrections to the application. Response to any requests by WEM for additional information, documentation, or corrections shall be done within fourteen (14) business days of notification. A second notification will be sent if an applicant does not respond to the first request. If there is no response from the second request for information within seven (7) business days, corrections, or documentation, then WEM may consider the application incomplete and administratively rejected.

A position description may be required for WEM to review the position descriptions to ensure compliance with federal and state requirements and verify the emergency management duties percentage being claimed. If a position description does not meet requirements, especially regarding established time percentages dedicated to EPCRA duties, the county is subject to losing funding eligibility for that position.

See [Appendix II](#) for anticipated funding distribution and award formulas.

### **3. Anticipated Announcement and dates**

Funding of this grant is based on state funding made available at the start of the State Fiscal Year 2024 (July 1, 2024) and facility fees from Tier II reporting that are due March 1, 2024. Awards cannot be made until this funding has been secured.

It has been the practice of WEM to award both the Emergency Management Performance Grant (EMPG) and the EPCRA Planning grant simultaneously. This Notice of Funding Opportunity is released before FEMA releases the Department of Homeland Security/FEMA FFY2024 EMPG Notice of Funding Opportunity. FEMA must award the FFY2024 EMPG by September 30, 2024. WEM will award their recipients within fifteen (15) days of receipt of its award.

## **F. Award administration information**

### **1. Required information upon approval (intent) but prior to award**

Upon intent to make award, the application in Egrants will be approved and its status will be changed to "Open-Ready for Commission." No further information is needed and recipients may start modifications and/or reports while in this status.

WEM's awarding of grants and distribution of funds under this grant is contingent upon census reports and securing state funding and facility reporting fees. Should WEM not secure funding for the EPCRA Planning Grant, this funding opportunity and all applications are null and void.

### **2. Grant Award Notices**

Applicants will receive award documentation through postal mail. This document will have actual award amount, State Grant Identification Number, and any special

conditions that must be met to receive its full award. Applications will be mailed to the Project Director at the address listed in the application.

**3. Administrative & policy requirements**

All WEM Directives referenced can be found in the WebEOC® Advanced File Library in the following location: WebEOC>Advanced File Library>WEM External Policy Directives.

WEM’s disbursement of funds under this agreement is contingent upon the county/tribal emergency management program’s successful completion of all grant deliverables. A de-obligation letter will be sent to any county emergency management programs that do not use their entire award amount, or if all or part of the award amount is being de-obligated due to failure to complete grant requirements identified in this NOFO. Noncompliance will result in a temporary withholding of cash payments. If correction of noncompliance is not completed, all or part of the cost of the activity or action may be disallowed.

The following is a matrix of reduction for failure to meet grant deliverables:

<b>PERFORMANCE MEASURE</b>	<b>REDUCTION</b>
Updated Countywide Strategic Plan Uploaded in WHOPRS	10%
EPCRA Outreach Activities	10%
Publication of EPCRA Annual Legal Notice	5%
LEPC Meeting Requirement	5%
By-Law Review	5%
Designation of Compliance Inspector	5%
Required Number of Off-site Plan Creation and/or Updated and Uploaded into WHOPRS	60%

Partial credit will not be provided if only a portion of a performance measure is met. The defined reduction will be subtracted from the total eligible expenses with the exception of the required number of Off-Site Plans.

Partial credit will be considered for the number of required Off-Site Plans that had been completed and correctly uploaded into WHOPRS. The portion of the required number of Off-Site plans that was not completed will be deducted from sixty percent (60%) of the award. For example, if a county was required to update ten (10) plans in the performance period, and only nine (9) were completed, then the award will be reduced by ten percent (10%) of sixty percent (60%) of the award.

Failure to submit the program report or fiscal report by the prescribed due date will result in the loss of reimbursement of eligible expenses. To appeal, a formal letter explaining the reason for missing the deadline and requesting consideration will need to be submitted to the grant manager.

Failure to provide acceptable supporting documentation for the program report following a second request may result in a reduction in a percent as defined in the reduction matrix. Failure to provide acceptable supporting documentation for the fiscal report

following a second request may result in those expenses not being eligible for reimbursement.

**a. Standard Terms & Conditions**

All grants awarded through the Department of Military Affairs (DMA) and Wisconsin Emergency Management (WEM) must comply with the DMA/WEM Standard Terms & Conditions which are in the Egrants Assurances section.

**b. Special Conditions**

Special Conditions that are required upon award are provided in this document under [Appendix I: Special Conditions & Monitoring](#). A Special Condition may also be placed on individual applications or modifications during the review process. Special Conditions require documentation to be submitted to WEM via the Egrants Program Report within 30 days of completion or prior to seeking reimbursement, whichever is sooner.

**4. Monitoring & Reporting**

A Final Program and Fiscal Report submitted in Egrants are required on or before January 31, 2025. Forms that are needed for required attachments for both Fiscal and Program Reports are found in WebEOC® under the following path: WebEOC>Advanced File Library> Plan of Work Documents>FY24 EPCRA.

If awarded a grant, your agency will be responsible for completing the following reports and submitting the following items to receive reimbursement:

**a. Program Report**

Final Program Report required for closeout and is due 31 days following the end of the grant. Program Reports must be marked “Final.” [See Appendix III: Post Award Responsibilities and Consideration](#) for detailed instructions for each grant deliverable. A Closeout Checklist is available in WebEOC® in the Advanced File Library. While the use of the Checklist is not mandatory, it is highly recommended.

Required Attachments include:

- Grant Agreement
  - Signatures must match the Project Director and Signing Official in Egrants.
  - The signatures on the Application portion of the Grant Agreement shall not be altered.
- List of Off-Site Plans completed
- At least one set of LEPC meeting minutes that took place during the period of performance
- Proof of Publication of the EPCRA Annual Legal Notice
- LEPC meeting minutes where By-Laws were reviewed in this period of performance (if different from the already provided LEPC meeting minutes).
- Designation of Compliance Inspector (if not contained in LEPC meeting minutes)
  - Provide copy of LEPC By-Laws if the Compliance Inspector is designated within the By-Laws.
- EPCRA Outreach Documentation Tracker

Performance Measures

- Enter the number of off-site plans that were updated, created, and/or closed in the period of performance and uploaded into WHOPRS for the grant year.

#### Other Standard Questions

- Answers to these questions are used in determining if the recipient has completed all grant deliverables. The answers to these questions are also used in legislative and administrative reports to justify funding.
- All questions must be answered fully with at least one full sentence.
- Questions answered with “n/a” or one-word answers will not be accepted.

#### Final Questions

- Answers to these questions are used in determining if the recipient has completed all grant deliverables. The answers to these questions are also used in legislative and administrative reports to justify funding.
- All questions must be answered fully with at least one full sentence.
- Questions answered with “n/a” or one-word answers will not be accepted.

#### **b. Special Conditions**

A Special Condition may be placed on an application or modification during the review process. Special conditions require a document to be submitted to WEM via Egrants Project Document Attachments within 30 days of completion of the period of performance or prior to seeking reimbursement, whichever is sooner.

#### **c. Fiscal Reports**

Fiscal reports must be submitted on or before January 31, 2025. Please see Reimbursement Requests section for more information.

#### **5. Modifications**

Any request to modify an approved award must be submitted in Egrants for approval prior to the activity occurring or expenses incurred. All modification requests will be reviewed by the Program Manager for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed Grant Adjustment Notification (GAN); any related expenses incurred prior to receipt of a signed modification approval may not be eligible for reimbursement.

At a minimum, modification requests must be submitted to WEM via Egrants for the following changes:

##### **a. Primary Contact(s) of the grant**

Change of a Signing Official, Fiscal Officer, or Project Director.

##### **b. Extension of the performance/budget period**

Changes to the grant period must be submitted prior to the approved end date of the grant. Please note that this does apply when only requesting a delay or extension to reporting due dates.

##### **c. Scope of work**

Changes to the scope, objectives, performance measures and intent of the approved award.

##### **d. Personnel wages, duties, and title changes**

Changes to personnel, positions, and duty percentage that are not listed in the approved application budget. Individual's name with correct job title must be listed in the Personnel and Benefits expense lines for those wages and benefits to be eligible for reimbursement. New personnel and personnel that have changes in their job titles, duties, wages, and/or percentage of eligible wages and benefits due to promotions, demotions, or changes of job duties must be added to the Personnel and Budget lines.

##### **e. Budget adjustment**

Changes to the budget that do not fall within a change to the scope or objective may include a change to the total award or moving funds between cost categories by ten percent (10%) of the total award. A modification would also be needed if there are items that need to be added to the budget that were not included or had budget category of zero at time of application.

## 6. Reimbursement Requests

### a. Requirements

Payments will be made on a reimbursement basis once all requirements, activities and expenses have been completed by the grantee and verified by WEM.

Guidance regarding requirements and process is accessible through the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>.

### b. Submission

WEM requests that all EPCRA applicable expenses be reported up to but not to exceed 110% of approved budget amount. This allows WEM to justify additional funding from state authorities. However, only Payroll Reports to support personnel costs are required. If award requirements are higher than personnel costs, supply supporting documentation for expenses that are being requested for reimbursement until award requirements have been maximized.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants. The following documentation is required to be attached to and submitted with the Fiscal Reports in Egrants:

- (a) **Required:** A Reimbursement Request Form generated in the Egrants Fiscal Report and signed by the recipient's Project Director and Financial Officer.
- (b) **Required:** Payroll Report.
  - i. A completed Annual Payroll Report or Bi-Weekly Payroll Report must be submitted. This report must be based on summaries from a human resources/payroll accounting system that can verify the total of wages and fringe expenses. The same report submitted for FY24 EMPG may be submitted for this grant if the county is using EPCRA as a match for EMPG.
  - ii. The county generated payroll accounting payroll report. This report may be requested to verify the report and costs being requested. This report cannot contain Personally Identifiable Information (PII), such as Social Security numbers, banking information, etc., but must contain the name of the individual EPCRA funded employee.
- (c) If seeking reimbursement of Travel, Supplies and Operating Expenses, and/or Indirect Costs expenses, an Expense Workbook must be submitted with the appropriate tabs completed.
  - i. Supporting documentation of fiscal expenditures must also be submitted if recipient is seeking reimbursement. This includes:
    - 1. Invoices/receipts
    - 2. Proof of payment
    - 3. General ledger for interdepartmental transfers
    - 4. Indirect Cost Rate Agreements, Cost Allocation Plans, and/or executed contracts if not submitted at the time of application.
    - 5. Additional support documentation necessary to validate and/or justify the expense.

### c. Review process

Fiscal Reports must be submitted on or before January 31, 2025, through Egrants. Fiscal Reports and submitted forms are reviewed to ensure that only eligible expenses are being requested for reimbursement. Supporting documentation is used to verify the accuracy of the reimbursable expenses. If all expenses seeking reimbursement have adequate documentation, both Program and Fiscal Reports have been approved, and all Special Conditions or issues have been resolved, the Request for Reimbursement will be submitted, minus any de-obligations or penalties assessed from the Program Report. Physical checks are issued by the Wisconsin Department of Administration and will be mailed to the Project Director once they are received by WEM.

Should there be any errors in the Fiscal Report, WEM Grants personnel will contact the Project Director and/or Financial Officer via email for corrections, additional supporting documentation, or clarification of previously submitted documentation. The Project Director and/or Financial Officer must respond within fourteen (14) business days of this request. If there is no response to the first request, a second request will be sent to the Project Director and Fiscal Officer via email. Should there be no response to the second request for information within seven (7) business days, WEM may consider that the recipient has failed to provide acceptable supporting documentation which results in the loss of reimbursement of the expense. A memorandum of record will be sent to the Signing Official and placed in the official grant record.

## G. Contact Information

Primary Contact Kristina Page, EMPG and EPCRA Grants Manager  
[kristina.page@widma.gov](mailto:kristina.page@widma.gov), (608) 733-0265

Secondary Contact Anita Smith, Grants Specialist  
[anita.smith@widma.gov](mailto:anita.smith@widma.gov), (715) 635-2498

## H. Other Information

### 1. Resources

- Wisconsin Emergency Management (WEM) website: <https://wem.wi.gov>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>
- **Egrants Grants Management System**
  - Egrants website: <https://wem.egrants.us/>
  - User Guide: <https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>
  - Egrants help desk available 7:30am to 4:00pm
    - Email: [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)
    - Phone: (608) 242-3231
- Wisconsin Hazmat Online Planning and Reporting System (WHOPRS)
  - WHOPRS website: <https://whoprs.wisconsin.gov/Account/Login.aspx>
  - WHOPRS Support Page and to enter a Help Ticket: <https://whoprs.wisconsin.gov/Facility/HelpDesk.aspx>

### 2. Related programs & funding opportunities

FY2024 Emergency Management Performance Grant (EMPG) Notice of Funding Opportunity (NOFO) is released with the EPCRA Planning Grant. EMPG is for counties and tribes to sustain their emergency management capacity and capabilities and reduce capability gaps and increase capacity when practical. The EPCRA Planning Grant may



be used towards the EMPG local match and up to 50% of costs claimed by counties for EMPG may also be claimed for reimbursement in the EPCRA Planning Grant. The EMPG NOFO can be found on WEM's Available Grants page at <https://wem.wi.gov/available-grants/>.

During the FY2024 EPCRA Performance period, the Computer and Hazmat Equipment Grant Notice of Funding Opportunity will be released. This grant provides grant funds to County Emergency Management Programs to support purchase of eligible computer and hazmat equipment for a county sponsored hazmat team. The maximum total award may be up to \$10,000 annually, subject to approval, and with consideration of a four-year funding cycle. The grant will reimburse 80% of eligible expenses with a 20% local match required. Counties without a county sponsored hazmat team are eligible only for the computer portion of the grant. The grant is funded by state general purpose revenue (GPR). Once released, the Computer and Hazmat Equipment Grant NOFO can be found on WEM's Available Grants page at <https://wem.wi.gov/available-grants/>.

## **Appendix I: Special Conditions & Monitoring**

The grant award will be subject to standard terms and conditions as well as the following special conditions. Counties awarded funds under this announcement will be required to provide regular progress reports in the Grant Management System Egrants, as well as upload proper documentation to verify compliance with the conditions below as specified.

### **1. Monitoring**

Recipients are required to participate in program monitoring initiated by the EPCRA Planning Grant Program Manager including, but not limited to, site visits to discuss current plan of work progress and requests for status updates on work products via email. Counties may be chosen at random for a monitoring visit to review program and/or fiscal grant supporting documentation each year following closeout. This may be conducted on-site, virtually, or by email.

### **2. Grant Closeout**

Additional guidance and support will be provided at the conclusion of the grant performance period to support the county through the Egrants close-out process.

### **3. Post Closeout Corrections**

In the unlikely event, that an allowable expense was not included in the grant close-out AND the county has not met or exceeded its EPCRA award a correction to the grant close-out can be made until March 15, 2025. After such time corrections will not be allowed. To request a post-close-out correction, send an email with the invoice(s) and explanation to the EPCRA Program Manager. The documentation will be reviewed, validated, and approved or denied following the EPCRA close-out process and procedures.

## Appendix II: Estimated Award Distribution and Funding Formulas

### 1. FY2024 EPCRA Planning Grant Estimated Award Amounts

ADAMS	\$6,745	MARATHON	\$34,629	WEM utilizes a county's previous year's funding award amount to estimate the county's anticipated award amount at the time of publication of the grant announcement. However, FY24 awards are not yet known so this table contains the anticipated award amounts.
ASHLAND	\$5,659	MARINETTE	\$16,786	
BARRON	\$12,954	MARQUETTE	\$5,205	
BAYFIELD	\$5,268	MENOMINEE	\$3,566	
BROWN	\$68,115	MILWAUKEE	\$155,983	
BUFFALO	\$7,014	MONROE	\$18,120	
BURNETT	\$5,397	OCONTO	\$12,538	
CALUMET	\$17,737	ONEIDA	\$10,465	
CHIPPEWA	\$18,933	OUTAGAMIE	\$47,387	
CLARK	\$10,795	OZAUKEE	\$23,049	
COLUMBIA	\$18,988	PEPIN	\$5,087	
CRAWFORD	\$6,276	PIERCE	\$13,185	
DANE	\$100,409	POLK	\$9,068	
DODGE	\$30,902	PORTAGE	\$19,189	
DOOR	\$13,846	PRICE	\$8,616	
DOUGLAS	\$10,902	RACINE	\$40,651	
DUNN	\$13,908	RICHLAND	\$8,249	
EAU CLAIRE	\$19,204	ROCK	\$40,659	
FLORENCE	\$3,414	RUSK	\$6,753	
FOND DU LAC	\$27,690	ST. CROIX	\$19,874	
FOREST	\$3,745	SAUK	\$21,424	
GRANT	\$16,406	SAWYER	\$6,071	
GREEN	\$18,304	SHAWANO	\$11,251	
GREEN LAKE	\$8,713	SHEBOYGAN	\$32,740	
IOWA	\$7,904	TAYLOR	\$8,539	
IRON	\$3,525	TREMPEALEAU	\$12,030	
JACKSON	\$7,663	VERNON	\$9,385	
JEFFERSON	\$23,450	VILAS	\$5,352	
JUNEAU	\$9,466	WALWORTH	\$29,942	
KENOSHA	\$37,546	WASHBURN	\$5,352	
KEWAUNEE	\$12,056	WASHINGTON	\$29,942	
LA CROSSE	\$32,578	WAUKESHA	\$84,248	
LAFAYETTE	\$7,424	WAUPACA	\$18,397	
LANGLADE	\$7,334	WAUSHARA	\$10,211	
LINCOLN	\$8,036	WINNEBAGO	\$47,808	
MANITOWOC	\$24,672	WOOD	\$24,688	

2. Funding Formula

- a. All funding calculations will be to two decimal points (e.g., \$.60 not \$.604).
- b. The EPCRA Grant formula used to determine the maximum funding award to each county is as follows:
  - i. \$3,000 base +
  - ii. 25% county population +
  - iii. 50% fee paying planning facilities +
  - iv. 10% non-fee-paying planning facilities +
  - v. 15% Tier II reporting facilities
- c. WEM uses the Wisconsin Department of Administration's (DOA) population estimates for calculating the award amounts. The DOA Demographic Services Center releases preliminary population estimates on August 10, and final population estimates on October 10, with a reference date of January 1 of the current year. WEM uses the most current estimates for generating its award amounts.

## Appendix III: Post Award Responsibilities and Considerations

Below are the expected results and grant deliverable reporting details. A Closeout Checklist is available in WebEOC. Use of the checklist is not mandatory but is highly recommended.

### 1. EPCRA County Wide Hazardous Materials Plan/Strategic Plan

- a. The EPCRA County Wide Hazardous Materials Plan/Strategic Plan must be revised annually.
- b. The head of county emergency management shall provide the signed EPCRA County Wide Plan Transmittal Sheet and Review Guide to the WEM Region Office via [WHOPRS](#) upload that certifies the EPCRA County Wide Hazardous Materials Plan/Strategic Plan meets the requirements in Wisconsin Statute, [Chapter 323.61](#) and [42 U.S. Code Chapter 116](#) and that the LEPC meets the administrative requirements under [U.S.C. 11001](#) below.
- c. EPCRA County Wide Hazardous Materials Plan/Strategic Plan shall include the following plan elements:
  - i. Promulgation Statement
  - ii. Hazard Analysis:
    1. Update list of planning and Tier II facilities.
    2. Identification of major transportation routes.
    3. List of most common EHS at fixed facilities.
  - iii. EPCRA County Wide Hazardous Materials Plan/Strategic Plan elements to be completed for a county applying for the EPCRA Computer and Hazmat Response Equipment Grant:
    1. Hazmat Response Capability:
    2. Identification of emergency response team(s) that the county has selected. The plan language must demonstrate that the selected team has agreed to respond within the county as a local team and is capable of responding anywhere in the county. (This identified team cannot be a state hazmat team unless they are a local team that will initially respond as part of a local response and not in a state team capacity.)
    3. Updated resource list.
    4. Emergency response team procedures.
    5. Process for maintaining or increasing hazmat emergency response capability:
      - a. Hazmat training program.
      - b. Local training efforts listed.

### 2. LEPC Administrative Requirements

- a. The LEPC shall update and submit their current LEPC membership list with their application.
  - i. Membership list consisting of, at a minimum:
    1. Chairperson
    2. Coordinator of information
    3. Representatives from each of the following groups:
      - a. Group 1 – Elected officials
      - b. Group 2 – Law enforcement, civil defense, firefighting, first aid, health, local environmental, hospital, transportation personnel
      - c. Group 3 – Broadcast media or print media
      - d. Group 4 – Community groups
      - e. Group 5 – Owners and operators of facilities subject to EPCRA requirements

- b. An LEPC shall establish rules or by-laws by which the committee functions, including:
  - i. Public notification of committee activities
  - ii. Public meetings
  - iii. Public comments
  - iv. Distribution of the emergency plan
  - v. Procedures for receiving and processing requests from the public for information under [U.S.C. 11044](#)
  - vi. Annual meeting required, to include review of by-laws
- c. Annual publication of the EPCRA Annual Notice of Public Availability in a newspaper as required under [U.S.C. 11044](#).
- d. Designation of a Compliance Inspector.
  - i. The LEPC shall pursue initial local compliance action(s) as necessary, and if deemed appropriate, make compliance referrals to the WEM EPCRA Program Manager. The LEPC shall assist WEM compliance staff with compliance actions, as requested.
- e. The LEPC shall take all actions necessary to ensure the implementation of the EPCRA response plan in the event of a spill or release.
- f. The county emergency management program shall review the county list of EPCRA Section 302 planning facilities available in WHOPRS and submit any changes or corrections to the WEM EPCRA Program Manager at least once annually.
  - i. The number of EPCRA off-site plans required to be completed each grant performance period under the EPCRA Planning grant has been determined based on the total number of active EPCRA planning facilities listed for a county on the WHOPRS database. The county would be required to follow one of the three alternatives below, depending on the county's number of active EPCRA planning facilities:
    - 1. 25% of Plans: A county emergency management program with more than 40 active EPCRA planning facilities shall complete off-site plans for a minimum of 25% of their active planning facilities annually. All EPCRA off-site plans shall be updated within the EPCRA 4-year cycle.
    - 2. Ten (10) Plans: A county emergency management program with 40 or fewer active EPCRA planning facilities shall complete a minimum of ten (10) facility off-site plans annually and ensure all EPCRA off-site plans are updated within the EPCRA 4-year cycle.
    - 3. All Plans: A county emergency management program with fewer than ten (10) active EPCRA planning facilities shall complete all EPCRA off-site plans annually.
    - 4. [Appendix IV: WHOPRS Planning Facility/Off-Site Plan Chart](#) lists the number of Off-site plans that will be required for the period of performance.
  - ii. New Plans: A County emergency management program shall create EPCRA off-site plans for new active planning facilities as identified in WHOPRS within one (1) year of receipt of an Emergency Planning

Notification (EPN). The number of new off-site plans required may be included in the total number of EPCRA Off-Site Plans to be completed for the grant period.

- iii. County emergency management programs shall submit the EPCRA Off-Site Facility Plan Transmittal form and review guide for each new and updated facility off-site plan to their WEM Region Office by attaching a scanned copy of the form and the completed facility off-site plan to the facility planning record in an upload into WHOPRS. Counties shall maintain the hard copies of their transmittal forms, review guides, and approved facility off-site plans at their location.
- iv. Closed or Inactive Planning Facilities
  1. County emergency management programs shall complete the EPCRA Off-Site Facility Plan Transmittal form for EPCRA facilities that change to inactive status for planning and include one of the following:
    - a. An Amended Emergency Planning Notification in [WHOPRS](#), or
    - b. A signed Amended EPN Fee statement, or
    - c. A letter (on company letterhead) stating the facility no longer has any Extremely Hazardous Substances (EHS) at or above threshold planning quantities at the location, signed by the company's representative.
    - d. It must be verified that the facility EPN status in [WHOPRS](#) is inactive.
  2. County emergency management shall submit the EPCRA Off-Site Facility Plan Transmittal form and documentation as the final plan update to their WEM Region Office by attaching a scanned copy of the forms to the facility planning record by upload in [WHOPRS](#). A final plan update shall count as part of the update of the EPCRA off-site plans.
- v. County emergency management programs should maintain hard copies of the Plan Transmittal form and attachments; OR have the authorized facility representative certify the change of planning status in [WHOPRS](#).

### 3. EPCRA Outreach Initiative

County Emergency Management programs receiving EPCRA Planning Grant funds shall complete three (3) EPCRA Outreach Initiatives. These Outreach Initiatives must center around either the EPCRA Program, Hazardous Materials Safety and/or Awareness.

- a. County emergency management programs shall retain copies of print media articles, public service announcement (PSA) scripts, and related outreach materials at their county emergency management office.
- b. The EPCRA Annual Legal Notice Publication does not count towards one of the Outreach Activities.
- c. With the execution of the EPCRA Outreach initiatives, at least two (2) of the following types of outreach delivery methods must be used:
  - i. Municipal association meeting
  - ii. Print media articles

- iii. Social media posts
- iv. Podcast
- v. Broadcast media appearances
- vi. Public Service Announcements (PSAs)
- vii. Newsletter articles
- viii. School, business and/or facility site visits
- ix. Speaking engagements
  - x. County sponsored training for the general public
  - xi. Brochure distribution
  - xii. Static displays in public areas
  - xiii. Booths at fairs and/or other special events
  - xiv. Other, define delivery method
- d. County/Tribal emergency management programs may use existing state and federal materials and may modify them to meet their needs.
- e. A completed EPCRA Outreach Tracker must be submitted in the Program Report in Egrants at Closeout.

#### **4. Other Expectations**

- a. Exercises
  - i. All exercises are encouraged to follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP) and WEM Directive 5005.4.
- b. WebEOC
  - i. It is expected that the County emergency management program will maintain an active registration and logins in WebEOC.
- c. WHOPRS
  - i. It is expected that the County emergency management program will maintain an active registration and logins in WHOPRS. Off-site plans and Countywide plans (Strategic Plan, Battery Plan, Agriculture Plan, etc.) must be submitted in WHOPRS.



## Appendix IV: WHOPRS Planning Facilities/Off-Site Plan Chart

This chart lists the number of required off-site plans that are required to be updated in the FY2024 Period of Performance.

COUNTY	# Planning Facilities	# of Off-Site Plans 2024	COUNTY	# Planning Facilities	# of Off-Site Plans 2024
ADAMS	6	6	MARATHON	65	17
ASHLAND	4	4	MARINETTE	28	10
BARRON	19	10	MARQUETTE	3	3
BAYFIELD	1	1	MENOMINEE	0	0
BROWN	139	35	MILWAUKEE	272	68
BUFFALO	5	5	MONROE	30	10
BURNETT	3	3	OCONTO	15	10
CALUMET	32	10	ONEIDA	15	10
CHIPPEWA	34	10	OUTAGAMIE	95	24
CLARK	14	10	OZAUKEE	42	11
COLUMBIA	36	10	PEPIN	4	4
CRAWFORD	5	5	PIERCE	22	10
DANE	179	45	POLK	8	8
DODGE	69	18	PORTAGE	32	10
DOOR	27	10	PRICE	12	10
DOUGLAS	13	10	RACINE	81	21
DUNN	24	10	RICHLAND	12	10
EAU CLAIRE	28	10	ROCK	90	23
FLORENCE	0	0	RUSK	8	8
FOND DU LAC	50	13	ST. CROIX	32	10
FOREST	0	0	SAUK	40	10
GRANT	29	10	SAWYER	5	5
GREEN	39	10	SHAWANO	13	10
GREEN LAKE	12	10	SHEBOYGAN	65	17
IOWA	8	8	TAYLOR	10	10
IRON	0	0	TREMPEALEAU	18	10
JACKSON	8	8	VERNON	11	10
JEFFERSON	43	11	VILAS	1	1
JUNEAU	12	10	WALWORTH	58	15
KENOSHA	74	19	WASHBURN	1	1
KEWAUNEE	15	10	WASHINGTON	57	15
LA CROSSE	64	16	WAUKESHA	172	43
LAFAYETTE	8	8	WAUPACA	33	10
LANGLADE	7	7	WAUSHARA	13	10
LINCOLN	9	9	WINNEBAGO	99	25
MANITOWOC	47	12	WOOD	48	12