



OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department, Committee, Agency, Corporation, Quasi-Municipal Corporation, or sub-unit thereof.

Meeting of the: **FINANCE COMMITTEE**
 Date/Time: **Tuesday, April 23, 2024, at 5:30 PM**
 Location: **City Hall (407 Grant Street) - Council Chambers**
 Members: Gary Gisselman, Becky McElhaney, Michael Martens, Terry Kilian, Vicki Tierney

AGENDA ITEMS

- 1 Elect Chairperson and Vice Chairperson for the 2024-2026 term of the Finance Committee.
- 2 Establish regular meeting date and time for the 2024-2026 term of the Finance Committee.
- 3 Minutes of the previous meeting(s) (04/09/2024).
- 4 Discussion and possible action on budget modification for room tax funds for annual 4th of July Firework Festival
- 5 Discussion and possible action on budget modification for roof replacement at the Wausau Downtown Airport.
- 6 Discussion and possible action approving sole source purchasing and budget modification for cancer screenings for the Wausau Fire Department.
- 7 Discussion and possible action approving VOCA: Victims of Crime Act 2024-2027 Competitive Grant.
- 8 Discussion and possible action approving a budget modification for the purchase of a compaction roller and Paver Base Kit.
- 9 Discussion and possible action approving the proposed capital projects approved by the WDNR Environmental Loan Fund for 2024.
- 10 Discussion and possible action regarding ARPA funding requests and related budget modification for Wausau Water Works Solar Array

Adjourn

, Chairperson

NOTICE: It is possible and likely that members of, and possibly a quorum of members of the Committee of the Whole or other committees of the Common Council of the City of Wausau may be in attendance at the above-mentioned meeting. No action will be taken by any such groups.

Members of the public who do not wish to appear in person may view the meeting live over the internet, live by cable TV, Channel 981, and a video is available in its entirety and can be accessed at <https://tinyurl.com/WausauCityCouncil>. Any person wishing to offer public comment who does not appear in person to do so, may e-mail kody.hart2@ci.wausau.wi.us with "Finance Committee Public Comment" in the subject line prior to the meeting start. All public comment, either by email or in person, will be limited to items on the agenda at this time. The messages related to agenda items received prior to the start of the meeting will be provided to the Chair.

This Notice was posted at City Hall and faxed to the Daily Herald newsroom 04/19/2024 at 5:00 PM

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), the City of Wausau will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you need assistance or reasonable accommodations in participating in this meeting or event due to a disability as defined under the ADA, please call the ADA Coordinator at (715) 261-6590 or ADAServices@ci.wausau.wi.us to discuss your accessibility needs. We ask your request be provided a minimum of 72 hours before the scheduled event or meeting. If a request is made less than 72 hours before the event the City of Wausau will make a good faith effort to accommodate your request.

FINANCE COMMITTEE

Date and Time: Tuesday, April 9, 2024 @ 5:15 p.m., Council Chambers

Members Present: Lisa Rasmussen (C), Michael Martens (VC), Sarah Watson, Doug Diny, Carol Lukens

Others Present: Mayor Rosenberg, MaryAnne Groat, Matt Barnes, Todd Beaten, Mindy Pauls, Tracy Rieger, Jeremy Kopp, Justin Pluess, Eric Lindman, Dustin Kraege, Soloman King, Allen Wesolowski, Jamie Polley, Liz Brodek, Kody Hart, Alder Kilian, Alder Gisselman

Noting the presence of a quorum Chairperson Rasmussen called the meeting to order at 5:15 p.m.

Minutes of the previous meeting(s) (03/26/2024).

Motion by Watson, seconded by Lukens, to approve the minutes. Motion carried 5-0.

Discussion and possible action approving sole source request to purchase paint for Pavement Marking.

Motion by Martens, seconded by Watson, to approve the purchase. Motion carried 5-0.

Discussion and possible action approving sole source request for 2024 Police Department squad car upfits.

Martens questioned the reasoning for the sole source request. It was stated that the previous vendor was not able to completely upfit squad cars.

Motion by Martens, seconded by Watson, to approve the purchase. Motion carried 5-0.

Discussion and possible action regarding Second Amendment to Agreement Between the City of Wausau and the Wausau Cemetery Association regarding lease of a snow disposal site.

Martens questioned the agreement in which surplus equipment from the Department of Public Works would become available to the Wausau Cemetery Association. It was stated that this was a way to financially support the cemetery to allow them to stay financially stable because if they become financially unsustainable the city must take it over per state law. It was further stated that this equipment would include small engine machines.

Motion by Martens, seconded by Lukens, to approve the amendment. Motion carried 5-0.

Discussion and possible action on renewal of parking lot lease (3rd and McClellan Streets – Kurly Kale LLC).

Motion by Watson, seconded by Martens, to approve the renewal of the lease. Motion carried 5-0.

Discussion and possible action regarding the new Treasury clarification on the obligation of personnel costs for ARPA Funding.

Rasmussen stated that this change would help with the spend-down of ARPA funds.

Watson questioned if this would mean that ARPA allocations related to housing would not need agreements before a certain deadline. It was stated that the allocations would still need agreements but that there would be more flexibility to amend agreements. Watson further stated the Community Outreach Coordinator could continue to be funded by ARPA beyond the spend-down deadline.

Diny stated that this change was opposed to the original purpose of the ARPA funding to not sustain long-term personnel payments.

Discussion and Possible action regarding ARPA funding requests and related budget modification for addition of two officers to Wausau Police Department authorized staffing level.

Watson stated a preference for funding these positions in a different way. It was stated that fund balance and reserves could be utilized to fund these positions.

Martens stated that funding these positions without ARPA funding would free up more funds for the other projects outlined in the next few agenda items.

Watson stated a preference to funding an additional patrol officer and a community outreach specialist to work with the unhoused. It was stated that there was a need for two officers to work in pairs as a matter of safety.

Lukens stated support for funding these with fund balance and reserve in addition to future conversations on a strategy to mitigate homelessness in the city.

Diny questioned if verified funds were available for this alternative funding. It was stated that there is a generous reserve balance and that because this is a two-year allocation, the funds are available. If these positions are successful, the funding would have to come from levy, and if unsuccessful, then the Police Department would get back to its previous staffing levels through attrition.

Motion by Martens, seconded by Lukens, to accept this item funded with fund balance instead of ARPA contingent upon the identification of fund balance or surplus from the year 2023. Motion carried 5-0.

Discussion and possible action of Community Care Paramedic position for the Fire Department approving ARPA funding and budget modification.

Rasmussen stated that this is not a new allocation of ARPA funding but instead directing the funds already allocated to the Fire Department specifically for this position.

Watson stated that this received a high ranking from all committee members.

Motion by Watson, seconded by Lukens, to approve. Motion carried 5-0.

Discussion and possible action regarding ARPA funding requests and related budget modification for Police Department parking lot perimeter fence.

Martens stated that the neighborhood in which the Police Department is located did believe that this was a positive for the neighborhood and stated a preference for the more decorative fencing option.

Motion by Martens, seconded by Lukens, to approve the full amount for the ornamental fencing with funding from investment income. Motion carried 3-2, with Watson and Diny opposed.

Discussion and possible action regarding ARPA funding requests and related budget modification for Deferred Capital projects.

Lukens requested an itemized list of allocations be provided by Catholic Charities to see how the funds from the city were being spent exactly.

Watson questioned the allocation for the Community Outreach Specialist. Rasmussen stated that this was a position that was already in operation and that the committee is aware of the work that is accomplished. Motion by Lukens, seconded by Watson to approve the funding request. Motion carried 4-1, with Diny opposed.

Rasmussen stated that the Asphalt Paving Project would help mitigate the backlog on street maintenance and questioned how much of the work could be accomplished with half the allocation. Rasmussen requested to allow the Infrastructure and Facilities Committee to select the streets which would be repaved with the funds allocated by this committee. Watson stated a preference for the selected streets be distributed equally throughout the city. Lukens stated support as road maintenance is a top priority for residents. Martens stated support for splitting this request in half to allow funding for other projects and possibly come back to funding asphalt pavement in the future. Motion by Martens, seconded by Watson, to approve the funding request at \$500,000. Motion carried 5-0.

Rasmussen stated a preference towards not allocating the funding for 3 Firefighter Positions as those positions would need to be funded by levy when ARPA runs out. Martens stated this preference as well to see what it would take next year to ease the currently allocated ARPA funded firefighter positions into levy funding.

Watson had stated that a typo in the committee member rankings had lowered the overall ranking of the LED Lighting Upgrade at the Department of Public Works.

Rasmussen stated that the Police Roof Replacement was not condition critical. It was stated that this is a phased project that would not be completed with this ARPA funding allocation but instead year by year as a CIP Committee request.

Rasmussen stated support for Council Upgrades as it has become more and more difficult to conduct business in the council chambers. Martens stated support as well as a matter of transparency to effectively run a meeting in which the public can participate in an expedient manner. Diny questioned if the cost estimate was recent and needed to be updated. Motion by Lukens, seconded by Watson, to approve the funding allocation. Motion carried 5-0.

Diny questioned if the Tennis Court Replacement allocation would continue the same if the Parks and Recreation Committee no longer existed. It was stated that the funding allocation mechanism, coming to the CIP Committee or the Finance Committee, would remain the same. Watson questioned if a community pickleball organization which has previously committed to helping to fund this replacement with pickleball striping. Rasmussen questioned if \$25,000 would be paid for by this organization and clarified that if the organization funding came through, the allocation would be \$135,000. Rasmussen questioned if the tennis courts would be closed this summer because of the current condition. It was stated that the current conditions of the courts make them unusable. Watson questioned if this allocation could have the courts reopened by the summer. It was stated that if the funding was allocated and contracts for the project could be agreed upon in time, the courts could be opened this summer. Motion by Watson, seconded by Martens, to approve the funding allocation contingent on the pickleball striping. Motion carried 4-1, with Diny opposed.

Rasmussen stated that the rest of the items up for consideration were eligible for CIP Committee allocation.

Discussion and possible action regarding ARPA funding requests and related budget modification for Wausau Downtown Airport Terminal Upgrades, Hanger 2 Roof, Hanger 1-10 Replacement, Flight Training Classroom and Hanger 2 Office Upgrades.

Rasmussen questioned the need for these projects to be funded from ARPA funding as those funds are meant to be spent on front facing and widely used projects for which these projects are generally only used by the private users of the airport.

Adjourn

Motion by Diny, second by Martens, to adjourn the meeting. Motion carried.

Meeting adjourned at 6:23 p.m.

For full meeting video on YouTube: <https://www.youtube.com/watch?v=xDp-HWKd07s>



TO: ROOM TAX COMMISSION
FROM: MARYANNE GROAT
DATE: April 19, 2024
RE: Room Tax Grant Firework Festival

In 2023, the Common Council authorized room tax funding for a new area wide 4th of July firework festival. This event was absorbed by Wausau Events for 2024. They submitted a room tax commission tourism grant application for funding the city share of the event. The commission allocated \$1,500 towards marketing and recommended the organization apply for City room tax funding for the balance of their request.

The request is for \$8,500 of the city's share of room tax funds to support the event. A copy of the application is attached.

Id:

Bucket: ApplicationSubmitted_TourismGrant

Created: 11/17/2023 12:20:22 PM

Updated: 11/17/2023 12:20:22 PM

City of Wausau Tourism Grant

Getting Started

City of Wausau

COMMISSION ROOM TAX TOURISM GRANT APPLICATION

Beginning January 1, 2017 the State Law mandates the City forward to a tourism commission any room tax revenue exceeding the amount the municipality may retain. The Commission must spend room tax revenue on tourism promotion and tourism development.

Tourism Promotion and Tourism Development is defined in the Wisconsin Statutes to mean any of the following that are significantly used by transient tourists and reasonably likely to generate paid overnight stays at more than one establishment in the municipality on which room tax is imposed:

- Marketing projects, including advertising buys, creation and distribution of printed or electronic promotional tourist materials, or efforts to recruit conventions, sporting events or motor coach groups.
- Transient tourist informational services.
- Tangible municipal development, including a convention center.

Transient tourist means any person residing for a continuous period of less than one month in a hotel, motel or other furnished accommodations.

The Commission is obligated to submit on an annual basis a detail report of its room tax expenditures to the Wisconsin Department of Revenue.

The Room Tax Tourism Grant program is designed to promote tourism related activity within the City of Wausau with specific emphasis on tourism that is reasonably likely to generate overnight stays in hotel facilities.

APPLICATION DEADLINES:

Applications are considered on a rolling cycle. The 2023 meeting schedule and application deadline is as follows:

- Applications submitted by midnight July 19 will be considered at the July 24th meeting.
- Applications submitted by midnight September 18 will be considered at the September 25th meeting.

ELIGIBLE PROJECTS AND USE OF FUNDS:

- Design, production and placement costs for marketing that targets visitors from outside the City of Wausau and its surrounding communities. This includes but is not limited to: brochures, fliers, posters, direct mail, registration materials, print ads, radio ads, television ads. Website enhancements that are reasonably likely to increase tourism and overnight hotel stay. Web and social media marketing that increase traffic of visitors from outside the City of Wausau and its surrounding communities.
- Purchase of marketing lists, search engine marketing ad words, google ad words.
- Offsite signage such as billboards targeting visitors that live outside the City and its surrounding communities.
- Fees must be payable to a third party vendor. In-kind fees are not eligible.

ELIGIBLE APPLICANTS:

- Not for Profit Organizations with an IRS determination.
- Not for Profit Organization is in good standing with the City.
- Event is located in or near the City of Wausau and offers verifiable economic benefits to the City of Wausau through increased room nights.
- The event or promotional opportunity should demonstrate economic impact as it relates to tourism and is reasonably likely to generate multiple hotel stays.
- Repeat grant applicants have filed timely post event reports.

GRANT RECOGNITION:

All awarded marketing projects must include the City of Wausau logo and where space allows, the following grant recognition: "Sponsored in part by the City of Wausau Room Tax."

GRANT LIMITS:

- Grants will be limited based upon funding.

ADDITIONAL INFORMATION:

- All grants will be evaluated on established criteria and ranked competitively by the Commission.
- The grant application will serve as a grant agreement and must be signed by an authorized official within the organization.
- The grant expires one year after awarded by the Room Tax Commission.
- Grantees should request funds via email request to finance@ci.wausau.wi.us
- The Room Tax Summary Compliance reporting should be submitted timely to finance@ci.wausau.wi.us

EVALUATION CRITERIA:

- Completeness and quality of the application. 10 points
- A well-developed marketing strategy that can reasonably be expected to generate multiple hotel stays. 30 points
- The event and application substantiate local economic impact from:
 - local visitors. 5 points
 - day trip visitors. 15 points
 - overnight visitors. 30 points
- The methodology proposed to survey attendees is well developed and will likely generate good quality information regarding event attendees and whether they are local or non-local. 10 points
- The event is unique, unduplicated and creative . 20 points
- Expected/historical event attendance:
 - 0-1,000 attendees annually. 5 points
 - 1,000-5,000 attendees annually. 10 points
 - 5,000+ attendees annually. 15 points
- Event located within the City of Wausau. 5 points

REVIEW AND AWARD PROCESS:

- Timely grant requests will be reviewed by staff for completeness.

- The Commission will review, score and rank proposals based upon the Evaluation Criteria.
- Staff will compile ranking for Commission consideration.
- Commission will review and make a final grant determination.
- Grant applicants will be informed of the grant determination.

Organization Info

Staff Notes

Name of Organization

Wausau Events

Authorized Official First Name

Alissandra

Authorized Official Last Name

Aderholdt

Authorized Official Title

Executive Director

Email Address

execdir@wausauevents.org

Organization Website URL

www.wausauevents.org

Street Address

316 Scott Street

City

Wausau

State

WI

Zip

54403

Daytime Telephone

7152979531

Grant Information

Staff Notes

Grant Request Amount

\$10,000.00

Total Project/Event Budget

\$30,000.00

Event Date(s) or Date Range

July 4th, 2024

Event Location

Wausau Airport

Projected Number of Attendees

15,000, plus viewers from surrounding communities

Have you applied or been awarded room tax or other public funding for this event?

Please describe:

Estimated Number of Hotel Stays from the Project/Event

100

New Event/Project

Project/Event Description

Wausau Events is taking over the 4th of July celebration for 2024. Last year's event was put on by the City of Wausau and attendees were not allowed inside of the airport grounds to view the show. This year, we're opening up the grounds, have hired a new shooting team and plan to shoot larger shells than last year's event. As part of Wausau Events, this is a new event as we have not done a 4th of July show like this in the past. If it rains and we need to cancel, we'll shoot the fireworks on Friday.

We are asking for support from the City of Wausau to help pay for the fireworks show for the citizens of the city. This event/project has full support from the Mayor's office and it was suggested that our organization submits the grant instead of their office.

Optional: Upload Project/Event Details

No files uploaded.

Marketing Plan

Staff Notes

Provide a detailed marketing plan or strategy. Complete the marketing budget below that lists each marketing piece, the location of the piece, approximate dates of views, cost, planned distribution of materials etc. Outline specifically how this plan is reasonably likely to generate overnight hotel stays. Additionally, highlight those marketing materials that are outside the City of Wausau and those that are over 90 miles away.

Marketing Plan Description

With this event being new, we are planning to use our marketing partnerships with both local TV stations and the local radio stations. We are also planning to market the event via social media too.

Marketing Media Description

Social Media Ads

Locations covered by the media/ publication

Wausau

Approximate dates

May & June

Expected Cost

\$500

Grant Request

Marketing Media Description

TV Ads

Locations covered by the media/ publication

Greater Wausau Area

Approximate dates

May & June

Expected Cost

\$1000

Grant Request

Marketing Media Description

Radio Ads

Locations covered by the media/ publication

Greater Wausau Area

Approximate dates

May & June

Expected Cost

\$0

Grant Request

Additional information may be attached

No files uploaded.

Hotel Stays

Staff Notes

Detail how your organization/project/event will be reasonably likely to create overnight stays in the City of Wausau lodging facilities. Please explain your methodology for identifying multiple hotel stays generated by the event and surveying event goers.

This is the first time that Wausau Events is holding the 4th of July Fireworks show. The show is on a Thursday this year, making it at the start of the Holiday weekend. We're anticipating that we will have some people traveling to the area to stay at hotels, but due to not holding the event in the past, we're unsure how many will stay. Our estimate is that this event will generate 50-100 hotel stays in the Wausau area due to families traveling to be with the rest of their family for the Holiday weekend.

Repeat events are required to provide evidence of historic room nights.

Is your event/project reserving a block of rooms for this event in a City of Wausau hotel

No

Please provide number of rooms, number of nights and name of the hotel.

Required Documents

Staff Notes

ORGANIZATION WIDE BUDGET

See uploaded files:

- '2024 Budget.pdf' (id: 2d173ddc-e66d-4470-992b-5ac667c53967)

PROJECT OR EVENT BUDGET

See uploaded files:

- 'Budget.pdf' (id: 9a180ba8-384f-40de-9c08-41267a196676)

RECENT YEAREND FINANCIAL STATEMENTS

See uploaded files:

- 'programs statement122022.pdf' (id: a6ee7a75-2706-4c34-8e29-add73c0f46f0)

IRS DETERMINATION

See uploaded files:

- 'WAUSAU EVENTS TAX EXEMPT FORM-11 (1).pdf' (id: 7a4ca172-5af5-4044-8512-df50883af02f)

BOARD OF DIRECTORS

See uploaded files:

- '2023 Board of Directors.docx' (id: d204ab3c-0f3f-4ee4-85d9-728f21210b7d)

Submit

I understand the restrictions placed on the expenditure of room tax funds governed by the Room Tax Commission and certify that the requested funds will be used for the purposes described in this application or approved by the Commission. I understand that the use of funds is subject to review and a post event reporting is required. Grant recipients will be considered ineligible for future grants until post event reporting is filed. This application will serve as a grant agreement and award as noted below.

Applicant Full Name

Alissandra Aderholdt

Applicant Title

Executive Director - Wausau Events

Approval Of Application

Begin User

execdir@wausauevents.org

Begin Date

11/16/2023 12:11:07 PM

Submitted User

execdir@wausauevents.org

Submitted Date

11/17/2023 12:20:22 PM

Original Completed Application

No file uploaded.

The undersigned has examined the application for Community Development Block Grant Rehabilitation Loan described herein, including supporting date, and finds that the application meets the requirements of the Community Development Block Grant Rehabilitation Program, as amended, and satisfies the rules and regulations issued by the City of Wausau, Wisconsin, pertaining to the Community Development Block Grant Loan Program.

Staff Notes

Approved By

None

Approved Date

Completed Approved Application

█ No file uploaded.

Declined By

█ None

Declined Date

Declined Reason

Portfol_RelationshipManager

Portfol Contact Number

Portfol Client Number

Portfol Project Number

CITY OF WAUSAU, 407 Grant Street, Wausau, WI 54403

RESOLUTION OF THE FINANCE COMMITTEE

Approving 2024 Budget Modifications – Airport Roof

Committee Action: Approved

Fiscal Impact: \$65,000

File Number: 23-1109	Date Introduced:
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FISCAL IMPACT SUMMARY

COSTS	<i>Budget Neutral</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
	<i>Included in Budget:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Budget Source: Airport Capital Budget</i>
	<i>One-time Costs:</i>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<i>Amount: \$65,000</i>
	<i>Recurring Costs:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
SOURCE	<i>Fee Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Grant Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>Debt Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount</i> <i>Annual Retirement</i>
	<i>TID Financed:</i>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<i>Amount:</i>
	<i>TID Source: Increment Revenue</i> <input type="checkbox"/> <i>Debt</i> <input type="checkbox"/> <i>Funds on Hand</i> <input type="checkbox"/> <i>Interfund Loan</i> <input type="checkbox"/>		

RESOLUTION

WHEREAS, hangar 2 roof is in desperate need of replacement due to wide-spread leaking; and

WHEREAS, savings from 2023 projects and investment income are available in the Capital Project fund; and

WHEREAS, the Finance Committee has reviewed and recommends carrying over these savings to the 2024 budget modification

*Ledger Account/Summary	*Fund	*Cost Center	R: C: Spend Category	Pr: G:	Debit Amount
60000:Capital Outlay	440 Capital Projects Fund - Bond Proceeds	53512 Airport Capital Projects	58227 Airport Facilities		\$65,000.00

NOWTHERE BE IT RESOLVED, by the Common Council of the City of Wausau that the proper City officials are hereby authorized and directed to modify the 2024 Budget as outlined above.

Approved:

Doug Diny, Mayor



Wausau Fire Department

606 East Thomas Street
Wausau, Wisconsin 54403
Telephone (715) 261-7900
Fax (715) 261-7910



Katie Rosenberg, Mayor

Jeremy Kopp, Chief

April 15th, 2024

Re: Sole Source: MH Imaging

To: Wausau Fire Department, City of Wausau Finance Committee, and City Council

Finance Committee Members,

During the 2024 budget planning process, the Wausau Fire Department allocated funds to partner with MH Imaging for cancer screening services for 14 firefighters annually. This proactive measure aims to detect any potential cancers in their early stages, safeguarding the health and well-being of our dedicated firefighters.

Firefighters face unique occupational hazards, including exposure to carcinogens, which necessitate specialized health initiatives such as those provided by MH Imaging. By offering comprehensive cancer management, early intervention, and prevention services, MH Imaging equips our firefighters to perform at their peak despite the physical demands of their profession.

Our collaboration with MH Imaging is integral to ensuring the longevity and safety of our firefighting team throughout their careers. This initiative aligns with industry best practices, with numerous fire departments across the state already benefiting from similar partnerships.

Therefore, the Wausau Fire Department respectfully requests approval of our Sole Source request to contract with MH Imaging. We are confident that this investment will yield significant dividends in safeguarding the health and welfare of our firefighters.

Best Regards,

A handwritten signature in black ink, appearing to read "Jeremy Kopp".

Jeremy Kopp

Fire Chief



CITY OF WAUSAU
SOLE SOURCE PURCHASE JUSTIFICATION
REQUIRED FORM PURCHASE OF GOODS OR SERVICES EXCEEDING \$10,000

Purchase of goods or services for no more than \$25,000 may be made without competition when it is agreed *in advance* between the Department Head and the Finance Director. Sole source purchasing allows for the procurement of goods and services from a single source without soliciting quotes or bids from multiple sources. Sole source procurement cannot be used to avoid competition, rather it is used in certain situations when it can be documented that a vendor or contractor holds a unique set of skills or expertise, that the services are highly specialized or unique in character or when alternate products are unavailable or unsuitable from any other source. Sole source purchasing should be avoided unless it is clearly necessary and justifiable. The justification must withstand public and legislative scrutiny. The Department Head is responsible for providing written documentation justifying the valid reason to purchase from one source or that only one source is available. Sole source purchasing criteria include: urgency due to public safety, serious injury financial or other, other unusual and compelling reasons, goods or service is available from only one source and no other good or service will satisfy the City's requirements, legal services provided by an attorney, lack of acceptable bids or quotes, an alternate product or manufacturer would not be compatible with current products resulting in additional operating or maintenance costs, standardization of a specific product or manufacturer will result in a more efficient or economical operation or aesthetics, or compatibility is an overriding consideration, the purchase is from another governmental body, continuity is achieved in a phased project, the supplier or service demonstrates a unique capability not found elsewhere, the purchase is more economical to the city on the basis of time and money of proposal development.

1. Sole source purchase under \$10,000 shall be evaluated and determined by the Department Head.
2. Sole source purchase of \$10,001 to \$25,000 a formal written justification shall be forwarded to the Finance Director who will concur with the sole source or assist in locating additional competitive sources.
3. Sole source purchase exceeding \$25,000 must be approved by the Finance Committee.

Ongoing Sole Source – 365 days One Time Sole Source Request

1. Provide a detailed explanation of the good or service to be purchased and vendor.

The vendor for this request is MH Imaging for firefighter cancer screening. The service provided will consist of sending 14 members of the Wausau Fire Department to one of the offices in Milwaukee or Madison for a four-hour cancer screening. Christina Wipperfurth Pepper is the contact, and she will be conducting a full body screening assessing Pulmonary Nodules, Coronary Artery Calcification, Thyroid, Thoracic Cage, Lung Disease, Lung Cancer and Mediastinal Cancer, Liver, Spleen, Adrenals (Upper Portion), Pancreas, Gall Bladder, Adrenal, Kidneys, Aorta, Vascular System, Bladder, Bowel, Uterus and Ovaries, and all the bones in lumbar spine and pelvis.

2. Provide a brief description of the intended application for the service or goods to be purchased.

This service will provide all the members of the department the opportunity to catch an issue early and to treat it before it is too late. The risks associated with firefighting puts our members at an elevated risk of contracting some sort of cancer. We have requested and have been approved to use \$23,800 per year to send 14 members to receive screenings.

3. State why other products or services that compete in the market will not or do not meet your needs or comply with your specifications.

This is the only organization that works with the Professional Firefighters of Wisconsin with special rates providing this service to firefighters across the state.

4. Describe your efforts to identify other vendors to furnish the product or services.

This vendor is unique to this special testing and is committed to firefighter health and safety.

5. How did you determine that the sole source vendor's price was reasonable?

This provider was determined to be reasonable by looking at the research the Professional Firefighters of Wisconsin provided.

6. Which of the following best describes this sole source procurement? Select all that apply.


- Product or vendor is uniquely qualified with capability not found elsewhere.
- Urgency due to public safety, serious financial injury or other. (explain)
- The procurement is of such a specialized nature that by virtue of experience, expertise, proximity or ownership of intellectual property
- Lack of acceptable quotes or bids.
- Product compatibility or the standardization of a product.
Continuation of a phased project.
- Proposal development is uneconomical.

Department: Wausau Fire Department

Preparer: Chief Jeremy Kopp

Vendor Name: MH Imaging

Expected amount of purchase or contract: \$23,800

Department Head Signature:  **Date:** 4-15-24

Finance Director Signature: **Date:**



MH IMAGING & PFFW PARTNERING FOR YOUR HEALTH

CHEST CT: (SPECIAL DISCOUNT FOR PFFW: \$295 (\$195 IF BEFORE 07/31/2023))

Pulmonary Nodules
Coronary Artery Calcification
Thyroid
Thoracic Cage
Lung Disease, Lung Cancer and Mediastinal Cancer
Liver
Spleen
Adrenals (Upper Portion)

ABDOMEN / PELVIS CT: (SPECIAL DISCOUNT FOR PFFW: \$295 (\$195 IF BEFORE 07/31/2023))

Liver
Spleen
Pancreas
Gall Bladder
Adrenal
Kidneys
Aorta
Vascular System
Bladder
Bowel
Uterus and Ovaries
All the Bones in Lumbar Spine and Pelvis

PROSTATE CA SCREENING = PROSTATE MRI (SPECIAL DISCOUNT FOR PFFW: \$495)

TESTICULAR CA SCREENING = TESTICULAR ULTRASOUND (SPECIAL DISCOUNT FOR PFFW: \$175)

BRAIN CA SCREENING = BRAIN MRI W/WO CONTRAST (SPECIAL DISCOUNT FOR PFFW: \$495)

BREAST CA SCREENING = BREAST MRI (SPECIAL DISCOUNT FOR PFFW: \$495)

Full body Ca screening PFFW discounted rate (including all of the above)

\$1700 Men

\$1525 Women



RACINE • KENOSHA • MILWAUKEE

MH IMAGING - MADISON - COMING SPRING 2023

MILWAUKEE 7818 W. Layton Avenue | Greenfield, WI 53220 | P 414.281.1490 | F 414.281.1491

KENOSHA 1020 35th Street, Suite 120 | Kenosha, WI 53140 | P 262.842.1400 | F 262.842.1401

RACINE 6800 Washington Avenue, Suite B | Racine, WI 53406 | P 262.321.7970 | F 262.321.7995

To: Finance Committee

From: Ben Graham, Investigations Captain

Date: 4/15/2024

Re: Approval of VOCA: Victims of Crime Act 2024-2027 Competitive Grant



Victim Resource Unit
(VRU)

"The VRU is a godsend. I'm so thankful for the guidance and support. It literally saved my life."



Synopsis

The Police Department is seeking approval of its VOCA: Victims of Crime Act 2024-2027 Competitive Grant application to support the ongoing work of the Victim Resource Unit (VRU).

Background

The Police Department desires to further its collaborative, coordinated approach to better serve victims of crime in the Wausau community, with special concern for, but not limited to, adult sexual assault victims, child abuse victims, domestic and family violence victims, and underserved victims of crime. If approved, grant funding will provide continued support for the Victim Resource Unit (VRU), which operates within an established system intentionally designed to provide a comprehensive and seamless continuum of immediate, medium-term, and long-term integrated services and care for victims. The VRU includes a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer. The VRU provides timely direct services and coordinates community-based services to: respond to the emotional, psychological, and physical needs of crime victims; assist victims to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; and restore a measure of safety and security for the victim.

From 2016 to 2019, the WI Office of Crime Victim Services (OCVS) granted the Wausau Police Department \$186,439 in annual federal VOCA funds to establish the VRU. Initially, these funds supported program activities and two employees: a Mental Health Therapist (1 FTE, 100% VOCA) and a Victim Resource Officer (1 FTE, 70% VOCA). Additionally, a Crime Response Specialist was integrated into the unit, funded separately through a VOCA award managed by the Marathon County District Attorney's Office. However, funding for this position was not pursued in 2019.

In 2019, OCVS increased its award to the Wausau Police Department to \$300,000 annually to further develop and sustain the VRU's crucial work. Over the past four years, these funds have supported program activities and three employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 50% VOCA).

As a testimony to the VRU's ongoing engagement with the community, the following information lends insight into the scope of services rendered to over 1,100 victims of crime over the last four years.

The top 5 types of service:

- Nearly 6,000 instances of counseling
- Over 2,500 therapy sessions
- Over 800 instances of providing information on the criminal justice system and victim rights
- Over 700 instances of individual advocacy
- Over 450 referrals to other victim services providers

The top 5 types of victimization included:

- Domestic/Family Violence (36%)
- Child Sexual Assault (14%)
- Child Physical Abuse/Neglect (9%)
- Adult Sexual Assault (8%)
- Adult Physical Assault (4%)

Many victims have lent their voice to express the impact of this program over the years. Here are some of the things they have had to say:

"At a time in my life when I need the help, [the Mental Health Therapist] is there helping me through. Please continue this valuable service to help me and women like me."

"[The Mental Health Therapist] has been amazing helping me with therapy and providing approaches to aid in my recovery and maintain my safety and kids. Thank you all for being a true blessing in our lives."

"It was very caring and amazing to know there was even such a program. It makes me feel that my safety was thought about. All my questions were answered. Thank you!"

"The services that I received were flawless. Both the support that I received from [the Victim Resource Officer] as well as from the therapist were so helpful. I will be forever grateful [the VRU] is part of the WPD."

"It was hard to believe that [the VRU] could make such a difference in my life. I have changed and improved and am healing from my experience."

"[The Victim Resource Officer] guided me through a very difficult situation that seemed impossible. Her compassion, knowledge, and professionalism are phenomenal. The services of [the Mental Health Therapist] are also invaluable. [The therapist] helped me learn to cope with the emotional impact and to recover from what had happened to my family."

"I was very impressed with the resources available to me. Of course, never in my life did I expect to be the victim of this type of crime. The support has made it 'doable' as I work to heal from the trauma. I am very grateful from the officer who fixed my gate, to the officer who has kept me informed and brought security cameras - AND sat with me during the hearing for the restraining order...as well as the therapist whom I have met with several times...plus just 'checks-in.' Thank you."

"Without this program I would have been lost. I am beyond blessed."

"It is not an understatement to say [the VRU] saved my life."

In the last fiscal year, the Victim Resource Unit delivered direct victim services to over 300 victims of crime, with over half (158) engaging in at least one therapy session. 91 percent of victims who returned surveys agreed or strongly agreed their life improved because of services provided by the VRU.

We are hopeful and greatly anticipate continuing these impactful services into the future.

Current State of Funding

The current 5-year VOCA grant cycle ends in September 2024. OCVS has announced the next competitive grant cycle, which will be a 3-year cycle, beginning October 1, 2024. The application deadline is May 31, 2024. As a condition of application, City Council must approve our application prior to submission. That application is complete and attached for Committee and Council review.

The current funding available through OCVS for this grant cycle is **\$13 million** for one year, which is approximately **\$31 million less** than what OCVS has currently awarded to all VOCA subgrants for the 2019-2024 VOCA grant cycle. This is a **58% decrease** in available funding. Because of the decrease, agencies may not apply for more than **\$250,000**, and those agencies who request the maximum amount may not receive it. For the last 5 years, we have been awarded **\$300,000** per year. Currently, there are 136 recipients of VOCA funding in Wisconsin. 72 of those recipients receive \$250,000 or more per year (totaling over \$35 million alone). The implications are: (1) the application process will be **extremely competitive** and (2) the best-case scenario still results in a **minimum decrease of \$50,000** to our budget.

Response to Reduced Award

Over 85 percent of the program's budget is tied to salary and benefits. To fall in line with the proposed grant limits (i.e. \$250,000), adjustments had to be made to personnel funding.

In its grant application, the Wausau Police Department is requesting **\$231,600** in VOCA funds to maintain and enhance its multidisciplinary approach to serving crime victims. This amount represents a 23% reduction from the previous award and is over \$18,000 less than the maximum allowance. Grant funds

will continue supporting program activities and essential employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 25% VOCA match).

To clarify, the budget remains largely unchanged, except for the officer position. To account for (1) the reduced award amount and (2) our obligation to provide 20 percent match:


- The Officer position will change from 50% VOCA/50% City to 25% VOCA Match/100% City.
 - To further clarify, the City will cover the full cost of the officer position. The City has previously agreed to cover 50% of the officer position in 2025 (or about \$59,000). We'd now be asking for an additional \$59,000 (or about \$118,000 in total in 2025). The Officer would devote 25% of her time to VOCA activities (satisfying match requirements) and 75% of her time to law enforcement duties related to sensitive crimes.

Grant Application Approval

- GRANT PURPOSE
 - To support the ongoing work of the Victim Resource Unit.
- GRANT SOURCE (IE: FEDERAL OR STATE AGENCY, OR NON-GOVERNMENTAL ENTITY)
 - VOCA: Victims of Crime Act; Federal Source but Administered by the State of Wisconsin
- GRANT AWARD AMOUNT
 - \$231,600
- GRANT PERIOD
 - 2024 to 2027; Year 1 is competitive; Years 2 and 3 are non-competitive
- REQUIRED GRANT MATCH AND SOURCES OF SUCH FUNDS
 - Required match is 20% of the total project funds, or \$57,900. This amount is met through in-kind personnel costs of the captain, lieutenant, officer, and volunteers; in addition to a reasonable "lease" rate for the office space occupied by the VRU.
- COSTS THAT WILL BE INCURRED BY THE CITY AS A RESULT OF IMPLEMENTING THE GRANT THAT ARE NOT COVERED BY THE GRANT SUCH AS EQUIPMENT, UNIFORMS, VEHICLES, COMPUTERS
 - **2024:** \$14,500 (reserve grant funds will cover this amount; a budget modification should not be needed)
 - **2025:** \$59,000 (total cost for position: \$118,000)
 - **2026:** \$61,000 (total cost for position: \$122,000)
 - **2027:** \$63,000 (total cost for position: \$126,000)
 - **Total:** \$183,000
- FUTURE BUDGET IMPLICATIONS AND A CONTINUATION PLAN AT GRANT TERMINATION FOR GRANTS THAT CREATE NEW PROGRAMS OR INCREASE FTE'S
 - n/a
- INCLUDE A BUDGET MODIFICATION IF THE GRANT WILL INCREASE SPENDING
 - Increased spending in 2024 (\$14,500) should be covered by existing reserve grant funds.
 - Additional costs for the officer position for 2025 will be added to next year's budget.
- ATTACH GRANT AWARD, GRANT AGREEMENT AND ANY OTHER ACCOMPANYING DOCUMENTATION.
 - The grant announcement and application are attached for review.
- IDENTIFY THE OVERSIGHT DEPARTMENT AND THE GRANT MANAGER RESPONSIBLE FOR ADMINISTERING THE GRANT
 - Oversight is provided by the Police Department; managed by Captain Ben Graham.

Recommendation

To approve the Police Department's VOCA: Victims of Crime Act 2024-2027 Competitive Grant application to support the ongoing work of the Victim Resource Unit (VRU).



State of Wisconsin
Department of Justice
Office of Crime Victim Services
17 W. Main St.
P.O. Box 7951
Madison, WI 53707-7951



Office of Crime Victim Services
***VOCA: Victims of Crime Act
2024-2025 Competitive Grant***








Grant Announcement

Applications must be submitted through Egrants on or before 11:59pm on **May 31, 2024**

VOCA 2024-2025 Competitive Grant Application Questions:
[VOCA 2024-2025 Application Survey](#)

All questions must be submitted via the survey by April 1, 2024. Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in the VOCA Application Webinar that will be posted by the end of April 2024.

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Before You Begin

If you believe you are a good candidate for this funding opportunity, secure your Egrants and SAM.gov registrations now. If you are already registered, make sure your registration is active and up-to-date.

Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at Egrants@doj.state.wi.us or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

[System for Award Management \(SAM\)](#)



CAGE Code Number: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration on an annual basis. Information to update your entity records can be accessed at <https://sam.gov/content/home>.

As of April 4, 2022, WI DOJ no longer uses or requests DUNS Numbers, as the federal government changed from the DUNS Number to the Unique Entity Identifier (UEI) (generated by [SAM.gov](https://sam.gov)). All entities doing business using federal funds will be required to have an active UEI number.

Please note that SAM registration is free. You should never pay for creating a new SAM registration or updating or renewing an existing SAM registration.



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Step 1: Review the Opportunity

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Basic Information

Program Area: Office of Crime Victim Services (OCVS)

Grant Title: VOCA: Victims of Crime Act 2024-2025 Competitive Grant

Catalog of Federal Domestic Assistance (CFDA): 16.575

Opportunity Category: Open, Competitive

Statutory Authority

The Wisconsin Department of Justice (WI DOJ) Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim services providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements.

This grant announcement provides information about a specific grant opportunity and instructions to help those eligible to apply for a share of the available funds.

Summary

The VOCA Victim Assistance Formula Grant is awarded annually to OCVS from the US DOJ Office for Victims of Crime. The purpose of this funding announcement is to support programming in non-profit and public agencies that provide direct services to victims of crime. Eligible services include crisis intervention, hotline counseling, individual and/or group therapy, legal advocacy, medical and/or personal advocacy, and emergency legal services essential to meeting immediate threats to health or safety (in conjunction with other services). A more complete description of program purpose areas and activities are in the [VOCA Program Guidelines](#). (Note: Updated VOCA Program Guidelines will be released in October 2024. Please use the linked guidelines to determine allowability for this grant application.)

Important Dates

Funding Announcement Posted	March 19, 2024
FAQ Survey Closes	April 1, 2024
VOCA Application Webinar Posted	End of April
VOCA FAQ Posted	End of April
Application Due Date	May 31, 2024
Award Notification	August/September 2024
Project Start Date	October 1, 2024
Project End Date	September 30, 2025

To help you find what you need, this funding announcement uses internal links. In Adobe Reader, you can go back to where you were by pressing Alt + Left Arrow on your keyboard.

Eligibility

Who Can Apply

Applicants must be a non-profit or public agency whose projects provide direct victim services to individuals who are victims of crime.

Eligible applicants must also meet the following eligibility criteria:

- The applicant must have a record of providing effective direct services to crime victims for a minimum of one year.
- Applicants that do not meet this criterion must demonstrate that at least 25% of their financial support comes from non-federal sources.
- The applicant must have the support and approval of its services by the community and have a history of providing services in a cost-effective manner.
- The applicant must promote a collaborative, coordinated approach for serving crime victims within the community.
- The applicant must assist crime victims in applying for crime victim compensation benefits and offer services to victims of federal crimes on the same basis as victims of state crimes.

Eligible Applicants

Examples of eligible subgrant organizations include but are not limited to:

- Child abuse treatment facilities
- Community mental health or social service agencies
- County social services
- Courts
- Domestic violence shelters or services
- Hospitals
- Law enforcement agencies
- Native-led nonprofit agencies
- Probation and parole authorities
- Prosecutor offices
- Public housing authorities
- Rape crisis centers
- Religious-affiliated organizations
- Tribal victim service programs
- Victim/Witness assistance programs

Note: In-patient treatment facilities are not eligible.

Anticipated Funding Amount and Timeframe

The current funding available through OCVS for this grant cycle is \$13 million for one year, which is approximately \$31 million less than what OCVS has currently awarded to all VOCA subgrants for the 2019-2024 VOCA grant cycle. Agencies may not apply for more than \$250,000 and those agencies who request the maximum amount may not receive it.

For the 2024-2025 competitive grant year, successful applicants will be awarded VOCA subgrants for a one-year project period with the possibility of two additional continuation years. Each continuation grant year requires an application. Awards are contingent upon the availability of federal funds and subgrant compliance with federal guidelines, state guidelines, and award conditions. OCVS reserves the right to amend, change, or reduce subgrant award amounts for each continuation grant year. See below:

- Year 1: 2024-2025 Competitive Grant Announcement and Application
- Year 2: 2025-2026 Continuation Application Grant Year
- Year 3: 2026-2027 Continuation Application Grant Year

Match/Cost Sharing Requirement

Matching or cost sharing means the portion of project costs not paid by Federal funds (unless otherwise authorized by Federal statute). See [2 C.F.R. § 200.1](#) (definition of “cost sharing or matching”).

If awarded, agencies are required to provide 20% match of the **total VOCA project cost or may apply for a match waiver**. Applying for a match waiver will not impact final award decisions. Native American tribes on Indian Reservations are not required to provide match.

The applicant must use volunteers unless OCVS determines there is a compelling reason to waive this requirement. Volunteer time used as match must be for direct victim services and may not include activities ineligible to be directly funded by VOCA.

For more information about the match requirement, visit this link from the US DOJ Grants Financial Management Guide: <https://www.ojp.gov/doj-financial-guide-2022>

Program Description

VOCA Purpose and OCVS Priority Areas

The primary purpose of VOCA victim assistance grants is to support direct services to victims of crime throughout Wisconsin. Direct services are defined as efforts that:

- Respond to the emotional, psychological, or physical needs of crime victims;
- Assist victims to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; or
- Restore a measure of safety and security for the victim.

Through this grant announcement, OCVS seeks proposals from public or non-profit agencies that provide direct services to victims of crime. All activities funded through this grant project must further these goals either directly or indirectly.

Furthermore, OCVS has identified the following priority areas to ensure the VOCA goals are better achieved for all victims of crime:

- [By-and-for organizations](#) that provide victim services to [communities impacted by inequity](#).
- Demonstrated, improved, and intentional collaboration in [rural](#) areas amongst system partners and other service providers.
- Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
- Maximized use of resources in each community to serve all victims of crime.

Applicants must identify at least one or more of the OCVS priority areas as program goals.

VOCA Competitive Application Overview Webinar

Due to the competitive nature of the application, OCVS is unable to answer individual questions. However, if you have questions about VOCA, the application, or application process, please complete this survey: https://wisdoj.gov1.qualtrics.com/jfe/form/SV_6A0oCq1QgB99hTo

All questions must be submitted via the survey by April 1, 2024. Questions asked in the survey will be used to compile Frequently Asked Questions (FAQs), some of which will be discussed in the VOCA Application Webinar that will be posted on the [VOCA webpage](#) by the end of April 2024.

Award Information

Funds are available through the OCVS VOCA grant program. Upon application approval, the project director of the recipient agency will receive a grant award document via email in August/September 2024.

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Step 2: Get Ready to Apply

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Get Registered

SAM.gov

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at Egrants@doj.state.wi.us or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Need Help? See [Contacts & Support](#).

General Instructions & Tips

All agencies must do the following:

- Use a font size of 12 or 14;
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Do not type “see attached” as a response in a section, rather cut and paste text into the response section in Egrants;

Application Tip: OCVS suggests composing answers in Microsoft Word and then copying and pasting into Egrants. Egrants will timeout each session after 30 minutes which may result in lost data. Save your work often.

Application Tip: This application will be reviewed by a panel of experts representing a multi-system background in victim services. While it is not necessary to explain dynamics of victimization, responses must be written as if the person reading the application has never heard of your organization.

Application Tip: For each narrative question, provide clear, concise examples whenever possible. Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.

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Step 3: Write Your Application

In this step

Application Contents & Format

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Application Contents & Format

Required Format

- Use a font size of 12 or 14;
- Include all attachments in the Required Attachments section (if possible, consolidate all attachments into one document);
- Do not type “see attached” as a response in a section, rather cut and paste text into the response section in Egrants.

Main Summary

This section asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, **you may not list the same person** as project director, financial officer and/or signing official.

- The Financial Officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.
- The Project Director will be the main point of contact for all VOCA related grant communications.
- The Signing Official should be the highest elected official, or a designated proxy by the highest elected official, for the agency.

Select the corresponding State Senate Districts, Congressional Districts, and State Assembly Districts from the drop-down menus for your agency. It is not necessary to select anything from the School Districts drop down menu.

In the **Brief Project Description** text box, describe your project in 150 words or less with the following format.

“[Name of Agency] [identify component, if more than one] will provide [major categories or types of services] to [description of clients in terms of types of crime(s) and other relevant demographics] in [county(ies)].”

Responses to this section will be used on the DOJ website, cited in DOJ reports, and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

Project Title: Please use the following format: VOCA: [project description] 2024-2025

Example: “VOCA: Crisis Response 2024-2025” or “VOCA: Sexual Assault Advocacy Program 2024-2025”.

Do not use a generic title such as “VOCA 2024-2025.”

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

Approval Checklist

Answer Yes or No to each question.

Performance Measures

Change section status to “Complete” and save.

Budget Detail

Complete a project budget using the categories listed below. For each category used, enter a justification (under “briefly describe overall use of funds”) that describes how the items in that category will be used to support direct victim services. For each budget line item include specific details and clear cost calculations as described in the subsections below. **Round all amounts to the nearest dollar.** Refer to the [VOCA Program Guidelines](#) for more detail regarding budget items.

Non-supplantation

Federal VOCA funds must be used to supplement existing state and local government funds for program activities and must not supplant those funds that have been appropriated for the same purposes. Violations may result in penalties, such as 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.

Budget Categories:

- Personnel
- Employee Benefits
- Staff Development
- Travel
- Supplies and Operating Expenses
- Indirect Costs
- Consultants/Contractual
- Other

Matching Dollars: Subrecipients are required to contribute 20% match of the **total project funds** (federal plus match), except for federally recognized Native American tribes who are exempt from this requirement. To calculate the total project budget and match amounts, use these formulas:

Requested Federal Amount ÷ 0.80 = Total Project Budget

Total Project Budget x 0.20 = Required Match

Example: Your agency requests \$120,000 of VOCA funds:

\$120,000 ÷ 0.80 = \$150,000 (Total Project Budget)

\$150,000 x 0.20 = \$30,000 (Required Match)

A match waiver may be available to applicants that cannot meet the match requirement in part or in full. If your agency plans to request a match waiver, *indicate this in the Budget Narrative section.*

Budget Detail (Personnel)

Provide salary information for employees that will be funded through this grant (federal or match). For each employee, list position title and name.

Please use the contact list to fill out the staff name. Additional instructions on how to complete the Personnel and Employee Benefits section using contacts can be here: [How to add Personnel and Employee Benefits using Contacts](#) or on the [VOCA Webpage](#). For shared line items (such as Volunteers) please do *not* select “To Be Determined”, rather list your Agency Name as the “first name” and Volunteers as the “last name” of the shared position. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Under “Description of your computation,” state the annual salary multiplied by the percentage funded by VOCA. If position is being used as match, please specify the source of funding. For example:

PERSONNEL BUDGET LINE ITEMS	
Last Update By: Amanda L Powers	
Last Update Date: 3/19/2019 2:55:26 PM	
Position: *	Sexual Assault Victim Adv
Name: *	Sarah Smith
	Change Personnel
	Add Unknown Personnel
Description of your computation	
Year 1:*	1 FTE Position, Annual Salary \$45,760 x 75% = \$34,320, Match 25% SAVS funded = \$11,440
BY SOURCE	AMOUNT
Federal	34,320.00
Cash Match (New Approp.)	11,440.00
In-Kind Match	0.00
Total: Σ	45,760.00

Only personnel costs of the agency applying for the grant funds should be included under “Personnel.” Do not include contractors or employees of other agencies in this section.

Budget Detail (Employee Benefits)

Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, self-care expenses, etc. Amounts budgeted should be based on actual known costs or an established formula. Agencies that receive an award will be expected to have a policy in place when funds are expended for self-care.

Employee benefits are for those listed in Personnel and should be pro-rated for time devoted to the project, i.e., if a position's salary is 75% VOCA funded, then its fringe benefits should be 75% VOCA funded. Under "Briefly describe the overall use of funds" include the agency-wide fringe rate. Employee benefits cannot be paid at a higher percentage than the personnel percentage. For example:

EMPLOYEE BENEFITS	
Briefly describe the overall use of funds for this budget category:	
FICA 6.2%, Medicare 1.45%, Unemployment Insurance 1.46%, Workers Comp 0.38% = (9.49%) + Simple IRA contribution (2%) = 11.49%	
Health Insurance = \$10,000 annual expense	

For each employee, enter position title and name (the same as listed under Personnel). Then in "Description of your computation," show the VOCA-funded portion of the annual salary multiplied by your agency's fringe benefit rate. Include pro-rated health insurance or other flat rate benefits as well. For example:

Position	Name
Selected Individual:	
Position: * Sexual Assault Victim Advocate	Name: * Sarah Smith
Description of your computation	
Year 1:*	Annual Salary \$45,760 x 11.49% = \$5,258 + \$10,000 = \$15,258 Total Benefits \$15,258 x 75% VOCA =
BY SOURCE	AMOUNT
Federal	11,443.00
Cash Match (New Approp.)	3,815.00
In-Kind Match	0.00
Total: Σ	15,258.00

Budget Detail (Staff Development)

To be used for all agency direct victim services staff (this may include volunteers and paid direct services staff whose salary is not funded under the VOCA subgrant). This section should also include the **travel associated with training**. Each training may have its own budget line item, to include all aspects of the training (i.e. mileage, lodging, registration) or expenses can be pooled into a general training line item. However, you must provide details of the calculations. [State travel rates](#) are the maximum allowed.

Agency membership dues to organizations related to victim services (NOVA, WCASA, End Domestic Abuse WI, WVWP) should be included in this section. No more than three memberships may be funded under VOCA. (The following are examples of expenses that are not allowable: training unrelated to direct victim services and training of persons who do not provide direct victim services).

Budget Detail (Travel)

Travel associated with the funded project for VOCA project staff (**excluding travel for training purposes** which should be budgeted under Staff Development) may also include amounts used to provide transportation services for victims. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$98/night (\$103/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$10/breakfast (leaving before 6 a.m.); \$12/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$23/dinner (returning after 7 p.m.).

Budget Detail (Supplies and Operating Expenses)

Can include but not limited to prorated consumables such as paper, stationery, postage, software, and non-expendable personal property with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and phones. Show computations for all items. For example, Rent: \$600/mo. x 12 months x 35% VOCA funded = \$2,520.

Budget Detail (Indirect Costs)

Include any indirect cost rate in this section of the budget. See [Appendix B](#) for more information.

The government-wide grant requirements in [Title 2 C.F.R. part 200](#), state a policy that federal awards should bear their fair share of costs, including reasonable, allocable, and allowable direct and indirect costs. VOCA-funded projects align with the government-wide grant requirements and cost principles, which allow federal funding to support sub-recipient indirect costs (see [Title 2 C.F.R. 200.331](#) and [200.414](#)).

A subrecipient who has never had a federally negotiated indirect cost rate agreement, may elect to use the de minimus indirect cost rate of up to 10% of Modified Total Direct Costs (MTDC). MTDC includes all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each [subcontract](#). MTDC excludes rental costs, equipment, capital expenditures, charges for patient care, tuition remission, scholarships and fellowships, participant support costs and the portion of each [subcontract](#) in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Show your calculation of indirect costs, such as $MTDC = \$150,000 \times 10\% \text{ indirect rate} = \$15,000$

Please attach either the agency's approved NICRA letter or the [10% de Minimus Certification](#) in the Required Attachments Section.

Budget Detail (Consultants/Contractual)

All costs associated with individuals or entities providing services through a contractual arrangement must be included in this section. Apart from a few justified sole source situations, contracts should be awarded via competitive processes, or through your agency's procurement process. Compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace but cannot exceed the current established maximum threshold rate. The current established maximum threshold rate set forth in the [US DOJ Financial Guide](#) is \$81.25 per hour with a maximum of \$650 per 8-hour day. Attach detailed information to support the total cost of each contract. Prorated audit expense is allowable only if an audit is required under the [Uniform Guidance 2 CFR §200.501](#) (i.e., agency expends \$750,000 or more in federal grants annually).

In order to be eligible to receive federal funding all [subcontracts](#) listed in this section must be registered in [SAM](#) with an active UEI. Subrecipient agencies are responsible for ensuring that subcontractors are active and eligible in SAM. No fund reimbursements will be made prior to receipt of the contract.

Budget Detail (Other)

This category should also be used for VOCA eligible expenses not included in any other category; every expense item must be described and justified. Examples: professional liability insurance, fingerprint-based background checks, emergency victim assistance fund, or volunteer recognition events.

Project Narrative

In this section, you will describe all aspects of your project. Provide clear, concise examples whenever possible. **Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.**

Scoring Rubric Chart

Section	Points	Page Limit
Budget Narrative	10	2
Project Narrative	60 (plus up to 15 bonus points)	10
Project Implementation	30	5
Eligibility Requirements	Scored Internally	3

Budget Narrative (10 points, 2 page maximum)

Applicant's budget should display a clear link between the specific project activities and the proposed budget items.

1. How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?
2. Will your agency request a partial or full match waiver? Yes or No

For this section, please cut and paste response directly into Egrants. It is not necessary to attach a word document of the response.

Project Narrative (60 points, 10 page maximum)

1. Provide brief narrative or bullet point answers to the following prompts.
 - a. Overview of your agency (as if no one has heard of you before)
 - b. Office location and/or service area
 - c. Services that your agency provides
 - d. Services that are unique to your agency
 - e. Population served, including geographic location and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved population services)
 - f. Other service providers in your area providing victim services
2. Describe the proposed project and how it will address one or more of the OCVS funding priority areas (One priority area is required. Up to 15 bonus points may be acquired by addressing additional priority areas):
 - [By-and-for organizations](#) that provide victim services to [communities impacted by inequity](#).
 - Demonstrated, improved, and intentional collaboration in [rural](#) areas amongst system partners and other service providers.
 - Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
 - Maximized use of resources in each community to serve all victims of crime.
3. How will the project address one or more of the VOCA purpose areas:
 - Respond to the emotional, psychological, or physical needs of crime victims;
 - Assist victims to stabilize their lives after a victimization;
 - Assist victims to understand and participate in the criminal justice system; or
 - Restore a measure of safety and security for the victim.

4. State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.
5. How is your approach to the project culturally appropriate and trauma-informed for the specific communities being served?
6. How will your project advance equity for victims of crime?
7. What steps will you take to ensure [communities impacted by inequity](#) are made aware of and have access to your agency's services?

Application Note: VOCA funds are intended to expand or enhance victim services and should not be used to supplant, replace, or divert other sources of funding unless it can be demonstrated that such other support is or will be eliminated or reduced for reasons other than the receipt of VOCA funds.

Project Implementation Plan (30 points, 5 page maximum)

1. Tell us about your project and who will be involved, including both internal staff and external partners.
2. How will your project utilize external partners to minimize duplication of services?
3. What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?
4. How will your program engage with the community you serve?

Application Note: Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grants Manager in Fall 2024.

For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.

Eligibility Requirements (scored internally by OCVS, 3 page maximum)

The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The information in this section relates to the agency's entire victim services, not solely the proposed VOCA project.

Demonstrate record of effective direct victim services and community support; non-federal financial support

- Date of agency creation
- Brief summary of agency's history in providing victim services
- List of victim services offered and dates those services were established

Agencies that cannot demonstrate a record of providing effective direct victim services for at least one year must show that at least 25 percent of their financial support comes from non-federal sources.

Use volunteers unless there is a compelling reason for a waiver

Either:

1. Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.

or

2. Provide a compelling reason the agency is entitled to a waiver. A compelling reason may include a statutory or contractual provision that bars the use of volunteers or a lack of persons volunteering after a sustained recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived. You will be required to complete the [volunteer waiver request](#) form before your agency will be awarded funds.

Promote, within the community, coordinated public and private effort to aid crime victims

List task forces, community response teams, written protocols, etc. and agency role for each.

Assist victims of federal crimes the same as victims of state crimes

One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.

Assist victims in seeking crime victim compensation benefits

How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.

Accounting and Financial Capacity Questionnaire

This section is not scored as part of the application, rather this section is used as part of an assessment to determine monitoring should the applicant receive an award. Please answer the questions listed in Egrants to the best of the applicant's ability.

Audit Narrative

State and local government agencies, institutions of higher education, and other nonprofit organizations are subject to federal audit responsibilities pursuant to Uniform Guidance ([2 C.F.R. Subpart F, Audit requirement](#)), as follows:

- An organization-wide financial and compliance audit is required if the organization expends \$750,000 or more in federal financial assistance during the organization's fiscal year.
- A copy of the audit report, with accompanying management letter, must be submitted **within 9 months** of the close of the organization's fiscal year.
- Pro-rated audit costs may only be charged to federal grants if an audit is required pursuant to [Uniform Guidance 2 CFR §200.501](#)

Please copy and paste the following into the response section in Egrants, and then complete as appropriate.

Subgrantee's fiscal year is (mark with an "X"):

- _ Calendar year (January – December)
- _ From: (month) _____ to _____(month)

Mark with an "X" as appropriate:

- _ The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.
- _ The Subgrantee **does not expect** to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.

Subgrantees shall promptly notify OCVS in writing when a change will occur to the above information.

For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.

Required Attachments

Please attach the following documents to your application in this section. If possible, please combine attachments or submit all these documents as one single attachment. Please note that the Subgrant Award Report will be completed by applicant around the time of award.

Application Tip: Check off each item as you attach in the response section in Egrants.

- Proof of Non-Profit Status for non-profit agencies. Please see the [VOCA guidelines](#) for acceptable forms of proof.
- List of Board of Directors
- Documentation of Board Approval of VOCA Application
- Proof of Certification in SAM – If the applicant agency is in the process of applying for SAM when submitting an application, please attach verification that the [SAM registration](#) process has been started. Agencies will be required to show certification in SAM prior to award.
- Indirect Cost Rate, if applicable, either:
 - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
 - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the [Certification to Apply 10% de Minimus Indirect Cost Rate](#) Form, the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.)
- Program Income Certification, if applicable – Applicants that propose imposing fees on clients or generating revenue through VOCA project or staff should complete the [VOCA Program Income Certification Form](#), the form can also be accessed through the DOJ [VOCA webpage](#) in the document library.) See Program Income in Appendix A of this funding announcement.

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3. Prepare

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Step 4: Learn About Review & Award

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Application Review & Evaluation Criteria [26](#)

Application Review & Evaluation Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. Incomplete applications will not be considered. This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a background in victim services and do not require a basic explanation of victimization. The review panel recommendations are utilized in conjunction with OCVS recommendations and submitted to the OCVS Executive Director. All final grant award decisions will be made by the OCVS Executive Director. OCVS will consider past project performance when determining subgrant awards. Funding determinations are within the full discretion of WI DOJ OCVS. OCVS reserves the right to adjust, lower, and/or change the application budget and the requested amount of funding at OCVS's discretion.

Evaluation Criteria

This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a background in victim services and do not require a basic explanation of victimization.

Applicants are reviewed and scored based on the quality of their response, the level of detail provided, and their ability to effectively provide the services outlined in the application. Accepted proposals which pass preliminary evaluation shall be reviewed and scored against the stated criteria based on responses to sections of this Funding Announcement.

Please review the [OCVS VOCA Competitive Grant Application External Scoring Rubric](#) for additional information on how this application will be scored by external reviewers.

Proposals will be scored and graded in the following areas:

Scoring Rubric Chart

Section	Points	Page Limit
Budget Narrative	10	2
Project Narrative	60 (plus up to 15 bonus points)	10
Project Implementation	30	5
Eligibility Requirements	Scored Internally	3

Appeal Process

An applicant may appeal OCVS's decision of grant funding. OCVS will consider VOCA fund availability when reviewing and making final appeal decisions. The review process, funding cap amount of \$250,000 per award, competitive funding criteria, and priority areas may not be appealed.

Appeals must be requested in writing no later than 10 business days after the date on the denial/intent to award letter.

A request must be signed by an authorized official in your agency and include facts or developments that were not known to the applicant at the time of your original application to OCVS. The request must address how these facts or developments significantly impact the evaluation of your application.

Requests to appeal will not be granted if the information received:

- Merely reiterates or restates information submitted as part of an application.
- Seeks to revise or amend the original application.
- Makes comparisons with other applicants or applications.
- Disputes policy judgments or discretionary decisions made by the review team in formulating its recommendations.

OCVS will notify the applicant that the appeal has been received and will respond to the applicant within 30 days of the receipt of the appeal request. OCVS reserves the right to review and reconsider all elements of the grant application during an appeal. If the denial decision is rescinded, OCVS will discuss the specific scope, activities, goals, and budgetary terms of individual projects to be offered grant funding. Such discussions will likely require revision and resubmission of pertinent administrative, programmatic, and financial information.

The written request should be emailed to:

Teresa Nienow, Director of Grant Programs and Training
NienowTA@doj.state.wi.us

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Step 5: Submit Your Application

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Application Submission & Deadlines

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Application Submission & Deadlines

You must have an active account with SAM.gov. This includes having a Unique Entity Identifier (UEI).

SAM.gov registration can take several weeks. Begin that process today.

To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the Entity Registration Checklist for the information you will need to register.

Deadline

Application

You must submit your application by May 31, 2024, at 11:59 p.m. CT.

Submission Method

Egrants

All applications must be submitted through the Wisconsin Department of Justice's web-based grants management system called Egrants. If you have never used Egrants before, you will need to register for access to the system.

To register online, go to <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the self-registration process. On the account registration site, you will have a choice between the DOJ Egrants and WEM Egrants. Please select **DOJ Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application. An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact the help desk at Egrants@doj.state.wi.us or call (608) 267-9068 or toll free at (888) 894-6607 during business hours.

See [Contacts & Support](#) if you need help.

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Learn What Happens After the Award

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Post-Award Requirements & Administration [31](#)

Post-Award Requirements & Administration

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials but a brief outline of requirements is listed below. Further information can be found in the [VOCA Guidelines](#). All subgrantees who receive a VOCA award will be required to attend VOCA Subgrantee Orientation in Fall 2024.

Fiscal Reports	Program Reports	OVC PMT	Goals and Objectives
Monthly <i>or</i>	Semi-annual	Quarterly	Semi-annual
Quarterly	Final		Final

Fiscal reports - VOCA subgrants are paid on a reimbursement basis. Subgrantees may choose to be reimbursed on monthly or quarterly by submitting fiscal reports in Egrants. The decision is solely up to the subgrantee. However, once a frequency of fiscal report is selected for the grant year, it cannot be changed.

Program reports - VOCA subgrants will report on their progress on a semi-annual basis in Egrants. Subgrants will also complete a final report at the end of each grant year.

OVC PMT - Furthermore, VOCA subgrantees are required by the federal awarding agency, US DOJ, to report performance measures (referred to as OVC PMT) on a quarterly basis. Information will be provided post award at the VOCA Subgrantee Orientation about reporting requirements. If applicants would like to know what data elements their agency would be required to report, please see the [OVC PMT Subgrantee Performance Report](#).

Goals and Objectives - Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grant Manager in Fall 2024.

Subgrantee Monitoring - OCVS must assess subgrantee risk posed by applicants before they receive federal funds. Assessment of subgrantee risk determines the level of monitoring performed by OCVS. The levels of risk assigned by OCVS does not preclude a subgrantee from receiving federal funds. In addition to reviewing program complexity and prior adherence to VOCA award terms and conditions (if applicable), OCVS will review financial complexity and the financial capacity of the agency.

Grant funds will be disbursed on a reimbursement basis either monthly or quarterly upon submission of a fiscal report in Egrants. All reimbursements are based on actual, allowable, paid expenditures. Subgrantee is responsible for maintaining accurate accounting records that support expenditures for this grant project.

If awarded and upon receipt of your grant award materials, all grant award special conditions and Egrants reporting requirements must be reviewed. Federal Debarment and Lobbying forms will be sent with award documents and should be signed and submitted with the award documents.

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Contacts & Support

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Agency Contacts

Program Contacts

Teresa Nienow, Director of Grant Programs & Training

NienowTA@doj.state.wi.us; or (608) 400-5168

Alexandra Stanley, VOCA Administrator

StanleyAP@doj.state.wi.us; or (608) 294-0378

Financial & Budget Contact

Justin Wartzluft, Victim Services Grants Supervisor

WartzluftJM@doj.state.wi.us; or (608) 267-4584

Forms Contact

Leah Varnadoe, Grants Support Specialist

VarnadoeLA@doj.state.wi.us; or (608) 266-0936

Egrants Assistance

Weekdays, 8:00am – 4:30pm

Email: Egrants@doj.state.wi.us

Local calls: (608) 267-9068

Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the [Egrants page of our website](#).

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

SAM.gov

If you need help, you can call 866-606-8220 or live chat with the [Federal Service Desk](#).

Additional Resources

Additional information about OCVS and resources to assist with Egrants is available as follows:

- VOCA grant webpage for the Wisconsin Department of Justice:
<http://www.doj.state.wi.us/ocvs/victims-crime-act-voca>
- Department of Justice Egrants webpage: <https://egrants.doj.state.wi.us/egmis/login.aspx>
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.
Email: Egrants@doj.state.wi.us
Local calls: (608) 267-9068
Outside the 608 area code: (888) 894-6607

Appendix A – [Definitions](#)

Appendix B – [Indirect Costs – Guidance for Applicants](#)

Appendix A: Definitions

By and For Organizations - “By and for” organizations in their entirety are operated by and for the population they serve. Their primary mission and history are to provide culturally responsive services to a specific community and are based, directed, and substantially influenced by individuals from the population they serve. At the core of their programs, the organization embodies the cultural values of the community they serve.

Communities Impacted by Inequity - are those who face barriers in achieving equitable outcomes in victim services due to historical and systemic patterns of mistreatment/oppression.

Indirect Costs – are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. See Appendix B of this funding announcement.

Match – Portion of Project funds derived from non-federal sources (equal to 20% of overall project cost). See [VOCA Guidelines Appendix: Local Match Contributions](#).

There are two kinds of match:

Cash Match – includes cash spent for project-related costs. An allowable cash match must include costs which are allowable with Federal funds. Sources of cash match include the SAVS grant, United Way, and unrestricted funds.

In-Kind – includes volunteers providing direct services or donations of expendable equipment, office supplies, workshop or classroom materials, workspace, or the monetary value of time contributed by professionals and technical personnel and other skilled and unskilled labor.

Program Income – Any revenue generated by VOCA project activities or staff are considered program income and requires advanced approval by OCVS. OCVS will consider whether charging victims for services is consistent with the project’s victim assistance objectives and whether the applicant is capable of effectively tracking program income in accordance with financial accounting requirements. See [VOCA Guidelines, VI. Financial Requirements/Audits, B. Program Income](#).

Rural Communities - Rural communities have low population density and are typically characterized by vast amounts of land with few people. They can be self-identified and are not classified as urban but may be served by urban areas. Victims and survivors may have challenges accessing and contacting services because of where they live. Examples include but are not limited to access to support services for victims, privacy and confidentiality concerns, distance and geographic isolation, transportation barriers, lack of available shelters and affordable housing, poverty as a barrier to care, and internet access.

SAM – System for Award Management (SAM) collects, validates, stores, and disseminates data regarding applicants’ eligibility to receive federal funds. **SAM registration and renewal is FREE**. More information can be found on the VOCA webpage on [updating or renewing an existing SAM registration](#) or [creating a new SAM registration](#).

Subaward – a subaward is for the purpose of carrying out a portion of the federal subgrant award, such as compensating an MOU partner. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The issuance and monitoring of subawards must meet the requirements of [2 CFR § 200.331](#), which includes oversight of subaward spending and monitoring of performance measures and outcomes attributable to grant funds. See [2 CFR § 200.330](#).

Subcontract – a contract is for the purpose of obtaining goods and services for the applicant’s own use. The substance of the relationship is more important than the form of the agreement in determining whether the recipient of the pass-through funds is a subaward or contract. The awarding and monitoring of contracts must follow the recipient’s documented procurement procedures, including full and open competition, pursuant to the procurement standards in [2 CFR § 200.317-200.329](#). Also see [2 CFR § 200.330](#).

Supplanting – reducing or replacing state or local funds due to the existence of VOCA (federal) funds. VOCA funds are intended to expand or enhance direct victim services and are meant to supplement existing state and local funds.

Appendix B: Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. If an expense can be linked directly to the grant, it would be a direct cost, and not an indirect cost.

The Wisconsin Department of Justice will consider either the applicant's federally approved Negotiated Indirect Cost Rate Agreement (NICRA) OR Certification to charge the De Minimis Indirect Rate up to 10% of the Modified Total Direct Cost (MTDC). Please note: OCVS reserves the right to reduce the dollar amount charged to the federal grant, if such an amount hinders the agency's ability to provide direct services.

In order to request the de minimis rate, subrecipients must follow the MTDC definition as defined in 2 CFR (See below). Keep in mind, using the de minimis indirect cost rate is an option for the subrecipient, **but** it is not mandated by OCVS. The subrecipient must, however, satisfy the requirements related to use of the de minimis rate (as set out in 2 C.F.R. Part 200).

Additional Guidance:

- A grant recipient cannot exceed 10% de minimis indirect but can charge a lesser percent.
- If a grant recipient applies for less than 10% de minimis, they cannot later increase it up to the 10% maximum.
- If a grant recipient has a NICRA, they can opt to apply only a portion of those costs to the federal grant budget.

Modified Total Direct Cost (MTDC)

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each [subaward](#) (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Match:

Subrecipients may choose to charge indirect costs to the award at a rate less than its current (unexpired) approved federally-negotiated indirect cost rate. The subrecipient may count as "match" the portion of its approved federally-negotiated indirect cost rate that it chooses not to charge to the subaward, if approved by OCVS and if it is actually cash match. If a subrecipient chooses to use match as part of their indirect rate the calculations shall remain the same for MTDC or the approved NICRA. A portion may be used toward federal reimbursements and the rest toward match, but both figured cannot exceed the approved indirect rate on the budget and the calculations shall remain the same on each fiscal report.

How to calculate 10% MTDC:

<u>Budget Category</u>	<u>Federal Amount</u>
Personnel	\$45,985.00
Employee Benefits	\$17,546.00
Staff Development	\$3,500.00
Travel (including training)	\$250.00
Equipment	\$5,000.00
Supplies and Operating Expenses	\$8,651.00
Rent	\$6,000.00
Consultant/ Contractual	\$200.00
Indirect	\$8,269.00
Other	\$6,556.00
Total Budget	\$101,957.00

Step 1: Add all direct federal expenses, except equipment, rent and any contracts over \$25,000. (MTDC=\$82,688)

Step 2: Multiply MTDC by 10% (\$82,688 x 0.10 = \$8,269)

Grant Recipient Reporting on Indirect:

Wisconsin DOJ requires consistency regarding calculations of the MTDC on each fiscal report. Subrecipients will be required to request up to the 10% of MTDC on each report (at the rate approved in the budget). See Fiscal Report Example Below:

<u>Budget Category</u>	<u>Federal Amount</u>
Personnel	\$5,000.00
Employee Benefits	\$1,500.00
Staff Development	\$500.00
Travel (including training)	\$250.00
Equipment	\$50.00
Supplies and Operating Expenses	\$100.00
Rent	\$500.00
Consultant/ Contractual	\$100.00
Indirect	\$798.00
Other	\$525.00
Total Expenses for Month	\$9,323

Step 1: Add all direct federal expenses, except equipment, rent, and contracts over \$25,000. (MTDC=\$7,975)

Step 2: Multiply MTDC by 10% (round if applicable). (\$7,975 x.10 = \$798)

Once the approved indirect budget has been met for the year the subrecipient will stop charging indirect on the fiscal reports.

WISCONSIN DEPARTMENT OF JUSTICE

DOJ USE ONLY

Applicant Hereby Applies to the DOJ for Financial Support for the Within-Described Project:

<u>Receipt Date</u>	<u>Award Date</u>	<u>Subgrant Number(s)</u>
		-- 18775

SUBGRANT #: 18775

SHORT TITLE: VOCA: Victim Resource Unit 2024-2025

1. Type of Funds for which you are applying.	() VOCA: Victims of Crime Act 2024-2025 Competitive Grant		
2. Applicant	Name Of Applicant: Wausau Police Department		County: Marathon
	Street Address: 515 Grand Avenue		
	Address Line 2:		Address Line 3:
	City: Wausau	State: WI	Zip: 54403-6467
	3. Recipient Agencies Wausau Police Department		
4. Signatory	Name: Mayor Doug Diny		Title: Mayor
			Agency: City of Wausau
	Street Address: 407 Grant Street		
	Address Line 2:		Addr Line 3:
	City: Wausau	State: WI	Zip: 54403-4737
	Phone:	Fax:	Email: doug.diny@ci.wausau.wi.us
5. Financial Officer	Name: Ms. Susan Lang		Title: Administrative Supervisor
			Agency: Wausau Police Department
	Street Address: 515 Grand Avenue		
	Address Line 2:		Addr Line 3:
	City: Wausau	State: WI	Zip: 54403-6467
	Phone: 715-261-7828	Fax:	Email: Susan.Lang@ci.wausau.wi.us
6. Project Director	Name: Captain Ben Graham		Title: Captain
			Agency: Wausau Police Department
	Street Address: 515 Grand Avenue		
	Address Line 2:		Addr Line 3:
	City: Wausau	State: WI	Zip: 54403-6467
	Phone: 715-261-7801	Fax:	Email: benjamin.graham@ci.wausau.wi.us
7. Brief Summary of Project (Do Not Exceed Space Provided)	Short Title (may not exceed 50 characters) VOCA: Victim Resource Unit 2024-2025		
	The Wausau Police Department will further its collaborative, coordinated approach to better serve victims of crime in the Wausau (Marathon County) community, with special concern for, but not limited to, adult sexual assault victims, child abuse victims, domestic and family violence victims, and underserved victims of crime. Grant funding will support a Victim Resource Unit (VRU), which operates within an established system intentionally designed to provide a comprehensive and seamless continuum of immediate, medium-term, and long-term integrated services and care for victims. The VRU will include a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer. The VRU will provide timely direct services and coordinate community-based services to: respond to the emotional, psychological, and physical needs of crime victims; assist victims to stabilize their lives after victimization; assist victims to understand and participate in the criminal justice system; and restore a measure of safety and security for the victim.		

8. SubGrant Budget

Sources

Categories	Federal	Cash Match (New Approp.)	In-Kind Match	Category Total
Personnel	141,000.00	0.00	32,501.00	173,501.00
Employee Benefits	60,000.00	0.00	11,435.00	71,435.00
Staff Development	6,000.00	0.00	0.00	6,000.00
Travel (Including Training)	3,500.00	0.00	0.00	3,500.00
Supplies & Operating Expenses	8,800.00	0.00	14,024.00	22,824.00
Consultants/Contractual	4,800.00	0.00	0.00	4,800.00
Indirect	0.00	0.00	0.00	0.00
Other	7,500.00	0.00	0.00	7,500.00
Source Total	231,600.00	0.00	57,960.00	289,560.00

9. Project Start Date: 10/1/2024 Project End Date: 9/30/2025

10. Budget Details:

Master Budgets:

By Recipient Agency	Year 1	Total
Wausau Police Department	289,560.00	289,560.00
Total:	289,560.00	289,560.00

Allocation/Recipient Agency: Wausau Police Department

Category:	Year 1	Total
Personnel	173,501.00	173,501.00

Employee Benefits	71,435.00	71,435.00
Staff Development	6,000.00	6,000.00
Travel (Including Training)	3,500.00	3,500.00
Supplies & Operating Expenses	22,824.00	22,824.00
Consultants/Contractual	4,800.00	4,800.00
Other	7,500.00	7,500.00
Total:	289,560.00	289,560.00

11. Budget Details:

Master Budgets:

Line Item Details for Wausau Police Department

YEAR 1

PERSONNEL

Justification: The Victim Resource Unit (VRU) is comprised of three primary members, two supervisors, and an advisory committee comprised of volunteers. Each member, supervisor, and volunteer is essential to the program and supports direct victim services.

COST

Positions subject to federal funding:

- Mental Health Therapist (1 FTE; 100% VOCA)
- Crime Response Specialist (.8 FTE; 100% VOCA)

Positions subject to match:

- Victim Resource Officer (1 FTE; 25% VOCA Match; 100% City of Wausau)
- Lieutenant (1 FTE; 5% VOCA Match; 100% City of Wausau)
- Captain (1 FTE; 5% VOCA Match; 100% City of Wausau)
- Volunteers (Volunteer Advisory Committee Members 5 (members) x \$50/hr x 1 hr x 4 quarters = \$1,000)

Position Captain

Name Captain Ben Graham

Description of your computation: 1 FTE Annual Salary \$111,738 x 5% Match = \$5,587

Source: Federal	0.00
Source: Cash Match (New Approp.)	0.00
Source: In-Kind Match	5,587.00

Position	Crime Response Specialist		
Name	Lauryn Erdman		
Description of your computation:	.80 FTE Annual Salary \$47,000 x 100% VOCA = \$47,000		
	Source: Federal		47,000.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		0.00

Position	Lieutenant		
Name	Lieutenant Nathan Pauls		
Description of your computation:	1 FTE Annual Salary \$94,474 x 5% Match = \$4,724		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		4,724.00

Position	Mental Health Therapist		
Name	Therapist Kristen Seidler		
Description of your computation:	1 FTE Annual Salary \$94,000 x 100% VOCA = \$94,000		
	Source: Federal		94,000.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		0.00

Position	Victim Resource Officer		
Name	Officer Sarah Bedish		
Description of your computation:	1 FTE Annual Salary \$84,760 x 25% Match = \$21,190		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		21,190.00

Position	Volunteers		
Name	{To Be Determined}		
Description of your computation:	Volunteer Advisory Committee Members 5 (members) x \$50/hr x 1 hr x 4 quarters = \$1,000		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00

Source: In-Kind Match 1,000.00

Personnel Year 1 Total: 173,501.00

EMPLOYEE BENEFITS

Justification: The Victim Resource Unit (VRU) is comprised of three primary members, two supervisors, and an advisory committee comprised of volunteers. Each member, supervisor, and volunteer is essential to the program and supports direct victim services. **COST**

Positions subject to federal funding:

- Mental Health Therapist (1 FTE; 100% VOCA)
- Crime Response Specialist (.8 FTE; 100% VOCA)

Positions subject to match:

- Victim Resource Officer (1 FTE; 25% VOCA Match; 100% City of Wausau)
- Lieutenant (1 FTE; 5% VOCA Match; 100% City of Wausau)
- Captain (1 FTE; 5% VOCA Match; 100% City of Wausau)

Benefit Breakdowns:

- Mental Health Therapist (FICA 6.20%, Medicare 1.45%, Workers Comp .17%, WRS 6.9% + Health Insurance + HSA)
- Crime Response Specialist (FICA 6.20%, Medicare 1.45%, Workers Comp .17%, WRS 6.9% + Health Insurance)
- Victim Resource Officer (FICA 6.20%, Medicare 1.45%, Workers Comp 2.67%, WRS 14.34% + Health Insurance + HSA)
- Lieutenant (FICA 6.20%, Medicare 1.45%, Workers Comp 2.67%, WRS 14.34%)
- Captain (FICA 6.20%, Medicare 1.45%, Workers Comp 2.67%, WRS 14.34% + Health Insurance + HSA)

Position	Captain		
Name	Captain Ben Graham		
Description of your computation:	$\$111,738$ (salary) x 24.66% (fringe) = $\$27,555$ + $\$1,200$ (HSA) + $\$26,355$ (health insurance) = $\$55,110$ (total benefits) x 5% Match = $\$2,755$		
	Source: Federal		0.00
	Source: Cash Match (New Approp.)		0.00
	Source: In-Kind Match		2,755.00

Position	Crime Response Specialist		
Name	Lauryn Erdman		
Description of your computation:	$\$47,000$ (salary) x 14.72% (fringe) = $\$6,918$ + $\$0$ (HSA) + $\$8,082$ (health insurance) = $\$15,000$ (total benefits) x 100% VOCA = $\$15,000$		
	Source: Federal		15,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Position	Lieutenant
Name	Lieutenant Nathan Pauls
Description of your computation:	$\$94,474$ (salary) x 24.66% (fringe) = $\$23,297$ + $\$0$ (HSA) + $\$0$ (health insurance) = $\$23,297$ (total benefits) x 5% Match = $\$1,165$ Source: Federal 0.00 Source: Cash Match (New Approp.) 0.00 Source: In-Kind Match 1,165.00

Position	Mental Health Therapist
Name	Therapist Kristen Seidler
Description of your computation:	$\$94,000$ (salary) x 14.72% (fringe) = $\$13,837$ + $\$1,200$ (HSA) + $\$29,963$ (health insurance) = $\$45,000$ (total benefits) x 100% VOCA = $\$45,000$ Source: Federal 45,000.00 Source: Cash Match (New Approp.) 0.00 Source: In-Kind Match 0.00

Position	Victim Resource Officer
Name	Officer Sarah Bedish
Description of your computation:	$\$84,760$ (salary) x 24.66% (fringe) = $\$20,902$ + $\$600$ (HSA) + $\$8,557$ (health insurance) = $\$30,059$ (total benefits) x 25% Match = $\$7,515$ Source: Federal 0.00 Source: Cash Match (New Approp.) 0.00 Source: In-Kind Match 7,515.00

Employee Benefits Year 1 Total: **71,435.00**

STAFF DEVELOPMENT

Justification: We seek to encourage and equip the VRU with the necessary tools to stay abreast of and in front of today's and tomorrow's victim services. To that end, our proposed budget consists of \$2,000 for each primary member of the VRU, totaling \$6,000, and will cover allowable expenses like mileage, lodging, registration, and membership dues. **COST**

Description	Staff development for direct victim service members
Description of your computation:	Conferences/Training/Seminars ($\$2000$ x 3 (members)) = $\$6,000$ Source: Federal 6,000.00 Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Staff Development Year 1 Total: 6,000.00

TRAVEL (INCLUDING TRAINING)

Justification: This budget category will be used to fund travel expenses incurred by members of the VRU while they provide direct victim services. This will exclude travel expenses associated with staff development. COST

Purpose of Travel Direct Victim Services

Location Wausau, Marathon County, and Surrounding Region

Item Mileage

Description of your computation: Mileage = 6,864 (miles) x \$.51 (cost per mile) = \$3,500

Source: Federal 3,500.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Travel (Including Training) Year 1 Total: 3,500.00

SUPPLIES & OPERATING EXPENSES

Justification: This budget category will fund consumables and operating expenses associated with the delivery of direct victim services. Listed are only essential expenses that permit advertisement of services, enable communication with victims, and provide a means for travel. COST

Supply Item Cell Phones

Description of your computation: 3 (phones) x \$500 (cost per year) = \$1,500

Source: Federal 1,500.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Supply Item Leased Vehicle

Description of your computation: \$500 (price per month) x 12 (months) = \$6,000

Source: Federal 6,000.00

Source: Cash Match (New Approp.) 0.00

Source: In-Kind Match 0.00

Supply Item	Office Space	
Description of your computation:	1,000 sq. ft (\$12/sq. ft = \$12,000); 3 computers (3 x \$520 = \$1,560); 3 desktop phones (3 x \$93 = \$279); 1 printer (1 x \$185) = \$14,024	
	Source: Federal	0.00
	Source: Cash Match (New Approp.)	0.00
	Source: In-Kind Match	14,024.00

Supply Item	Printing, Photocopying & Postage	
Description of your computation:	Printing, Photocopying, Postage, Software = \$500	
	Source: Federal	500.00
	Source: Cash Match (New Approp.)	0.00
	Source: In-Kind Match	0.00

Supply Item	Public Information	
Description of your computation:	Brochures, design/maintenance of websites/social media, public awareness and education materials, etc. = \$800	
	Source: Federal	800.00
	Source: Cash Match (New Approp.)	0.00
	Source: In-Kind Match	0.00

Supplies & Operating Expenses	Year 1 Total:	22,824.00
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CONSULTANTS/CONTRACTUAL - CONSULTANT

Justification:	<u>COST</u>
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Name / Position	Melanie Strand-Glatczak	
Service Provided	Clinical Supervision of Victim Resource Therapist	
Description of your computation:	Clinical Supervision at \$200/hour for two hours per month (\$200 the prevailing rate for Clinical Supervision) = \$4,800	
	Source: Federal	4,800.00
	Source: Cash Match (New Approp.)	0.00
	Source: In-Kind Match	0.00
Consultants/Contractual - Consultant		Year 1 Total: 4,800.00

OTHER

Justification: This budget category will be used for any individual items that victims may need to help them heal and make them whole after victimization. This includes any items that help support the victim, ease the effects caused by victimization, and will allow the victim to get on with their life after the trauma and victimization. Eligible expenses include: emergency financial assistance; short term childcare costs; and relocation expenses. **COST**

Description	Emergency Victim Assistance Funds		
Description of your computation:	Gas cards, emergency food, shelter, clothing, transportation, window, door or lock replacement/repair etc. = \$7,500	Source: Federal	7,500.00
		Source: Cash Match (New Approp.)	0.00
		Source: In-Kind Match	0.00
		Other	Year 1 Total:

YEAR 1 TOTAL: 289,560.00

12. Sections:

A BUDGET NARRATIVE

Budget Narrative (10 points, 2 page maximum)

Applicant’s budget should display a clear link between the specific project activities and the proposed budget items.

- 1.How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?
- 2.Will your agency request a partial or full match waiver? Yes or No

For this section, please cut and paste response directly into Egrants. It is not necessary to attach a word document of the response.

RESPONSE:

How are the costs detailed in the Budget Detail section necessary to the completion of the proposed project?

In 2016, OCVS granted the Wausau Police Department \$186,439 in annual federal VOCA funds to establish the Victim Resource Unit (VRU). Initially, these funds supported program activities and two employees: a Mental Health Therapist (1 FTE, 100% VOCA) and a Victim Resource Officer (1 FTE, 70% VOCA).

Additionally, a Crime Response Specialist was integrated into the unit, funded separately through a VOCA award managed by the Marathon County District Attorney’s Office. However, funding for this position was not pursued in 2019.

In 2019, OCVS increased its award to the Wausau Police Department to \$300,000 annually to further develop and sustain the VRU's crucial work. Over the past four years, these funds have supported program activities and three employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 50% VOCA).

Currently, the Wausau Police Department is requesting \$231,600 in VOCA funds to maintain and enhance its multidisciplinary approach to serving crime victims. This amount represents a 23% reduction from the previous award and is over \$18,000 less than the maximum allowance. Grant funds will continue supporting

program activities and essential employees: a Mental Health Therapist (1 FTE, 100% VOCA), a Crime Response Specialist (.8 FTE, 100% VOCA), and a Victim Resource Officer (1 FTE, 25% VOCA match).

Due to reduced VOCA funding, no federal dollars will be sought for the officer position, but the officer will remain fully assigned to the VRU and dedicate at least 25% of time to delivering direct victim services.

Personnel and Benefits

VOCA Funding: \$201,000 (Match: \$43,936)

In our commitment to prevent revictimization by offering timely and thorough care to crime victims, a crucial aspect of our approach is the formation of a multidisciplinary team with the necessary expertise. Our team, consisting of a therapist, crime response specialist, and officer, possesses the essential skills for efficient and effective service delivery. They are well-equipped to offer comprehensive support and referrals without duplicating efforts. With funding for VRU members' personnel and benefits, we can sustain positions that provide emotional support and safety services, such as scene response, safety planning, crisis intervention, counseling, and therapy. Additionally, they offer personal advocacy, such as accompaniment and tailored assistance, as well as information and referrals regarding victims' rights, restitution, crime victim compensation, case status, and community resources. The funding will specifically cover salary and benefit costs for the Mental Health Therapist and Crime Response Specialist, which are determined by the City of Wausau.

Staff Development

VOCA Funding: \$6,000

To render excellent direct victim service, a program must possess excellent direct victim staff. Excellence hinges upon passion and competence, which requires on-going staff development in the form of local, regional, and even national training. We seek to encourage and equip the VRU with the necessary tools to stay abreast of and in front of today's and tomorrow's victim services. To that end, our proposed budget consists of \$2,000 for each member of the VRU, totaling \$6,000, and will cover allowable expenses like mileage, lodging, registration, and membership dues.

Travel

VOCA Funding: \$3,500

This budget category will be used to fund travel expenses incurred by members of the VRU while they provide direct victim services. This will exclude travel expenses associated with staff development. We've discovered and anticipate that a majority of direct victim services will occur outside of the Wausau Police Department. This includes homes, Wausau's network of 17 public schools, a local domestic violence shelter, and more. The ability to be mobile and to respond to the location of a victim greatly enhances the quantity and quality of service we provide.

Supplies and Operating

VOCA Funding: \$8,800 (\$14,024 match)

This budget category will fund consumables and operating expenses associated with the delivery of direct victim services. Listed are only essential expenses that permit advertisement of services, enable communication with victims, and provide a means for travel. Approximately 20 percent of therapy is conducted at the Wausau Police Department. The remaining 80 percent of therapy requires travel to alternate locations in Wausau and the surrounding community. The leased vehicle will be used by the therapist for travel associated with providing direct victim services.

Consultants

VOCA Funding: \$4,800

Given the unique and specialized services rendered by a licensed therapist, clinical supervision is necessary to satisfy personal and professional development and program goals. Because the knowledge, skills, and

abilities required for adequate clinical supervision lacks within the Wausau Police Department, we find it imperative to partner with a local clinical provider of good repute to provide consultant services on a quarterly basis. The consultant will conduct monthly or twice-monthly meetings (not to exceed 2 hours per month) with the therapist to discuss employee development, ongoing cases, and pertinent issues to psychotherapy.

Other – Emergency Victim Assistance Funds

VOCA Funding: \$7,500

This budget category will be used for any individual items that victims may need to help them heal and make them whole after victimization. This includes any items that help support the victim, ease the effects caused by victimization, and will allow the victim to get on with their life after the trauma and victimization. Eligible expenses include: emergency financial assistance; short term childcare costs; and relocation expenses.

Will your agency request a partial or full match waiver? Yes or No

No. Whereas we have sought a partial match waiver in previous grant cycles, we endeavor to satisfy match/cost sharing requirements by providing 20% match, or \$57,900.

BUDGET NARRATIVE - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
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B PROJECT NARRATIVE

Project Narrative (60 points, 10 page maximum)

1. Provide brief narrative or bullet point answers to the following prompts.

- Overview of your agency (as if no one has heard of you before)
- Office location and/or service area
- Services that your agency provides
- Services that are unique to your agency
- Population served, including geographic location and demographic information (including racial and ethnic demographics, as well as any marginalized and/or underserved population services)
- Other service providers in your area providing victim services

2. Describe the proposed project and how it will address one or more of the OCVS funding priority areas (One priority area is required. Up to 15 bonus points may be acquired by addressing additional priority areas):

- By-and-for organizations that provide victim services to communities impacted by inequity.
- Demonstrated, improved, and intentional collaboration in rural areas amongst system partners and other service providers.
- Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
- Maximized use of resources in each community to serve all victims of crime.

3. How will the project address one or more of the VOCA purpose areas:

- Respond to the emotional, psychological, or physical needs of crime victims;
- Assist victims to stabilize their lives after a victimization;
- Assist victims to understand and participate in the criminal justice system; or
- Restore a measure of safety and security for the victim.

4. State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.

5. How is your approach to the project culturally appropriate and trauma-informed for the specific communities being served?

6. How will your project advance equity for victims of crime?

7. What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services?

RESPONSE:

Overview of your agency

The Wausau Police Department (WPD), established in 1872, has served the City of Wausau for over 150 years, operating primarily on levy dollars with a \$12.8 million budget and 93.5 authorized full-time employees, including 81 sworn and 12.5 civilian personnel. Committed to providing 24-hour police services and enhancing community well-being, WPD actively pursues excellence in policing and has achieved accredited status through the Wisconsin Law Enforcement Accreditation Group. Embracing problem-oriented and community-oriented policing approaches, WPD implements innovative programs, such as the Victim Resource Unit (VRU), established in 2016 with funding from OCVS's VOCA award. Comprising a

Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer, the VRU delivers comprehensive victim services, positively impacting hundreds of individuals and earning heartfelt gratitude from beneficiaries like one who stated, "The VRU is a godsend. I'm so thankful for the guidance and support. It literally saved my life."

Office location and/or service area

The VRU is based at 515 Grand Avenue, conveniently situated within the Wausau Police Department, boasting a 1,000 square foot office space with a waiting area and three individual offices. While primarily serving the City of Wausau, the VRU extends its support to Greater Marathon County upon request and has a track record of aiding northern regions of the state during critical incidents necessitating a regional response.

Services that your agency provides

WPD ensures round-the-clock police coverage for Wausau, offering not only general patrol and investigative services but also supplementary initiatives targeting mental health, homelessness, and victim support. Within this framework, the Victim Resource Unit (VRU) operates, strategically integrated into the department's structure to provide immediate, medium-term, and long-term assistance to victims. Comprising a therapist, crime response specialist, and officer, the VRU delivers timely direct services and coordinates community-based support to address victims' emotional, psychological, and physical needs, stabilize their lives post-victimization, facilitate their engagement with the criminal justice system, and restore a sense of safety and security.

The following is a list of general services the VRU provides:

- Crime Victim Compensation Assistance
- Information and Referral Services
 - Information about the criminal justice process and victim rights
 - Referral to other victim service programs and other services and resources
- Personal Advocacy and Accompaniment
 - Victim Advocacy/Accompaniment to Emergency Medical Care and Exams
 - Law Enforcement Interview Advocacy/Accompaniment
 - Individual Advocacy
 - Immigration Assistance
 - Intervention with Employer, Creditor, Landlord, or Academic Institution
 - Child or Dependent Care Assistance (includes coordination of services)
 - Transportation Assistance (includes coordination of services)
- Emotional Support/Safety Services
 - Crisis Intervention (in-person, includes safety planning, etc.)
 - On-scene Crisis Response (e.g., community crisis response)
 - Individual Counseling and Therapy
 - Emergency Financial Assistance
- Shelter/Housing Services
 - Relocation Assistance (includes assistance with obtaining housing)
- Criminal/Civil Justice System Assistance
 - Notification of Criminal Justice Events
 - Victim Impact Statement Assistance
 - Prosecution Interview Advocacy/Accompaniment
 - Criminal Advocacy/Accompaniment

Services that are unique to your agency

The VRU stands out in central Wisconsin due to its unique integration with law enforcement, ensuring seamless service delivery to victims. This integration eliminates gaps in support often experienced with separate service providers and facilitates smooth referrals when needed.

Victims benefit from comprehensive assistance, including:

- **Case Management:** Victims receive ongoing support and referrals managed by VRU members, ensuring continuity of care and assistance in accessing available resources.
- **Victim Advocacy:** Providing victims with a voice, ensuring access to services, resources, information, and legal options.
- **Direct Services:** Addressing emotional, physical, and mental well-being, and preventing further victimization. This includes emergency and ongoing support, including on-call counseling and therapy services provided by the Mental Health Therapist.

These services are available to any adult or child victim, with a focus on specific groups such as adult sexual assault victims, child abuse victims, and victims of domestic violence. Services are delivered in environments tailored to the victim's needs, including crime scenes, homes, schools, and shelters. While primarily serving the City of Wausau, the VRU evaluates requests and provides services or referrals to support surrounding rural communities as needed.

Population served, including geographic location and demographic information

Wausau, the county seat of Marathon County, Wisconsin, encompasses approximately 20 square miles, with over 230 miles of public streets, within the state's largest county spanning over 1,500 square miles. The city's population, comprising 40,369 residents, contributes significantly to the county's total of 137,916 individuals. Notably, the Wausau metropolitan area accommodates more than half of the county's population, rendering the surrounding regions relatively rural, characterized by extensive agricultural and forested areas.

Demographically, the population distribution is diverse, with the following racial and ethnic breakdown:

- White: 77.33%
- Black or African American: 1.48%
- American Indian and Alaskan Native: 0.66%
- Asian: 11.87%
- Native Hawaiian and Other Pacific Islander: 0.06%
- Some Other Race: 2.04%
- Two or More Races: 6.56%
- Hispanic or Latino: 4.46%

The Asian population, notably comprising Hmong, Vietnamese, and Laotian refugees resettled since the late 1970s, has steadily increased, becoming Wausau's largest ethnic minority. Recent years have seen additional resettlement of Afghan and Congolese refugees, facilitated through collaboration with organizations like ECDC and New Beginnings, fostering a compassionate community response.

Despite the region's economic activity, disparities persist, with median household incomes in Wausau lower than both county and state averages. Additionally, a significant portion of Wausau's households fall under the ALICE category, highlighting financial vulnerability. The urgency of services provided by the VRU is underscored by critical indicators from the 2023 Marathon County Life Report, revealing challenges such as insufficient savings for emergencies, rising youth depression rates, disparities in mental health care access, escalating substance abuse issues, and increased demand for emergency services amid limited mental health resources.

Other service providers in your area providing victim services

Several organizations collaborate closely with the Wausau Police Department to deliver vital victim services:

- **The Women's Community, Inc (TWC):** Located at 3200 Hilltop Road, Wausau, TWC focuses on domestic violence and sexual assault services, offering advocacy, support groups, shelter, and referrals. While they provide counseling, immediate therapy isn't available onsite. The VRU's Mental Health Therapist conducts sessions at TWC, ensuring victims receive comprehensive support.
- **Children's Advocacy Center of North Central Wisconsin (CAC):** Situated at 705 S 24th Avenue, Wausau, CAC specializes in investigating child maltreatment cases, offering forensic interviews, advocacy, and medical coordination. They collaborate with the VRU and other agencies to support victims and facilitate services like safety planning and therapy.

- **Marathon County District Attorney's Office:** Located at 500 Forest Street, Wausau, the DA's Victim Witness Program aids victims post-charge with court notifications, restitution, and referrals. Historically, they supported a Crime Response Specialist through a VOCA grant, whose absence led to a decrease in direct victim services. The position has since been reinstated through the VRU's VOCA award, ensuring continued support for crime victims.

Describe the proposed project and how it will address one or more of the OCVS funding priority areas

1. By-and-for organizations that provide victim services to communities impacted by inequity.
 - i. The VRU will prioritize enhancing programs targeting the intersection of homelessness, domestic violence, and sexual assault. The Wausau Police Department's Community Outreach Specialist (COS) aids the unhoused by holding office hours at key locations like the library and human services organizations. Acting as a consistent point of contact, the COS improves communication between clients and various system partners. Extensive intake procedures include reviewing clients' housing and medical histories, often intertwined with victimization. Some unhoused single females have reported manipulation by acquaintances offering temporary shelter for personal gain. The rising number of unhoused individuals in Marathon County, especially since November 2023, underscores the urgency for support from the VRU and COS, especially for those lacking transportation, communication methods, and healthcare access. Collaboration with the Marathon County Sexual Assault Intervention Team (MCSAIT) now involves the COS in identifying referral sources, locating housing, and raising awareness. Additionally, the WPD is proposing a transitional living program in Wausau in partnership with the COS and CW Solutions, a private human service company. Through collaboration with the VRU, CW Solutions has developed ROUTE, an anti-sex trafficking program featuring a warmline and dedicated case managers.
2. Demonstrated, improved, and intentional collaboration in rural areas amongst system partners and other service providers.
 - i. The VRU collaborates closely with local partners active in rural communities, including the Marathon County Sexual Assault Intervention Team, Sexual Assault Response Team, Marathon County Domestic Abuse Response Team, and Multi-Disciplinary Teams. This collaboration ensures that victims in areas lacking advocacy programs can access support and intervention, with connections to Emergency Departments and Healthfirst SANE staff. Resources are shared across over 12 counties served by SANE programs and CW Solutions. Collaboration with the VRU is crucial to improving opportunities for rural victims, offering resources, referrals, and follow-up care. Additionally, the VRU collaborates with The Women's Community on sexual assault panels to provide awareness to high school students. The success of these panels has led to the development of similar programs in less populated communities like Lincoln County, aiming to increase awareness in smaller, rural municipalities.
3. Demonstrated, improved, and intentional collaboration around sexual assault victim services amongst system partners and other service providers.
 - i. The VRU will strengthen and expand community partnerships to improve services for victims of sexual assault from youth through older adults. The VRU and The Women's Community (sexual assault advocacy program) coalition of professionals regularly engage with the community. This forum maximizes local specialists who deliver firsthand knowledge about the VRU, The Women's Community, District Attorney's Office, Probation & Parole, Child Advocacy Center (CAC), and SANE programs. The VRU implements a cohesive response to child sexual assault for victims and caregivers throughout the process of disclosure, investigation, prosecution, and sentencing. Child victims and their caregivers benefit from an entire network of support from the VRU, Social Services, The Women's Community, and District Attorney's Office during CAC forensic interviews. Intervention from the VRU therapist is especially critical for Marathon County child survivors of sexual assault who experience mental health challenges. According to the 2021 Marathon County High School Youth Risk Behavior Survey, 29% of high school teens and 27% of middle school students reported feeling depressed and 45% of high school teens and 48% of middle school students reported significant problems with anxiety. Easily accessible counseling at no cost with the VRU therapist is especially vital for youth whose families are often met with financial concerns, a shortage of providers, and long waiting lists.
4. Maximized use of resources in each community to serve all victims of crime.

- i. The VRU program will continue its joint effort with the Marathon County Health Department (MCHD) to connect Nurse-Family Partnership clients with victim support and resources. The Nurse-Family Partnership is an evidence-based community program which delivers free in-home nurse visits throughout pregnancy, infancy and up to age two. Clients receive consistent support from specially trained nurses to sustain families with parenting education and referrals for housing, employment, and childcare. Both the VRU and Partnership nurses can connect clients with a history of victimization directly to each of their programs. MCHD has requested and received training from the Victim Resource Officer about human trafficking, personal safety, and situational awareness for their Partnership nurses. In conjunction with the Marathon County District Attorney's Office, Juror Support is provided by the Mental Health Therapist and Crime Response Specialist for jurors impacted by distressing content due to past victimization. VRU staff will be available at significant jury trials for panelists who are excused during voir dire and for jurors post-verdict. Support from the VRU is provided during trials involving sexual assault, domestic violence, child abuse, homicide, reckless homicide, and arson. Voir dire often elicits first time disclosures and strong reactions from excused panelists who are victims or whose loved ones are victims of a variety of crimes.

How will the project address one or more of the VOCA purpose areas:

1. Respond to the emotional, psychological, or physical needs of crime victims.
 - i. The **Crime Response Specialist** will engage with victims promptly, providing guidance on legal procedures, connecting them with the Mental Health Therapist for emotional support, and coordinating necessary services. She will also offer immediate assistance during major cases.
 - ii. Victims often struggle to navigate the aftermath of crime independently. Together with the Crime Response Specialist, the **Victim Resource Officer** will offer support, guide victims through legal procedures, and arrange transportation for appointments.
 - iii. The **Mental Health Therapist** will address the emotional, psychological, and physical needs of crime victims through various therapeutic interventions. She will collaborate with community resources and make referrals when necessary to ensure comprehensive support.
2. Assist victims to stabilize their lives after a victimization.
 - i. The **Crime Response Specialist** will help victims apply for compensation for eligible crimes, which can help restore financial stability after victimization. In addition, the specialist will assist victims with Safe at Home and VINE enrollment.
 - ii. The **Victim Resource Officer** and Crime Response Specialist will go beyond connecting victims with the Mental Health Therapist, providing various services like crisis intervention, safety planning, and emergency assistance to stabilize victims' lives.
 - iii. Professional therapy aims to stabilize victims by addressing their emotional, psychological, and physical challenges. The **Mental Health Therapist** will work to build relationships, provide support, and guide victims toward wellness to prevent further victimization.
3. Assist victims to understand and participate in the criminal justice system.
 - i. The **Crime Response Specialist** will assist victims throughout the criminal justice process, offering support through on-scene response, phone calls, follow-up meetings, and court accompaniment.
 - ii. The **Victim Resource Officer**, being a law enforcement officer, will have the requisite knowledge and authority to guide victims through the criminal justice system in collaboration with Victim Witness Coordinators. The officer will offer a comprehensive range of services and care, both before and after charges are filed, ensuring trauma-informed support throughout the process. The benefit of sworn status permits the officer to seamlessly transition from direct victim services into extending a criminal investigation to the benefit of the victim and justice.
 - iii. The **Mental Health Therapist**, with extensive knowledge of the criminal justice system, will collaborate with Victim Witness services to provide seamless support, including assistance during voir dire for jurors who disclose victimization.
4. Restore a measure of safety and security for the victim.
 - i. Safety planning is an essential component of work performed by the VRU. The **Crime Response Specialist** and **Victim Resource Officer** will provide emergency services in the form of gas cards, emergency food, shelter, clothing, and transportation, emergency legal assistance, window, door, or lock replacement or repair, and other repairs necessary to ensure a victim's safety. Additionally, they will advocate on behalf of victims and will meet with

- landlords and employers to restore a measure of safety and security for the victim.
- ii. The **Mental Health Therapist** will assist victims in their recovery process and provide a matrix for healthy decision-making. In addition to focusing upon the emotional and psychological effects of victimization, the therapist will collaborate with unit members to take care of physical needs including, but not limited to, window, door or lock replacement or repair, and other repairs necessary to ensure a victim's safety.

State concrete, clear examples of how existing or planned partnerships have supported the goals of your project in the past and/or will support them in the future. Service providers may include community service agencies (including fellow victim services providers), county services, Tribal Programs, transportation providers, and other entities.

The Wausau Police Department strives for excellence and *partners with the community* to enhance quality of life. This mission statement guides the department's service delivery and highlights the value it places on community partnerships. We believe we are "better together" and have a long history of collaboration with fellow victim service providers. The VRU has and will leverage resources to create interdisciplinary services for victims of crime, optimize use of victim advocates, and establish interagency protocols to ensure victims receive necessary services. The team will work to review current practices and will develop and implement new policies and procedures to close gaps and address ineffective practices. The VRU will work collaboratively with partners while providing case management to create a seamless continuum of service for each victim. Below, we describe collaborative efforts and provide concrete, clear examples of partnership.

Interagency Collaboration

The VRU has and will continue to partner with local agencies including our District Attorney's Office, Social Services, the Wausau School District, Probation/Parole, area law enforcement agencies, the Child Advocacy Center and The Women's Community. Regular interagency meetings provide access to training opportunities, case review, updates on emerging issues, and community referrals. A full list of multidisciplinary teams is included under eligibility requirements.

The impacts of interagency collaboration are many. For example, within the last five years, interagency collaboration has led to:

- The creation of a local Lethality Assessment Program (Maryland Model) to enhance response to intimate partner violence. This program, instituted by the VRU, has strengthened collaboration with The Women's Community, the Marathon County District Attorney's Office, and local law enforcement agencies to form a united front and provide expedited services for victims in high danger situations.
- The creation of a stalking policy, which was previously unaddressed in agency procedures. This policy gap was identified by the Marathon County Domestic Violence Intervention Team and led to creating a policy to address the seriousness of stalking, to provide guidelines for the enforcement necessary to prevent and deter stalking behavior, and to lend guidance for victim assistance to stalking victims.
- The creation of resources to help victims understand what comes next. Stemming from involvement in the Marathon County Sexual Assault Intervention Team, the VRU created a "Now What? Your Guide to Next Steps" pamphlet that lists Marathon County resources and provides a flow chart of process and responsibilities.

Case Examples

We could provide many concrete, clear examples of past partnership. Here are just a few that serve as examples of the work that will continue in the future:

- Child Abuse
 - A father reported a violation of a temporary domestic abuse restraining order by his child's mother (the respondent). Audio and video recordings of emotional and physical child abuse perpetrated by the mother were collected during the initial investigation. The VRU coordinated follow up with the Child Advocacy Center and a medical examination was scheduled and completed by a pediatric specialist to detect other signs of abuse. The Crime Response

Specialist and Victim Resource Officer provided court accompaniment to the father, case updates, and emotional support while he adjusted to working full-time and caring full-time for his son. The Mental Health Therapist provided the father counseling during the criminal and family court process. Noticeable gains in the child's development were observed soon after the mother's violence was removed.

- Sexual Assault
 - A female was sexually assaulted by a family friend. The victim was Hmong and a language barrier existed. The Victim Resource Officer followed up on the case and collaborated with The Women's Community. The officer was complemented by a Hmong speaking sexual assault advocate, who together, worked with the family to overcome barriers to service. The result of their work was the suspect being arrested and jailed. The family was appreciative of law enforcement involvement. Counseling and long-term support were offered to the minor victim and her parents. The response built rapport not only with the victim's family but with the greater Hmong community. This is generally an underserved population. The result of this case was the victim and family having access to many community resources for recovery and future success.
- Domestic Violence
 - A female victim connected with an advocate from The Women's Community for support. Advocacy continued for nearly one year as the victim slowly built trust with the advocate. As a result of this rapport, arrangements were made with the Victim Resource Officer for a trauma-informed interview with the victim. Accompanied by her advocate, this victim reported years of undisclosed domestic violence and strangulation, witnessed by her children. Extensive dialogue included vivid details about recent physical assaults, suffocation, injuries, and long-term side effects. Support was extended to the victim's son who participated in a forensic interview at the Child Advocacy Center. His statement corroborated his mother's account, and the offender was arrested. Upon arrest, the offender was charged with 13 counts of bail jumping, four counts of battery, and false imprisonment. Cash bond was set at \$25,000. A protective order was filed with the court in response to the offender's relentless communication with the victim, as reported by the Victim Resource Officer, who followed the case. These coordinated efforts empowered an extremely hesitant victim to seek safety after suffering years of physical abuse and denigration.
- Other
 - The Victim Resource Officer gathered additional details from a victim who reported her unclothed elderly neighbor entered her home overnight. Initially, the report was informational without recommended charges. The elderly victim, accompanied by her adult daughter, described the neighbor's actions over a period of several years which culminated in the most recent incident. The victim explained that his behaviors had not stopped despite the victim addressing the behavior with him and his wife. Each time, the neighbor and his wife justified the behaviors as purported symptoms of a medical condition, and his inappropriate conduct was explained away. During the most recent incident, the neighbor entered her home at night while nude, prevented her from escaping, and placed his arm on her neck causing pain. The victim and her daughter had an in-depth conversation with the Victim Resource Officer about the seriousness of these crimes, their disruption to her safety and privacy, and a clear escalation in unwanted behavior after being emboldened by a lack of consequences. Emergency funds provided hardware to secure the victim's backyard and purchase security cameras covering the exterior of her residence. A referral to The Women's Community legal advocate assisted the victim with applying for a harassment restraining order. At the injunction hearing, the victim was supported by her daughter, the Crime Response Specialist, and the Victim Resource Officer. The Mental Health Therapist further supported the victim with counseling. She would later write, "I was very impressed with the resources available to me. Of course, never in my life did I expect to be the victim of this type of crime. The support has made it 'doable' as I work to heal from the trauma. I am very grateful from the officer who fixed my gate, to the officer who has kept me informed and brought security cameras - AND sat with me during the hearing for the restraining order...as well as the therapist whom I have met with several times...plus just 'checks-in.' Thank you."

How is your approach to the project culturally appropriate and trauma-informed for the specific

communities being served?

The Wausau Police Department is committed to excellence and community partnership to enhance quality of life. Understanding community culture is crucial, especially in improving victim services for diverse demographics. Our project aims to address the needs of all victim types, with a focus on adult sexual assault, child abuse, domestic violence, and underserved victims. We'll collaborate with organizations like The Women's Community and the Children's Advocacy Center, ensuring culturally appropriate and trauma-informed care. Local cultural resource centers will be engaged, with representatives invited to our Advisory Committee for collaboration. The Victim Resource Unit will receive ongoing training in culturally appropriate and trauma-informed advocacy to expand community partnerships effectively.

How will your project advance equity for victims of crime?

The Victim Resource Unit is equipped to bridge the gap left behind by common law enforcement practices by providing the support system and resources necessary to lead victims away from revictimization and towards survivor wellness. The established system ensures prioritized crime victims receive a consistent point of contact following victimization and are granted immediate access to direct victim services. Special consideration will be given to communities prioritized as part of the program to ensure fair and impartial access. Advancing equity will hinge upon community partnerships and cross-culture collaboration with stakeholders.

What steps will you take to ensure communities impacted by inequity are made aware of and have access to your agency's services?

To ensure the community, including those impacted by inequity, are made aware of our agency's services, we endeavor to increase/promote regular engagement among victims, advocates, community members, law enforcement, and other criminal justice professionals through various activities and efforts. Webpage enhancements, social media outreach, presentations, and informational print materials to describe resources and services will be developed and distributed to the community, victims, and other service providers. The Advisory Committee will also assist in organizing and distributing information to other providers, victims, and the general public.

PROJECT NARRATIVE - RELATED ATTACHMENTS:

File Name

File Description

C ELIGIBILITY REQUIREMENTS

Eligibility Requirements (scored internally by OCVS, 3 page maximum)

The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The information in this section relates to the agency's entire victim services, not solely the proposed VOCA project.

Demonstrate record of effective direct victim services and community support; non-federal financial support

- Date of agency creation
- Brief summary of agency's history in providing victim services
- List of victim services offered and dates those services were established

Agencies that cannot demonstrate a record of providing effective direct victim services for at least one year must show that at least 25 percent of their financial support comes from non-federal sources..

Use volunteers unless there is a compelling reason for a waiver

Either:

1. Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.

or

2. Provide a compelling reason the agency is entitled to a waiver. A compelling reason may include a statutory or contractual provision that bars the use of volunteers or a lack of persons volunteering after a sustained recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived. You will be required to complete the volunteer waiver request form before your agency will be awarded funds.

Promote, within the community, coordinated public and private effort to aid crime victims

List task forces, community response teams, written protocols, etc. and agency role for each.

Assist victims of federal crimes the same as victims of state crimes

One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.

Assist victims in seeking crime victim compensation benefits

How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.

RESPONSE:

Date of agency creation

The parent organization, the Wausau Police Department, was formed in 1872 as a municipal law enforcement agency and has provided law enforcement and victim services to the City of Wausau (Marathon County) for over 150 years.

As a program of the Wausau Police Department, the Victim Resource Unit took shape in October 2016 after receiving \$186,439 in VOCA funds to create and implement the program.

Brief summary of agency's history in providing victim services

Victim services have existed as part of the fabric of the Wausau Police Department since it was formed over 150 years ago. The very nature of police work brings an officer face-to-face with a victim, and the human heart and compassion that police officers' possess undoubtedly overflow in a provision of "victim services." With that said, organic victim assistance has become programmatic over the years. Focus, intentionality, and funding have expanded the scope of services and made the Wausau Police Department more strategic in the services it provides.

Most notable, was the creation of the Victim Resource Unit in 2016, made possible by VOCA funding. This unit was part of a swelling effort to improve policing and victim support over the years. It was preceded by agency involvement in multi-disciplinary teams (like those listed later) and other grant funded initiatives (e.g. VAWA STOP from 2009-2012). With a vision for excellence, the Wausau Police Department has displayed a willingness to side-step the status quo and to adopt innovative programs that have positively impacted quality of life for the residents of Wausau.

The Victim Resource Unit, comprised of a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer is one example of such innovative programming. Many victims have lent their voice to express the impact of this program over the years. Here are some of the things they have had to say:

"At a time in my life when I need the help, [the Mental Health Therapist] is there helping me through. Please continue this valuable service to help me and women like me."

"[The Mental Health Therapist] has been amazing helping me with therapy and providing approaches to aid in my recovery and maintain my safety and kids. Thank you all for being a true blessing in our lives."

"It was very caring and amazing to know there was even such a program. It makes me feel that my safety was thought about. All my questions were answered. Thank you!"

"The services that I received were flawless. Both the support that I received from [the Victim Resource Officer] as well as from the therapist were so helpful. I will be forever grateful [the VRU] is part of the WPD."

"It was hard to believe that [the VRU] could make such a difference in my life. I have changed and improved and am healing from my experience."

"[The Victim Resource Officer] guided me through a very difficult situation that seemed impossible. Her compassion, knowledge, and professionalism are phenomenal. The services of [the Mental Health Therapist] are also invaluable. [The therapist] helped me learn to cope with the emotional impact and to recover from what had happened to my family."

"I was very impressed with the resources available to me. Of course, never in my life did I expect to be the victim of this type of crime. The support has made it 'doable' as I work to heal from the trauma. I am very grateful from the officer who fixed my gate, to the officer who has kept me informed and brought security cameras - AND sat with me during the hearing for the restraining order...as well as the therapist whom I have met with several times...plus just 'checks-in.' Thank you."

"Without this program I would have been lost. I am beyond blessed."

"It is not an understatement to say [the VRU] saved my life."

"The VRU is a godsend. I'm so thankful for the guidance and support. It literally saved my life. Thank you for all that you do."

In the last fiscal year, the Victim Resource Unit delivered direct victim services to over 300 victims of crime, with over half (158) engaging in at least one therapy session. 91 percent of those victims who returned surveys agreed or strongly agreed their life improved because of services provided by the VRU.

We are hopeful and greatly anticipate continuing these impactful services into the future.

List of victim services offered and dates those services were established

The Victim Resource Unit, founded in 2016, offers the following services:

- Crime Victim Compensation Assistance
- Information and Referral Services
 - Information about the criminal justice process and victim rights
 - Referral to other victim service programs and other services and resources
- Personal Advocacy and Accompaniment
 - Victim Advocacy/Accompaniment to Emergency Medical Care and Exams
 - Law Enforcement Interview Advocacy/Accompaniment
 - Individual Advocacy
 - Immigration Assistance
 - Intervention with Employer, Creditor, Landlord, or Academic Institution
 - Child or Dependent Care Assistance (includes coordination of services)
 - Transportation Assistance (includes coordination of services)
- Emotional Support/Safety Services
 - Crisis Intervention (in-person, includes safety planning, etc.)
 - On-scene Crisis Response (e.g., community crisis response)
 - Individual Counseling and Therapy
 - Emergency Financial Assistance
- Shelter/Housing Services
 - Relocation Assistance (includes assistance with obtaining housing)
- Criminal/Civil Justice System Assistance
 - Notification of Criminal Justice Events
 - Victim Impact Statement Assistance
 - Prosecution Interview Advocacy/Accompaniment
 - Criminal Advocacy/Accompaniment

Briefly describe how the agency uses volunteers in providing victim services (including approximate number of full-time equivalent victim service volunteers). Describe the project's plan to recruit and retain high quality staff and volunteers.

The project will continue to convene a local coalition of volunteer decision-makers and service providers to inform the planning, operation, and evaluation of the continuum of victim services the VRU provides.

Named the Victim Resource Advisory Committee, this team of professionals will be comprised of diverse representatives that may include volunteers from: public and private agencies, business, media, criminal justice systems, education, human service providers, medical service providers, communities of faith, cultural centers, funding sources, and victims. Advisory Committee members will formally meet on a quarterly basis to work collaboratively with the VRU and to advise the project based on their expertise and unique perspectives. Members will also be called on to assist in volunteer recruitment to support victim service needs beyond the direct capacity of the VRU as those needs arise. Members of the Victim Resource Unit will actively recruit members, organize meetings, manage strategic direction of collaborative work, and recruit and organize volunteer services from the group. We endeavor to recruit a minimum of 5 volunteers to serve on this committee.

List task forces, community response teams, written protocols, etc. and agency role for each.

Below is a list of relevant multi-disciplinary teams/programs of which we are active participants. These teams meet on a monthly or quarterly basis.

- Marathon County Domestic Abuse Intervention Team (MCDAIT)
- Domestic Abuse Response Team (DART)
- Marathon County Sexual Assault Intervention Team (MCSAIT)
- Sexual Assault Response Team (SART)
- CAC Multi-Disciplinary Team (MDT)
- CAC Of North Central Wisconsin Executive Committee

- Fatal Overdose Review Team (FORT)
- Suicide Death Review Team (SDRT)
- Victim Resource Unit Advisory Committee
- Marathon County School Mental Health Consortium (MCS-BCC)
- Lethality Assessment Program
- The Housing Task Force

One or two sentence statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.

The Wausau Police Department and VRU offers victims of federal crimes services on the same basis as those offered to victims of state crimes. We will continue to collaborate with our local FBI office to ensure victims of federal crimes are aware of our services.

How does the agency assist crime victims in seeking crime victim compensation benefits? This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to other agencies.

Each member of the VRU will possess sufficient knowledge to guide a victim through the Crime Victim Compensation process. The Crime Response Specialist is the primary member (i.e. the expert) responsible for informing victims of these benefits and will assist them, when necessary, with the application process.

The following is an example of efforts that will continue in the future:

- Severe injuries to a 16-month-old boy were found to be the result of physical abuse perpetrated by the mother’s boyfriend. Injuries included bruising over multiple areas of his body and brain hemorrhage in both eyes, which required surgery. As the sole caregiver, the victim’s mother took a medical leave from work while he underwent intensive physical, occupational, and speech therapy. The VRU provided referrals and emergency supplies such as diapers and wipes. Due to a loss of income and increasing medical bills, the Crime Response Specialist assisted the child’s mother with applying for Crime Victim Compensation. The mother eventually returned to work full time and found independent housing. The child made significant progress in recovering from massive trauma.

ELIGIBILITY REQUIREMENTS - RELATED ATTACHMENTS:

File Name

File Description

D IMPLEMENTATION PLAN

Project Implementation (30 points, 5 page maximum)

1. Tell us about your project and who will be involved, including both internal staff and external partners.
2. How will your project utilize external partners to minimize duplication of services?
3. What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?
4. How will your program engage with the community you serve?

Application Note: Subgrantees will be required to create and track goals and objectives upon receiving VOCA funds. Goals of the project must be based on the OCVS VOCA Priority Areas selected in the grant application. Subgrantees will receive information for completing goals and objectives from their OCVS Grants Manager in Fall 2024.

For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.

RESPONSE:

Tell us about your project and who will be involved, including both internal staff and external partners.

Grant funding will support the Victim Resource Unit (VRU), which operates within an established system intentionally designed to provide a comprehensive and seamless continuum of immediate, medium-term, and long-term integrated services and care for victims. The VRU will include a Mental Health Therapist, Crime Response Specialist, and Victim Resource Officer. The VRU will provide timely direct services and coordinate community-based services to: (1) respond to the emotional, psychological, and physical needs of crime victims; (2) assist victims to stabilize their lives after victimization; (3) assist victims to understand and participate in the criminal justice system; and (4) restore a measure of safety and security for the victim.

Personnel will be uniquely fitted for rendering direct victim services with specialization necessary to serve all victims, including marginalized and underserved victims of crime.

The Mental Health Therapist, Kristen Seidler (MS, CSAC, LPC), has 7 years of experience providing direct victim services in the VRU. She specializes in Trauma Focused Cognitive Behavioral Therapy, Dialectical Behavioral Therapy, Eye Movement Desensitization and Reprocessing (EMDR) Therapy, and general therapy for anxiety, depression, anger, stress, and trauma. The overall purpose of this position is to provide mental health therapy to individuals or families who have been a victim of crime, to identify victims of crime who would benefit from immediate access to mental health treatment and therapy, to provide access to immediate mental health therapy for those victims, facilitate referrals to the appropriate resources in the community, and find creative solutions to make victims as whole as possible in the most efficient way possible. Over the last 4 years, Kristen has delivered therapy over 2,500 times.

The Crime Response Specialist, Lauryn Erdman, has 4 years of experience providing direct victim services in the VRU. The purpose of this position is to administer and coordinate city-wide efforts to reduce victimization and the mental, emotional, and physical impact of crime upon victims of crime. This is accomplished through administrative support of the Victim Resource Unit and crime response. Work involves grant tracking, management, and reporting, therapy scheduling, as well as providing comprehensive services to victims in such matters as their rights, information about their case, information and referral to community resources, crisis response intervention, and assistance with Crime Victim Compensation, Safe at Home, and VINE.

The Victim Resource Officer, Sarah Bedish, has 12 years of law enforcement experience and has spent the last 4 years providing direct victim services as a member of the VRU. Sarah specializes in providing immediate health and safety planning, legal assistance (e.g. guidance for filing restraining and protective

orders), personal advocacy and support, case management, provision of information, referrals, advocacy, and follow-up contact for continued services, and lends understanding of the criminal justice system.

Supervisors, Captain Ben Graham, and Lieutenant Nate Pauls, will provide oversight and management of the overall performance of the project, including any grant-required fiscal, reporting, and compliance responsibilities.

Another important member of the VRU is Soco, a therapy dog that often accompanies the Mental Health Therapist. Soco is a Goldendoodle and became certified to be a therapy dog through Therapy Dog International (TDI) in January 2020. His hobbies include showing/bringing people his toys, sleeping, chasing squirrels, hanging out at the cabin up north, and getting lots and lots of pets. Soco has been a wonderful and effective “plus 1” to the team.

As noted elsewhere, the project will continue to convene a local coalition of volunteer decision-makers and service providers to inform the planning, operation, and evaluation of the continuum of victim services the VRU provides.

Lastly, we will continue to partner closely with external service providers, including but not limited to, our local domestic violence service provider (The Women’s Community), the Marathon County District Attorney’s Office, Children’s Advocacy Center of North Central Wisconsin, Marathon County Social Services, and the Wausau School District.

How will your project utilize external partners to minimize duplication of services?

The project will leverage resources to create interdisciplinary services for victims of crime, optimize use of victim advocates, and establish interagency protocols to ensure that victims receive necessary services. The VRU will work to review current practices and will work to develop and implement new policies and procedures to close identified gaps and address ineffective practices. The VRU will work collaboratively with partners while providing case management to create a seamless continuum of service for each victim. Examples of local partners will include, but will not be limited to:

- Victim Assistance Professionals
- First Responders
- Investigators
- Prosecutors
- Defense Attorneys
- Judges
- Corrections agency
- Health and Social Service Professionals
- Policymakers and funders
- Community Members – volunteers, faith organizations, neighborhood associations
- Employers
- Landlords

Letters of external partner support have been attached to this application and serve as examples of how the program will integrate and expand upon community resources.

The Women’s Community writes, *“The VRU provides a much-needed therapist for survivors of violence and abuse. Most therapists in the community have a lengthy waiting list; the VRU therapist can meet with survivors quickly. She also has ‘office’ hours at The Women’s Community (TWC). She understands that not all survivors will be comfortable coming to the police department for therapy, so she sets hours at our agency to meet the needs of survivors we have established relationships with.”*

The Wausau School District writes, *“As a professional, I have reached out to the VRU to help support students and families, who does so in a wide capacity. [...] The VRU is a solid, multi-disciplinary team. They not only have an efficient, coordinated approach, but therapist Kristen Seidler, Officer Sarah Bedish, and Crime Response Specialist Lauryn Erdman truly work tirelessly in order to provide timely and quality care for victims.”*

The Marathon County District Attorney writes, *“The Marathon County District Attorney’s Office regularly relies on the Victim Resource Unit to provide support to victims who need immediate or short-term support. Victims who are experiencing an acute crisis as a result of their victimization need immediate support. There are limits to the type of support the District Attorney’s Office victim witness specialists can provide. Therefore, it is critically important that we work collaboratively with the Victim Resource Unit staff to meet the needs of the victim as quickly and effectively as possible as victims attempt to heal from the wide-ranging effects of their victimization.”*

What steps will you take to ensure equitable partnerships (roles, funding, resource-sharing, etc.)?

Equitable partnerships are made possible through relationship. Strong relationships require intentionality, communication, and togetherness. The Wausau Police Department has and will continue to foster strong relationships with its community and service providers through ongoing and new involvement in activities that foster a united front. Examples of this will include resource sharing and active participation in multi-disciplinary teams, task forces, protocols, etc. Resource sharing, for example, will include ongoing dependence upon our local domestic violence service provider for things like emergency shelter and their dependence upon us for licensed counseling/therapy. It will also include partnership with our local district attorney’s office who will provide post-charge information and criminal justice support to victims while we will extend them crime response, accompaniment, and juror support. Regarding teams, task forces, and protocol involvement, we will remain active on no fewer than 10 of them, which are listed in the eligibility section of this application.

The City of Wausau government and community will continue its financial support of the program through match and financial support for ineligible activities (e.g. for the Victim Resource Officer’s law enforcement services). Their investment in the officer will grow from the current 50 percent to 100 percent, with 25% of the officer’s time devoted to match.

How will your program engage with the community you serve?

There will be reactive and proactive strategies for community engagement. Based upon the nature of its integration with the Wausau Police Department, the VRU will engage reactively with the community by responding on the front lines of victimization with timely services that decrease the chances of revictimization and enhance emotional, mental, and physical well-being. At the heart of our services is crime response, case management, advocacy, therapy, and referral. These activities will build and expand upon first responder efforts to deescalate, provide victims information and referral, and educate on ways to avoid revictimization.

Proactively, the VRU will continue to engage the general community through its involvement with neighborhood groups, community organizations, panel discussions, multi-disciplinary teams, and by way of advertising through physical and digital channels. For example, the VRU will leverage its social media with 58,000+ followers to draw attention to victimization, community resources, and services provided by the VRU.

Workflow in rendering direct victim services will be as follows:

1. Screening for Victimization
 - i. All victims, regardless of crime type, may receive services, but incoming cases will be prioritized based on severity of offense with priority given to:
 - a. Adult Sexual Assault Victims;
 - b. Child Abuse Victims;
 - c. Domestic and Family Violence Victims; and
 - d. Underserved Crime Victims (including, but not limited to: identity theft; sexting/social media bullying; human trafficking; teen dating).
 - ii. The process for obtaining referrals or identifying victims for VRU services includes:
 - a. Daily review of the police department’s Records Management System (RMS) to identify victimization within the last 24 to 72 hours.
 - b. Direct referral from officers or community members when victimization is not captured in official reports.
 - iii. When a victim is identified, the VRU will:

- a. Prioritize service delivery based on seriousness of crime and impact on the victim;
 - b. Coordinate victim services response strategy;
 - c. Initiate contact with the victim to offer relevant services and resources using a culturally-appropriate and trauma-informed approach;
 - d. Work with the media (if applicable) to respect victim rights to privacy in coverage of crimes; and
 - e. Work with employers, landlords, and other partners to advocate for victims as they receive services and participate in the criminal justice system.
2. Immediate: Within 24 Hours – 3 Days
 - i. Provide written information outlining relevant resources and options;
 - ii. Provide case status;
 - iii. Safety plan;
 - iv. Provide or schedule counseling and therapy;
 - v. Ensure that victim services are culturally and linguistically appropriate (interpreter services);
 - vi. Coordinate crime scene cleanup as soon as possible after investigation is complete;
 - vii. Assist victims in obtaining orders of protection and no contact when needed, and enforce them;
 - viii. Provide Crime Victim Compensation information;
 - ix. Coordinate referrals to partnering agencies/organizations.
 - x. Relocation assistance; and
 - xi. Provide emergency funds for addressing victims' immediate physical and safety basic needs.
 3. Medium-Term: 4 – 14 Days
 - i. Provide ongoing case updates;
 - ii. Provide counseling and therapy;
 - iii. Ensure support of employers of victim participation in justice system;
 - iv. Coordinate referrals to partnering agencies/organizations;
 - v. Educate victims regarding strategies to avoid victimization and ensure continued safety;
 - vi. Relocation assistance; and
 - vii. Preventing revictimization through safety measure planning and education.
 4. Long-Term: 14+ Days
 - i. Provide ongoing case updates;
 - ii. Provide counseling and therapy;
 - iii. Prevent revictimization through safety measure planning and education;
 - iv. Coordinate referrals to partnering agencies/organizations; and
 - v. Provide court accompaniment.

As a testimony to the VRU's ongoing engagement with the community, the following information lends insight into the scope of services rendered to over 1,100 victims of crime over the last four years.

Types of service:

- Nearly 6,000 instances of counseling
- Over 2,500 therapy sessions
- Over 800 instances of providing information on the criminal justice system and victim rights
- Over 700 instances of individual advocacy
- Over 450 referrals to other victim services providers

Of those served:

- About 23 percent were children
- About 22 percent were minorities
- 217 self-identified as LGBTQ+, disabled, unhoused, or by another special classification

The top 5 types of victimization included:

- Domestic/Family Violence (36%)
- Child Sexual Assault (14%)
- Child Physical Abuse/Neglect (9%)
- Adult Sexual Assault (8%)

- Adult Physical Assault (4%)

IMPLEMENTATION PLAN - RELATED ATTACHMENTS:

File Name

File Description

E AUDIT REQUIREMENT

State and local government agencies, institutions of higher education, and other nonprofit organizations are subject to federal audit responsibilities pursuant to Uniform Guidance (2 C.F.R. Subpart F, Audit requirement), as follows:

- An organization-wide financial and compliance audit is required if the organization expends \$750,000 or more in federal financial assistance during the organization's fiscal year.
- A copy of the audit report, with accompanying management letter, must be submitted within 9 months of the close of the organization's fiscal year.
- Pro-rated audit costs may only be charged to federal grants if an audit is required pursuant to Uniform Guidance 2 CFR §200.501

Please copy and paste the following into the response section in Egrants, and then complete as appropriate.

Subgrantee's fiscal year is (mark with an "X"):

- Calendar year (January – December)
 From: (month) _____ to _____(month)

Mark with an "X" as appropriate:

- The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.
 The Subgrantee does not expect to spend \$750,000 or more in federal financial assistance during the fiscal year (s) of the VOCA project.

Subgrantees shall promptly notify OCVS in writing when a change will occur to the above information.

For this section, please cut and paste response directly into Egrants; it is not necessary to attach a word document of the response.

RESPONSE:

Subgrantee's fiscal year is (mark with an "X"):

- Calendar year (January – December)
 From: (month) _____ to _____(month)

Mark with an "X" as appropriate:

- The subgrantee expects to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.
 The Subgrantee does not expect to spend \$750,000 or more in federal financial assistance during the fiscal year(s) of the VOCA project.

AUDIT REQUIREMENT - RELATED ATTACHMENTS:

File Name

File Description

F REQUIRED ATTACHMENTS

Please attach the following documents to your application in this section. If possible, please combine attachments or submit all these documents as one single attachment. Please note that the Subgrant Award Report will be completed by applicant around the time of award.

Application Tip: Check off each item as you attach in the response section in Egrants.

- Proof of Non-Profit Status for non-profit agencies. Please see the VOCA guidelines for acceptable forms of proof.
- List of Board of Directors
- Documentation of Board Approval of VOCA Application
- Proof of Certification in SAM – If the applicant agency is in the process of applying for SAM when submitting an application, please attach verification that the SAM registration process has been started. Agencies will be required to show certification in SAM prior to award.

- Indirect Cost Rate, if applicable, either:
 - Federally Approved Negotiated Indirect Cost Rate Agreement (NICRA), or
 - Certification to Apply 10% de Minimus Indirect Cost Rate - (Agencies should use the Certification to Apply 10% de Minimus Indirect Cost Rate Form, the form can also be accessed through the DOJ VOCA webpage in the document library.)

- Program Income Certification, if applicable – Applicants that propose imposing fees on clients or generating revenue through VOCA project or staff should complete the VOCA Program Income Certification Form, the form can also be accessed through the DOJ VOCA webpage in the document library. See Program Income in Appendix A of this funding announcement.

RESPONSE:

Required attachments have been included as a single file.

REQUIRED ATTACHMENTS - RELATED ATTACHMENTS:

<u>File Name</u>	<u>File Description</u>
Combined Files.pdf	Combined Documents

G FREESTYLE QUESTIONNAIRE

Accounting & Financial Capacity Questionnaire

FINANCIAL QUESTIONNAIRE

	Has a federal or state agency conducted an audit or review of the applicant's accounting system for the collection, identification, and allocation of costs for grants?	<input checked="" type="radio"/> Yes
	a. If yes, provide the name and address of the federal or state agency.	OCVS did not conduct an audit, but did perform a Financial Desk Review in 2022.
	a. If yes, provide the name and address of the federal or state agency.	
	b. Applicant will make available audit or review findings upon request.	<input checked="" type="radio"/> Yes
	Which of the following best describes the accounting system?	<input checked="" type="radio"/> Combination
	Does the accounting system identify the deposits and expenditures of program funds for each and every grant separately?	<input checked="" type="radio"/> Yes
	If the applicant has multiple programs within a grant, does the accounting system record the expenditures for each and every program separately by budget line item?	<input checked="" type="radio"/> Yes
	Are time studies conducted for an employee(s) who received funding from multiple sources?	<input checked="" type="radio"/> Yes
	Are timesheets kept?	<input checked="" type="radio"/> Yes
	Does the agency have adequate separation of duties?	<input checked="" type="radio"/> Yes
	a. Are there policies or procedures in place for separation of duties?	Multiple levels of review of accounting entries. Internal review of internal controls.
	Is a separate bank account maintained for grant funds?	<input checked="" type="radio"/> Yes
	If grant funds are mixed with other funds, can the grants expenses be easily identified?	<input checked="" type="radio"/> Yes
	Are the officials of the organization bonded?	Finance Department prepares CAFR and Single Audit Financial report. SEFSA auditors review annually.

14. Approval Checklist:

- A.** Have you, the grant recipient, had any discrimination findings after a due process hearing on the basis of race, color, religion, national origin or sex within the last 5 years? (federal EEOP required response)
- Yes
- No
- B.** If yes, have the discrimination findings been reported to the Office of Civil Rights as required for all recipients of Federal funds? (see <http://www.ojp.usdoj.gov/ocr/>). If no, a copy should be forwarded to: Wisconsin Department of Justice, Attn: EEOP, 17 West Main Street, PO Box 7857, Madison, WI 53707-7857 (federal EEOP required response)
- Yes
- No
- N/A
- C.** Have you utilized the DOJ Administrative Guide located on the DOJ website? (grants-admin-guide-2018.pdf)
- Yes
- No
- D.** Would you like someone from DOJ to contact you?
- Yes
- No
- E.** Are you a state or local government agency; AND have 50 or more employees; AND applying for \$25,000 or more? If yes, you are required to prepare and implement an Equal Employment Opportunity Plan (EEOP) or Certification form (if applicable). A copy of your EEOP federal approval letter must be submitted to DOJ. (More information may be found at <http://www.doj.state.wi.us/grants/grantee-civil-rights-information>) (federal EEOP required response)
- Yes
- No
- N/A
- F.** If this application is \$25,000 or more, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive in the previous fiscal year (1) 80% or more of your annual gross revenues in US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?; AND (2) \$25,000,000 or more in annual gross revenues from US federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements? (required by The Federal Funding Accountability and Transparency Act)
- Yes

No

N/A

G. If you answered yes to the previous question, does the public have access to information about the compensation of the senior executives in your business or organization (including parent organization, all branches, and all affiliates worldwide) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? If you answered no to the first part of this question; you must attach to this application the full names and compensation of the top 5 highly compensated individuals of your organization as required by The Federal Funding Accountability and Transparency Act.

Yes

No

N/A

15. **Attachments:**

List of Attachments required for submission of this Application for funding:

Section: Required Attachments

File Name

Combined Files.pdf

File Description

Combined Documents

Dept. of Public Works & Utilities



Eric Lindman, P.E.
Director of Public Works & Utilities

TO: Finance Committee
FROM: Eric Lindman, P.E.
Director of Public Works & Utilities
DATE: April 23, 2024
SUBJECT: Paving Roller – Proposed Funding will be 2023 Surplus

Staff are looking for approval to use carry over or surplus funding from 2023 to purchase a new Compaction Roller and Paver Base Kit to improve our paving operations efficiency and quality of work. There is one of these units in stock with the supplier and can be delivered within 30-days for use this year. There is also a 20% discount on the Source Well (cooperative purchasing) list price if ordered before May 2, 2024; due to the time constraints this is also proposed to go to council tonight as well.

The Streets Division priority operations have changed over the past 4 years to focus on more long-term fixes of roadways, specifically completing more asphalt overlay in-house. We have made this shift to better align our resources with what the largest need is currently and moving into the future. As you know our street ratings and backlog of streets for reconstruction continues to grow every year and the amount of capital funds allocated each year for full reconstruction is not enough to keep up with the deterioration of the streets.

As streets deteriorate the typical patching, crack sealing, seal coating maintenance is no longer a viable solution. The next solution before reconstruction is milling/removing existing asphalt and placing a new layer of asphalt over the existing subgrade. This is not a viable solution for all streets, but it is a great option for many of the streets in very poor condition.

In the past city overlay projects have been contracted out and in recent years we have begun to shift operations and complete some of the overlay work in house to try and stretch our dollars to do more linear feet of road with the funding approved by council. The streets hot mix budget has been increased from \$60k to \$250k over the past 5-years and we have purchased a larger paving machine to be more efficient and to be able to complete larger jobs in a timely manner. Streets and engineering work together each year to determine which streets in our asphalt overlay project will be done by an outside contractor and which will be done in house by DPW staff based on their hot mix budget. In 2024 the council approved a \$600k asphalt overlay budget (increase from the \$350k in 2023). Between the streets hot mix budget and the capital overlay budget we currently have a \$850k of new asphalt work to complete. We have also made a request to add \$500k of ARPA to the overlay budget in 2024.

As we continue to look forward we will have a larger need for asphalt overlay throughout the city. One of the reasons is because of the lead service line replacements that will be done over the next several years. Many of streets will need to be dug up to replace the city side of the lead service line leaving behind many plumber holes. The most efficient way to address this would be to complete an asphalt overlay for the entire block of street and the ability to do this in-house will be very beneficial and timely for city residents. As part of the possible grant funding for lead service line replacement the road restoration can be included in the project cost, this would be an additional funding source for asphalt overlay work.

Staff presented this proposal to the Infrastructure & Facilities Committee in April as this would add equipment to the fleet and the Committee approved the acquisition for continuing to prioritize and improve in-house paving operations.

As a conservative estimate we compared in-house 2023 & 2024 costs to our contracted price. You will see with this one project we are about 25% less overall. With better equipment, as we are proposing, we are confident we will see additional savings.

Price per Sq ft Comparison			
DPW 2023		Vendor 2024	
Total Cost	\$39,384.79	Qty	495.02
Sq Ft	36630	Rate	\$100.00
Cost/SqFt	\$1.08	Cost	\$49,502.00
		Total Cost	\$49,502.00
DPW 2024		Sq Ft	36630
Total Cost	\$37,488.90	Cost/SqFt	\$1.35
Sq Ft	36630		
Cost/SqFt	\$1.02		



Proposal

QUOTE NUMBER | 208977-01

Mar 29, 2024

CATERPILLAR INC. CB4.4-03

PREPARED FOR

CITY OF WAUSAU DEPT OF PUBLIC WORKS

FABICK



The logo for FABICK, featuring the word "FABICK" in a bold, italicized, black sans-serif font on a yellow background.The logo for CAT, featuring the word "CAT" in a bold, black sans-serif font with a yellow triangle under the letter "A", set against a black background.

Mar 29, 2024

CITY OF WAUSAU DEPT OF PUBLIC WORKS
400 MYRON ST
WAUSAU, Wisconsin, 54401-6132

Dear Solomon King,

We are pleased to offer you the following proposal for your consideration.

One (1) Caterpillar Inc. Model: CB4.4-03 Utility Compactor with all standard equipment in addition to the specifications listed below:

STOCK NUMBER: 24M01359

SERIAL NUMBER:

YEAR:

SMU:

Thank you for your interest in Fabick Cat and Caterpillar products. Please know that we sincerely appreciate your consideration and look forward to answering any questions you may have moving forward. Feel free to contact me directly at any time.

Sincerely,

Eric Stoller
Machine Sales Representative
Fabick Cat
eric.stoller@fabickcat.com
(715) 370-1800

This quotation is valid for 30 days, after which time we reserve the right to re-quote.

"TO EVER SERVE OUR CUSTOMERS BETTER"

FABICK**CAT**

One (1) Caterpillar Inc. Model: CB4.4-03 Utility Compactor with all standard equipment in addition to the specifications listed below:

STANDARD FEATURES

POWERTRAIN -CAT C1.7T diesel engine --Turbocharged, EPA tier 4 final and EU -stage V certified engine with DOC/DPF -aftertreatment --Gross power per ISO 14396 36kW (48.3 -hp) @2800 RPM --Liquid cooled, direct injection -Aftercooler, air to air (ATAAC) -Fuel filter/water separator/manual -priming pump -Dual element air cleaner with dust -ejection -3 Engine speeds - idle, med, high -Engine belt guard -Programable auto Idle Shutdown -Aluminum bar plate cooling system -Hydrostatic transmission -Auto warmup cycle -Hydraulic on demand cooling fan -Service and parking brakes - spring -applied hydraulically released

ELECTRICAL -Engine start switch with auto preheat -12-volt starting and charging system

OPERATOR ENVIRONMENT --Hydraulic oil restriction --Engine oil low pressure --Electrical system voltage low --Low fuel --Engine preheat --Hydraulic oil temperature high --Operator out of seat --Parking brake engaged --Water in fuel indicator -Operator warning system indicators: -Emergency stop switch -Simple rocker switches --Faults --Engine coolant temperature gauge --Hour meter --Fuel level gauge --Water level gauge -Gauge Cluster:

ELECTRICAL -LED work lights (2 front, 2 rear) -Labeled and sealed electrical connectors -CAT ET Compatible -Diagnostic connector -Beacon ready -Product Link ready -horn -Backup alarm and forward facing warning -Isolated and cooled battery compartment -Maintenance free battery, 750 CCA -85 ampere alternator

OPERATOR ENVIRONMENT --Engine emission system

DRUMS -selectable continuous or intermittent -flow -4 nozzle spray bars -Triple spray system filtration

FLUIDS -Premixed 50% concentration of extended -life coolant with freeze protection -to -37C (-35F)

OTHER STANDARD EQUIPMENT -Lockable engine enclosure with safety -hold open batch -Lockable external fuel fill -Sight gauges: --Hydraulic tank level --Engine coolant -Lockable hydraulic tank cap -Articulated frame with safety lock -3 point hitch -4 transport tie-down and 4 lift points -81L (21 gal) fuel tank capacity -300L (79 gal) water tank capacity -6 quick connect hydraulic pressure test -ports + 1 SOS port -Caterpillar o-ring face-seals couplings -Offset hitch with 50 mm (2") of -manual adjustment -Ecology drains: --Hydraulic Tank --Radiator --Engine Oil

OPERATOR ENVIRONMENT --High/low vibe frequency --Beacon status -Lockable, vandalism guard for -instrument panel -Travel control, single lever -High Vis Orange retractable seatbelt, -76mm (3") -2 platform handrails/single guardrail -Steering wheel spinner -12-volt power point -ROPS -Sealed storage compartment -Isolated operator platform -Vibration reducing, diesel resistant -rubber floor mat

DRUMS -Two smooth drums: 1400 mm (55.1") -wide x 800 mm (31.5") diameter -Single amplitude with dual frequency -vibratory system -Automatic vibration control to prevent -vibration in neutral -Selection of front drum or both drum -vibration -Pressurized drum watering system with

"TO EVER SERVE OUR CUSTOMERS BETTER"

FABICK**CAT**[®]**MACHINE CONFIGURATION**

CB4.4 03A UTILITY COMPACTOR	562-1000
LANE 3 ORDER	0P-9003
ENGINE, CAT C1.7T	611-1364
PUMP, PROPEL, STANDARD	367-6593
LIGHTS, WORKING, LED	568-5154
SWITCH, BATTERY DISCONNECT	565-3708
SEAT, WITH SAFETY SWITCH	573-5962
SUPPORT, SLIDING FOR SEAT	364-2279
SEAT BELT, 3"	542-6995
ROPS, FOLDABLE, LOCKABLE	576-8242
TRAVEL CONTROL,DUAL LEVER	367-6538
PRODUCT LINK, CELLULAR PL243	602-4197
GUARDS, BUMPER	569-8093
DRUM SCRAPER, FOLDING	562-0771
OIL, HYD, STANDARD	574-6039
INSTRUCTIONS, ANSI	574-6030
SERIALIZED TECHNICAL MEDIA KIT	421-8926
CONTROL, TRACTION	562-0808
LIGHT, BEACON	575-4457
ROLL ON-ROLL OFF	0G-0044
Canopy Kit	600-9428

"TO EVER SERVE OUR CUSTOMERS BETTER"

FABICK**CAT****PRICING INFORMATION**

PRICE AS EQUIPPED	\$90,877.00
SUB TOTAL	\$90,877.00
SALES TAX (0%)	\$0.00
BALANCE DUE	\$90,877.00

EQUIPMENT PROTECTION PLAN

Standard Warranty:	12 Months, Unlimited Hours, Premier For new machines and work tools/attachments the warranty period is 12-months/unlimited hours, starting from date of delivery to the first user.
Extended Protection Plan:	CB4.4-48 MO/2000 HR PREMIER

Correction
monitor
system + \$5000.⁰⁰
\$195,877.⁰⁰

ESTIMATED DELIVERY

To be confirmed at date of order acceptance by Fabick Cat.

FINANCE OPTIONS

"TO EVER SERVE OUR CUSTOMERS BETTER"

HD 14i VO

City of Wausau Street Department
April 2, 2024
Sourcewell Pricing
Contract: Wirtgen JD060122



The configured machine may differ from the machine shown and the description below.

HD 14i VO Tandem roller with vibration and oscillation drum

- ▶ Simple, intuitive and language-neutral operation
- ▶ Ergonomic driver's platform
- ▶ Excellent view of the drum edge, machine and the area surrounding the construction site
- ▶ Compact dimensions
- ▶ Easy transport, easy loading
- ▶ Compaction with oscillation

Maximum working width	56,3 in
Axle load, front/rear	4.961/5.027 lbs
Drum width, front/rear	54,3/54,3 in
Operating weight with cab	10.551 lbs
Power ISO 14396, kW/PS/rpm	37.4/50,9/2700
Amplitude, front, I/II	0/0 in
Centrifugal force, front, I/II	14.400/8.775 lbs

In progress

Machine equipment

Pos.	Material No.	Description	USD
0010	H28506	HD 14i VO Tandem roller with vibration and oscillation drum	
0020		Country of operation United States	
0030	2056377	Standard painting (RAL 2004 + RAL 7015)	
0040	2627079	Version with CE conformity	
0050	2302590	Warning labels according to ANSI	
0060	2285875	Temperature display unit in °;F	
0070	2211007	Plastic scraper, folding	
0080	2461792	ROPS, folding	
0090	2961863	Armrest	
0100	2261196	Driver's seat in black imitation leather; comfort equipment	
0110	2071611	Lighting package for driving on public roads	
0120	2056382	Hydraulic oil	
0130	2478579	Service record book DE/EN	
0140	2478472	Technical documentation – North America country version (US)	
0150	2988555	Tarpaulin protective roof on ROPS	1,470.00
0160	2476379	HAMM Compaction Meter (HCM)	3,750.00
0170	2516562	HAMM Temperature Meter (HTM), front	2,250.00
0180	2653022	Back-up alarm, sound-modulating (White Sound®)	190.00
0190		Radio	1,649.00

Totals

Quotation with Sourcwell pricing Wirtgen Contract #JD060122 **\$121,063.00**

Price after 20% Sourcwell Discount **\$96,850.40**

Add for shipping and machine predelivery charges **\$ 2,740.00**

Total price to purchase **\$99,590.40**

Thanks you for the opportunity to present this quotation. Feel free to contact me with any questions.

Sincerely,
ROLAND MACHINERY COMPANY

John Ballschmieder
Territory Manager
jballschmieder@rolandmachinery.com
(715) 355-9898



Corporate Office:
W250 N6851 Hwy 164
P.O. Box 904
Sussex, WI 53089

Sussex, WI
1-800-242-3115

Madison, WI
1-800-585-7219

De Pere, WI
1-800-638-7448

Negaunee, MI
1-800-562-9770

Eau Claire, WI
1-800-585-7232

Abbotsford, WI
1-888-886-4410

Rockford, IL
1-800-585-7231

Distributors of Equipment and Supplies for ■ Construction ■ Forestry ■ Industry ■ Government

TO: **City of Wausau**

DATE: **4/1/2024**

ATTENTION: **Josh**

REFERENCE: **Paver Automatics**

WE SUBMIT THE FOLLOWING PROPOSAL:

QUANTITY	DESCRIPTION	AMOUNT
1	Topcon P32 paver Base kit: Includes 2 -GC35 Control boxes with mounts, 2 power cords for Carlson CP85 Paver, 2 Sonic Tacker II sensors for grade, mounting brackets for trackers, coiled cords, Carry case 1 year warranty	\$16,375.00
1	Included in the above price Add on Slope sensor with 2 communication cords Above system is in stock and has been used previously on a Bomag Paver	
1	Topcon P32+ Base kit. This kit uses the newer style Sonic Tracker 3 and tracker 3 mounting brackets. All other compontes are idedntical to the above system Need to order	\$18,200.00
Both options include installation, set up, calibaration and training by Ben Thompson		

TERMS:
DELIVERY:

F.O.B.: Customer

WE THANK YOU FOR THE OPPORTUNITY OF QUOTING

QUOTATIONS SUBJECT TO CHANGE IN PRICE PRIOR TO SHIPMENT. ALL AGREEMENTS CONTINGENT UPON STRIKES, ACCIDENTS, AND UNAVOIDABLE DELAYS BEYOND OUR CONTROL.

Miller-Bradford & Risberg, Inc.

SIGNED **Ben Thompson**

Mobile: 608-576-2234



TO: Finance Committee

FROM: Eric Lindman, P.E.
Director of Public Works & Utilities

DATE: April 23, 2024

SUBJECT: 2024 Environmental Loan Projects – Loan & Principal Forgiveness

Over the past 18-months staff has spent considerable time and effort preparing applications for projects to secure principal forgiveness loans through the WDNR Environmental Loan Fund. These projects are specifically for water, wastewater and storm water projects. With the introduction of the Bipartisan Infrastructure Law (BIL) these funds have just begun to become available through the program. The City of Wausau was provided the following potential funding for the identified projects:

WDNR Environmental Loan Fund - 2023/2024 Projects			
Clean Water Fund (CWF)			
Project Description	WDNR Loan	WDNR PF	Other
*Stewart Ave Sewer/Force Main	\$1,324,920.00	\$567,823.00	\$0.00
WWTP Headworks Screening	\$1,375,167.00	\$3,208,723.00	\$800,000.00
*Eau Claire Blvd Sewer	\$904,490.00	\$157,010.00	\$0.00
Sub-Total =	\$3,604,577.00	\$3,933,556.00	\$800,000.00
Cherry & Crocker St LS Rehab	\$871,400.00	\$0.00	\$0.00
Washington St Siphon Replace	\$723,500.00	\$0.00	\$0.00
Sub-Total =	\$1,594,900.00	\$0.00	\$0.00
Total All CWF Projects=	\$5,199,477.00	\$3,933,556.00	\$800,000.00
Safe Drinking Water Fund (SDWF)			
Project Description	WDNR Loan	WDNR PF	Other
*LSL Replacement	\$2,148,950.00	\$3,641,078.00	\$1,984,999.00
*GAC Treatment	\$12,831,091.00	\$4,737,025.00	\$1,600,000.00
Sub-Total =	\$14,980,041.00	\$8,378,103.00	\$3,584,999.00
*Eau Claire Blvd Water	\$1,041,673.00	\$0.00	\$0.00
Stettin Dr-Stewart Ave WM	\$239,916.00	\$0.00	\$0.00
Sub-Total =	\$1,281,589.00	\$0.00	\$0.00
Total SDWF =	\$16,261,630.00	\$8,378,103.00	\$3,584,999.00
Total All Projects CWF & SDWF =	\$21,461,107.00	\$12,311,659.00	\$4,384,999.00

*Projects currently under construction

You will see some of the projects received principal forgiveness and some did not, the table above attempts to break down the amount of loan and the amount of principal forgiveness for each project and in total. Staff has reviewed each of the projects as well as the requirements needed to utilize this funding and receive the Principal Forgiveness. The additional requirements for procurement are extensive and require an extensive amount of additional administrative work for bidding projects. The additional federal requirements also may significantly increase the overall cost of the project, this is due to the requirement of using federal wage rates as well as other requirements.

Ehler's has prepared a financial summary showing the utility current debt repayment responsibilities and also the future capacity of borrowing as it relates to our current rates/revenues. All of the projects listed in the table that would currently receive principal forgiveness are well within the capacity of the utility to move forward. Staff recommends moving ahead with all projects awarded with principal forgiveness loans. Projects not awarded principal forgiveness, the council may move forward or may elect to hold off and have staff reapply for next funding cycle.

Summary of each project as well as the recommendation.

Clean Water Fund Program (Wastewater)

Stewart Ave Sewer/Force Main - Full reconstruction of Stewart Ave from 48th to 72nd. It includes replacement of water, sewer and storm sewer as well as the addition of a multi-use trail on the north side of the road.

1. The CWF funding is only funding for the sewer main portion of the project. The overall project cost is about \$6 million.
2. This project is being partially funded through the DOT and has federal funding requirements included in the procurement.
3. Additional requirements would be using Federal Wage Rates vs. State Prevailing Wage Rates if the WDNR funding is used. This would likely increase the cost of the project overall but not significantly.
4. Currently working with DOT on the procurement using Davis-Bacon wages versus State Prevailing Wages. The project is proposed to be bid in February 2024.

WWTP Headworks Screening – Project was initially to be completed as part of the WWTF upgrade but was removed due to the costs of the project. The project will make needed improvements to the headworks of the facility, key aspects of the project will allow staff to properly remove and maintain the screens, improve the solids handling portion of the process and repair/support the building that has been settling and shifting.

1. CWF funding will cover the entire cost of the project.
2. Due to the specialty nature of the work to be performed it is unlikely requiring federal wage rates would have a significant cost impact on the project.
3. Some challenges may be the Build America Buy America requirements to get products made in America. At this time it seems feasible to meet this requirement based on the types of equipment we are specifying.
4. The city has also obligated \$800,000 of ARPA funds to this project. There would be different ways to incorporate this funding for the project to reduce the amount of loan. This could be reducing the scope of the project with the DNR and use the ARPA funds to pay for a stand alone portion of the project. This would likely not be a dollar-for-dollar benefit as the DNR project funding was allocated as a percentage based on the total project scope and cost.

Eau Claire Blvd Sewer – City 2024 local Street project. Project is full reconstruction of the street to include replacement of the sewer, water and storm sewer.

1. CWF funding is only to cover the sewer portion of the project.
2. The project was bid to include all necessary contract and funding requirements for using WDNR and ARPA funding.

Cherry & Crocker St Lift Station Rehabilitation/Replacement – This project will relocate the Crocker St Lift Station and upgrade the Cherry St Lift Station.

1. The relocation of the Crocker St Lift Station is expected to be more than originally estimated.
2. Both projects have been designed and will be ready for bidding in 2024.

Washington St Siphon Replacement – There is a sewer siphon that runs under the river along Washington St. This line has long been problematic for the utility as it frequently freezes in the winter and requires a high level of maintenance. The proposal is to redesign the sewer line to eliminate the siphon.

1. This project did not receive any forgivable loan due to its location and scoring through the funding process.
2. This project has been designed and is ready for bidding.

Safe Drinking Water Program (Drinking Water)

LSL Replacement – Replacement of the private side LSL's.

1. Currently working with Community Infrastructure Partners (CIP) to improve our inventory of private side LSL's in the areas proposed for work in 2024.
2. The council approved the CIP contract in December with some final language changes and the attorneys are finalizing the language so the contract may be signed. Once the contract is signed CIP will begin preparing the bid package, preparing public outreach materials, and getting ready for 2024 construction.
3. The current proposed SDWF funding includes Principal Forgiveness as well as loan funds. A determination of how the loan will be paid still needs to be determined as rate payer funding will not be able to be used to pay this back at this time.

GAC Treatment – Installation of Granulated Activated Carbon, a tertiary filtration process for the removal of PFAS in drinking water.

1. Project is ongoing with interim financing approved by the city council.

Eau Claire Blvd Water – City 2024 local Street project. Project is full reconstruction of the street to include replacement of the sewer, water and storm sewer.

1. SDW funding is only to cover the water portion of the project.
2. The project was bid to include all necessary contract and funding requirements for using WDNR and ARPA funding.
3. There is no principal forgiveness funding awarded to this project.

Stettin Drive – Brockmeyer Park Water Main – Project would install a water main along Stettin Drive to Stewart Ave. The water main would create a looped system which would create redundancies and allow for more residences to remain in service if we had water main breaks and outages.

What are the next steps and moving forward.

1. The City Council previously approved reimbursement resolutions for each of these projects. This allows any projects expenditures to be reimbursed to the city.
2. City Council would need to approve the projects under resolution which would include the acceptance of the borrowing for each of the projects.
3. Staff will work with the state and financial advisors to prepare appropriate loan closing documents for the projects moving forward.
4. It would be anticipated, depending on when decisions are made, to close on the project loans in May/June 2024.
5. All projects listed above are either under construction, are currently being bid or are ready to be bid in the coming months.
6. Any projects not moving forward in 2024, staff has preserved the ability to apply for funding projects during the next funding cycle, which is 2025.

MEMORANDUM

TO: City of Wausau, WI Water Works Commission

FROM: Brian Roemer, Senior Municipal Advisor, Ehlers

DATE: April 10, 2024

SUBJECT: 2024 Environmental Improvement Fund Program Loans

In late 2023 the City of Wausau, WI requested Ehlers complete a Long-Range Cash Flow Analysis in 2024 for the Water and Sewer Utilities. Part of the analysis is to identify the ability to fund upcoming capital projects including the anticipated Safe Drinking Water Fund and Clean Water Fund Loans through the Wisconsin Department of Natural Resources. Prior to this engagement Ehlers has completed the following analysis for the utilities:

- 2020 Water and Sewer Rate Studies which included a Conventional Rate Case through the Wisconsin Public Service Commission for the Water Utility
- 2023 Water and Sewer Rate Studies which included a Conventional Rate Case through the Wisconsin Public Service Commission for the Water Utility

The WI DNR EIF program offers funding for necessary utility infrastructure in a competitive process against other municipalities based on a scoring system. Upon qualification and acceptance through the WI DNR the utilities can receive principal forgiveness (grant funding) and subsidized interest rates for up to 30 years pending the design life of the individual project. The loans are not prepayable and therefore many communities will issue the loans pledging the revenues of the utility system (absent any other abatement sources) rather than pledging a General Obligation pledge to secure their General Obligation borrowing capacity. As a revenue bond and in order to secure the funding through the WI DNR program the utility must prove at the time of loan closing it has adequate revenues available for debt service through the Additional Bonds Test. Wherein based on the last fiscal year revenues available for debt service are set to the amount designated in the originating revenue bond resolution above existing and projected debt service (of the loan in question). As depicted in Appendix A and B both utilities meet the Additional Bonds Test based on the loan amounts furnished by City staff on April 9, 2024 and no utility rate adjustments are necessary to close the loans. From this point forward the City will coordinate with Ehlers, Donahue (engineering firm), Bond Counsel (Quarles), and the state to finalize loan documents to be presented to Council for their acceptance at a later date likely a May or June meeting.

Beyond the 2024 EIF Loans, the 2024 Long-Range Cash Flow Analysis is intended to:

- Continue to analyze the utilities ability to fund existing and projected obligations.
- Analyze the impacts of the operation budget increases for adding staff as was recommended by the Baker Tilly Staffing Assessment.
- Make recommendations on revenue adjustments as necessary.
- Identify the impacts of the recommendations to rate payers as necessary.

Based on the discussion at the 11/21/2023 Council meeting this analysis will be delivered in August 2024.

Annual Debt Service Schedule						
<i>City of Wausau, WI</i>						
		Commercial Market	Commercial Market	SDWFLP	SDWFLP	
		Water Rev	Water Rev	Water Rev	Water Rev	
		\$4,815,000	\$2,695,000	\$43,399,238	\$13,000,000	Annual
		Series 2017C	Series 2019D	Proj. No. 4930-09	Proj. No. 4930-19	Debt Service
Year		Dated 12/05/2017	Dated 10/01/2019	Dated 5/3/2017	Dated 6/26/2024	Total
1	2024	491,375.00	176,831.26	2,863,230.63	96,822.92	3,628,259.81
2	2025	489,875.00	177,131.26	2,865,389.31	800,549.69	4,332,945.26
3	2026	487,775.00	172,331.26	2,865,051.37	800,428.36	4,325,585.99
4	2027	151,875.00	172,431.26	2,864,707.47	800,304.45	3,989,318.18
5	2028	148,025.00	168,056.26	2,864,357.54	800,177.87	3,980,616.67
6	2029	154,575.00	169,231.26	2,864,001.43	800,048.58	3,987,856.27
7	2030	150,975.00	165,981.26	2,863,639.05	799,916.51	3,980,511.82
8	2031	147,375.00	168,246.88	2,863,270.30	799,781.61	3,978,673.79
9	2032	153,625.00	170,237.50	2,862,895.07	799,643.81	3,986,401.38
10	2033	149,725.00	172,031.25	2,862,513.22	799,503.06	3,983,772.53
11	2034	155,675.00	173,525.00	2,862,124.66	799,359.29	3,990,683.95
12	2035	151,475.00	169,775.00	2,861,729.26	799,212.44	3,982,191.70
13	2036	157,031.25	170,962.50	2,861,326.89	799,062.44	3,988,383.08
14	2037	152,343.75	176,756.25	2,860,917.45	798,909.22	3,988,926.67
15	2038		177,150.00	2,860,500.80	798,752.71	3,836,403.51
16	2039		177,406.25	2,860,076.82	798,592.84	3,836,075.91
17	2040			2,859,645.37	798,429.55	3,658,074.92
18	2041				798,262.75	798,262.75
19	2042				798,092.38	798,092.38
20	2043				797,918.35	797,918.35
21	2044				797,740.59	797,740.59
22	2045				-	-
23	2046				-	-
24	2047				-	-
25	2048				-	-
26	2049				-	-
27	2050				-	-
28	2051				-	-
29	2052				-	-
30	2053				-	-
31	2054				-	-
32	2055				-	-
33	2056				-	-
34	2057				-	-
35	2058				-	-
36	2059				-	-
37	2060				-	-
38	2061				-	-
39	2062				-	-
40	2063				-	-
41	2064				-	-
Total		3,141,725.00	2,758,084.45	48,665,376.64	16,081,509.42	70,646,695.51

Annual Debt Service Schedule

City of Wausau, WI

		Commercial Market	Commercial Market	CWFLP Sewer	CWFLP		
		Sewer Rev	Sewer Rev	Rev	Sewer Rev	Annual	
		\$6,225,000	\$6,530,000	\$84,069,220	\$3,600,000	Debt Service	
		Series 2017D	Series 2019C	Proj. No. 4138-05	Series 2024	Total	
Year		Dated 12/5/2017	Dated 10/1/2019	6/24/2020	Dated 6/26/2024	Total	
1	2024	702,700.00	434,825.00	3,862,609.00	29,012.50	5,029,146.50	
2	2025	703,000.00	428,325.00	3,862,197.14	225,377.87	5,218,900.01 MAX Annual	
3	2026	643,500.00	421,625.00	3,861,777.57	225,339.22	5,152,241.79	
4	2027	124,800.00	414,725.00	3,861,350.16	225,299.68	4,626,174.84	
5	2028	131,500.00	409,150.00	3,860,914.75	225,259.22	4,626,823.97	
6	2029	128,500.00	409,850.00	3,860,471.20	225,217.81	4,624,039.01	
7	2030	125,500.00	406,925.00	3,860,019.36	225,175.44	4,617,619.80	
8	2031	122,500.00	410,218.75	3,859,559.07	225,132.10	4,617,409.92	
9	2032	129,350.00	412,887.50	3,859,090.18	225,087.76	4,626,415.44	
10	2033	126,050.00	410,181.25	3,858,612.51	225,042.37	4,619,886.13	
11	2034	122,750.00	416,800.00	3,858,125.92	224,995.93	4,622,671.85	
12	2035	129,300.00	417,675.00	3,857,630.23	224,948.42	4,629,553.65	
13	2036	125,625.00	418,300.00	3,857,125.26	224,899.80	4,625,950.06	
14	2037	121,875.00	423,118.75	3,856,610.85	224,850.06	4,626,454.66	
15	2038		422,118.75	3,856,086.82	224,799.15	4,503,004.72	
16	2039		425,775.00	3,855,552.99	224,747.07	4,506,075.06	
17	2040			3,855,009.18	224,693.79	4,079,702.97	
18	2041			3,854,455.20	224,639.26	4,079,094.46	
19	2042			3,853,890.86	224,583.46	4,078,474.32	
20	2043			3,853,315.98	224,526.38	4,077,842.36	
21	2044			3,852,730.33	224,467.97	4,077,198.30	
22	2045			3,852,133.73	-	3,852,133.73	
23	2046			3,851,525.98	-	3,851,525.98	
24	2047			3,850,906.86	-	3,850,906.86	
25	2048			3,850,276.17	-	3,850,276.17	
26	2049			3,849,633.69	-	3,849,633.69	
27	2050			3,848,979.19	-	3,848,979.19	
28	2051				-	-	
29	2052				-	-	
30	2053				-	-	
31	2054				-	-	
32	2055				-	-	
33	2056				-	-	
34	2057				-	-	
35	2058				-	-	
36	2059				-	-	
37	2060				-	-	
38	2061				-	-	
39	2062				-	-	
40	2063				-	-	
41	2064				-	-	
Total		3,436,950.00	6,682,500.00	104,120,590.18	4,528,095.26	118,768,135.44	

WATER UTILITY FUND

	City FY23 Amended Budget Detail	Operations	GAC	Treatment Plant	Other Capital Projects
Revenues					
Public Charges for Services	7,807,600	10,125,632			
Miscellaneous Revenue	-	56,654	504,206		
Other Financing Sources	10,000		17,550,000	3,160,115	
Revenues	7,817,600	10,182,286	18,054,206	3,160,115	-
Expenses					
Salaries and Wages	1,220,319	1,181,049			
Benefits	559,037	455,351			
210 Professional Services	428,000	255,879	295,161	1,115,817	
220 Utility Services	407,200	565,206			
230 Repair and Maintenance Services-Streets a	200,000	159,352			
240 Repair and Maintenance Services-Other	115,000	119,029			
250 Special Services	71,000	86,244			
290 Other Contractual Services	2,100	14,049			
310 Office Supplies	48,300	43,163			
320 Publications, Subscriptions and Dues	13,000	19,362			
330 Travel	31,600	28,749			
340 Operating Supplies	469,000	57,548			
350 Repair and Maintenance Supplies	158,500	63,431			
360 Other Repairs and Maintenance Supplies	302,000	158,241			
390 Other Supplies and Expense	197,000	205,796			
410 Concrete and Clay Products	-	61,981			
420 Metal Products	-	47,980			
430 Wood Products	-	46			
440 Plastic Products	-	581			
450 Raw Materials - Chemicals	504,000	806,202			
480 Fabricated Materials	7,300	76			
510 Insurance	12,000	47,022			
520 Other Permits and Regulatory Fees	(35,000)	2,235			
530 Rents and Leases	22,400	20,923			
590: Other Fixed Charges		143,000			27,373
610 Principal Redemption	-	2,486,759			
620 Interest	3,210,818	887,976			
690 Other Debt Service	-	20,800			
Payment In Lieu of Tax	2,000,000	1,590,000			
740 Losses	5,000	4,216			
60000:Capital Outlay	-	-	3,473,168	115,503	1,512,126
Expenses	9,948,574	9,532,246	3,768,329	1,231,320	1,539,499
Revenues Over/(Under) Expenses	(2,130,974)	650,040	14,285,877	1,928,795	(1,539,499)

SEWER UTILITY FUND

	City FY23 Amended	Operations	Other Capital	
	Budget Detail		Outlay	Treatment Plant
Revenues				
Intergovernmental Revenue	-	2,000		
Public Charges for Services	10,545,080	11,388,391		
Miscellaneous Revenue	80,000	198,479		
Other Financing Sources	40,000	49,000		2,816,292
Revenues	10,665,080	11,637,870		2,816,292
Expenses				
Salaries and Wages	913,817	1,081,712		
Benefits	428,868	497,558		
210 Professional Services	296,000	56,027		316,309
220 Utility Services	1,518,500	725,148		
230 Repair and Maintenance Servic	166,000	-		
240 Repair and Maintenance Servic	40,500	114,114		
250 Special Services	44,000	100,221		
290 Other Contractual Services	-	38,759		
310 Office Supplies	15,200	32,938		
320 Publications, Subscriptions and	17,400	14,426		
330 Travel	36,700	24,918		
340 Operating Supplies	149,100	27,977		
350 Repair and Maintenance Suppl	360,300	56,528		
360 Other Repairs and Maintenance	-	134,589		
390 Other Supplies and Expense	30,000	58,559		
410 Concrete and Clay Products	-	1,290		
420 Metal Products	-	7,013		
440 Plastic Products	-	704		
450 Raw Materials	528,000	609,370		
480 Fabricated Materials	5,000	-		
510 Insurance	28,000	87,217		
520 Other Permits and Regulatory F	35,000	36,541		
530 Rents and Leases	25,000	2,084		
590 Other Fixed Charges		158,240		
610 Principal Redemption	-	3,162,206		
620 Interest	4,916,146	1,827,082		
690 Other Debt Service	-	800		
740 Losses	1,400	4,486		
60000:Capital Outlay	-	-	930,893	425,771
50920:Transfers to Other Funds	490,000	485,000		
Expenses	11,301,931	9,345,508	930,893	742,080
Revenues Over/(Under) Expenses	(636,851)	2,292,362	(930,893)	2,074,212

CITY OF WAUSAU

AMERICAN RESCUE PLAN - SLFRF APPLICATION

Water Sewer and Broad Band Infrastructure

Water, Sewer and Broadband infrastructure this category is available to address the consequences of deferred maintenance in drinking water systems, treatment of sewage and stormwater along with resiliency measures to adapt to climate change. In addition the funds may be used for broad band investment and cybersecurity investments. Common examples would include:

- * Sewage and Stormwater projects must be eligible under the EPA's Clean Water State Revolving Fund
- * Water projects must be eligible under the EPA's Drinking Water State Revolving Fund
- * Broad band infrastructure must respond to lack of reliable service or affordable service
- * Cybersecurity investment and modernization is eligible to new or existing infrastructure.



Project Title	Wausau Water Works Solar Array - DWTF		
Department	DPWU	Contact Name:	Eric Lindman
Priority 1-6 (low-high)	4 - High Priority		

6=Emergency, 5=Urgent, 4=High Priority, 3 Medium Priority, 2 Low Priority, 1 No Priority

Project Type (Check all that apply)

	Sewage Infrastructure		Broadband Infrastructure
	Stormwater Infrastructure		Cybersecurity Investment
<input checked="" type="checkbox"/>	Water Infrastructure		

PROJECT DESCRIPTION

Provide a description of the project, purchase or service attach additional information if needed

This project will construct a ground mounted solar array at the Drinking Water Treatment Facility (DWTF) which offset up to an estimated 62% of energy usage and 67% of the annual utility bill. See the attached analysis for Scenario 1 Alt. The utility commission began this discussion starting back in 2020 as a possible way to mitigate future rate increases. Since those discussions began there as some neighborhood concerns about the solar array and how it would blend into the residential area. In 2023 a solar array task force was developed to further discuss and prepare information about a solar array and to engage the community. Over the past year the task force worked with a consultant to narrow down possible options for an array, determine the effectiveness of solar power generation, engaged the neighborhood and their concerns and ultimately provide a recommendation back to the Commission on a possible option for an array, location and size of the array. The recommendation would be a 3-acre +/- ground mounted array that would generate about 875 kW-DC power (about 720kW AC power). Conservative estimate for payback of the system would be 13-years. This scenario for payback includes a 30% tax credit back toward the capital cost and a focus on energy rebate. There are additional possible funding/grant options but none are guaranteed so they were not included but will be pursued to decrease the payback time.

WATER, SEWAGE AND STORMWATER PROJECT- CHECK THOSE THAT APPLY

	Addresses critical health or safety hazard.		This project was identified and deferred on prior years capital/operating budget
<input checked="" type="checkbox"/>	Required to achieve or maintain an adequate level of service		Expands existing service into an undeveloped area.
<input checked="" type="checkbox"/>	Provides new service, facility, system or equipment.	<input checked="" type="checkbox"/>	Repairs, replaces or prevents a breakdown of an existing infrastructure

PROJECT OR PURCHASE JUSTIFICATION

Describe physical condition, demand/capacity, functionality and/or safety concerns or revenue generating potential that justifies the project, purchase or acquisition

The primary goal adopted by the council for use of ARPA was to impact as many residents in the city as possible. This project will have an impact on all residents within the city in a positive way. The impact will be the long term savings to the utility operations which will mitigate future rate increases. This project also follows the city's adopted Strategic Plan and the City's adopted resolution for Supporting Reduction of Greenhouse Gas Emissions and Energy Security. The utility is challenged to find innovative ways to reduce operational costs moving forward. Solar energy is a proven technology to reduce energy costs long term. This project is a long term plan to help stabilize utility rates.

IMPACT ON DEFERRED IMPLEMENTATION/PURCHASE

Describe how project deferral will impact future asset maintenance, economic growth, quality of service, efficiency or effectiveness, quality of life, safety, financing or other issues.

Electrical costs continue to rise each year and finding efficient ways to reduce those costs is a benefit to all rate payers at the utility. It is conservatively estimated there will be a steady annual energy increase of 3.5%, the Department of Energy estimates higher at 5%. The sooner this project moves forward the sooner the energy cost offset will begin to benefit rate payers. There is currently tax credits available to municipalities through the Inflation Reduction Act and which significantly offset the capital cost of the project, these credits are only expected to be around for the next 3-years, to take advantage of these the project would need to move forward soon to begin design, bidding, and then construction. Materials have a long lead time so we are reasonably looking at a 2025-2026 construction timeline. If ARPA were to be approved we would be able to bid the project late 2024 and begin construction later 2025.

RETURN ON INVESTMENT

Describe the financial benefits, cost savings or payback of the capital project such as grant funding, cost avoidance, future debt avoidance or operational cost or income benefits

Having back up power supply at this location is essential for ensuring redundancy for both the water and wastewater systems. Reliability and redundancy is essential for utilities to operate and provide safe drinking water and adequate wastewater during emergency events.

WATER, SEWER, STORMWATER AND BROADBAND INFRASTRUCTURE - FINANCIAL DETAIL

DPWU

ONE TIME EXPENSE	2022	2023	2024	2025	2026	Total
Planning /Design						-
LandAcquisition						-
Engineering Study & Data Collection			100,000			100,000
Equipment Purchase & Installation			2,576,257			2,576,257
Other(Describe)						-
Total Costs	\$ -	\$ -	\$ 2,676,257	\$ -	\$ -	\$ 2,676,257

<u>FUNDING SOURCES</u>						
ARPA Funding			800,000			800,000
Donations						-
User Fees						-
Debt Issuance						-
Other Grant Income			772,877			772,877
Other (Describe) Focus on Energy			25,000			25,000
Total Sources	\$ -	\$ -	\$ 1,597,877	\$ -	\$ -	\$ 1,597,877
Shortfall	\$ -	\$ -	\$ 1,078,380	\$ -	\$ -	\$ 1,078,380

ONGOING NEW OPERATIONAL EXP	2022	2023	2024	2025	2026	Total
Staff Costs						-
Contractual Services						-
Supplies/Materials						-
Maintenance						-
Other (Describe)						-
Total Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<u>FUNDING SOURCES</u>						
ARPA Funding						-
Donations						-
User Fees						-
Other Grant Income						-
Other (Describe)						-
Total Funding Sources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shortfall	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

IDENTIFY ONGOING FUNDING SOURCE FOR NEW OPERATIONAL EXPENSES AFTER THE ARPA GRANT PERIOD

Operational expenses will be done by in-house staffing. Electricians are trained on power generation and equipment and the monitoring and troubleshooting of the system will be done with water staff personnel. The are expected to be minimal over the life of the system.

DESCRIBE EVENTS OR CIRCUMSTANCES THAT WOULD PREVENT COSTS FROM BEING OBLIGATED BY DECEMBER 31, 2024 AND EXPENDED BY DECEMBER 31, 2026 attach additional information if needed

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Wausau Water Treatment Facility

700 Bugbee Ave

Wausau, WI 54401



QstN

Andy Pohren

Sam Mueller

Madison, WI 53705

Discussion Topics

Updates from 3/26/24:

- Include site prep costs in project cost
- Model and analyze Load Shift
- Update Export Rate to include Avoided Capacity Cost Rate
- Model multiple Utility Cost Escalation Rates
- Update WI Focus on Energy Rebate
- WPS Transformer → non-issue (2500 kVa)



Scenario Summary

Scenario 1: Well House



Priorities: maximize capacity & energy offset, minimize installed cost

Scenario 2: North Well House



Priorities: maximize capacity & energy offset, minimize installed cost, reduce visibility

Scenario 3: North Fields



Priorities: maximize capacity & energy offset, make effort to eliminate visibility

Scenario 1 : (Well House) Alternate



Priorities: maximize financial payback

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 700 Bugbee Ave
 Wausau, WI 54401



Scenario Summary

Financials	Scenario 1	Scenario 2	Scenario 3	Scenario 1 alt
Short description	Well house	N Well house	North Fields	Well house alt
Installed DC capacity	1.5 MW	1.5 MW	1.5 MW	0.875 MW
Installed AC capacity	1.0 MW	1.0 MW	1.0 MW	0.720 MW
Est. full project cost	\$4,142,574	\$4,192,574	\$8,528,148	\$2,576,257
Est. full project cost	\$2.76/W	\$2.80/W	\$5.69/W	\$2.94/W
Est. avg. annual energy cost savings	\$191,774	\$192,868	\$188,442	\$121,046
Est. avg. O&M annual cost	\$26,076	\$26,076	\$26,076	\$15,211
Est. levelized cost of energy (LCOE)	\$0.064/kWh	\$0.064/kWh	\$0.133/kWh	\$0.063/kWh
Est. lifetime savings	\$999,747	\$992,105	(\$2,153,446)	\$711,220
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs	19.9 yrs	25+ yrs	19.3 yrs
Est. 1 st year energy production	1,917,591 kWh	1,929,842 kWh	1,895,252 kWh	1,193,627 kWh
Est. 1 st year energy offset	100%	100%	98%	62%
Est. 1 st year utility bill offset (savings)	72%	72%	70%	45%

Available incentives to consider	Included in financial analysis*
30% Investment Tax Credit (ITC)	yes
10% ITC Bonus – Domestic Content	no
10% ITC Bonus – LI Community	no
WI Focus on Energy Rebate	yes
WI PSC Energy Innovation Grant	no

*Including the ITC bonuses (10% Domestic Content, 10% LI Community) and WI PSC EI Grant reduces the project payback by ~5 years

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Escalation Rate and Load Shift Summary

Financials – Scenario 1 (1.5 MW_DC)	Standard Operation			Load Shift to Off-Peak		
Utility Escalation Rate	3.5%	5%	7%	3.5%	5%	7%
Load shift (Yes = Shift to Off-peak)	No	No	No	Yes	Yes	Yes
Est. avg. annual energy cost savings	\$191,774	\$234,411	\$309,746	\$246,876	\$301,763	\$398,744
Est. lifetime savings	\$999,747	\$2,065,668	\$3,949,053	\$2,377,293	\$3,749,482	\$6,174,014
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs	17.4 yrs	15.3 yrs	15.5 yrs	13.7 yrs	12.4 yrs
Est. 1 st year energy offset	100%	100%	100%	100%	100%	100%
Est. 1 st year utility bill offset (savings)	72%	72%	72%	92%	92%	92%

Financials – Scenario 1 alt (875 kW_DC)	Standard Operation			Load Shift to Off-Peak		
Utility Escalation Rate	3.5%	5%	7%	3.5%	5%	7%
Load shift (Yes = Shift to Off-peak)	No	No	No	Yes	Yes	Yes
Est. avg. annual energy cost savings	\$121,046	\$147,958	\$195,509	\$180,661	\$220,827	\$291,796
Est. lifetime savings	\$711,220	\$1,384,020	\$2,572,796	\$2,201,586	\$3,205,737	\$4,979,981
Est. payback (after 30% ITC, WFOE rebate)	19.3 yrs	17.0 yrs	15.0 yrs	12.9 yrs	11.9 yrs	10.9 yrs
Est. 1 st year energy offset	62%	62%	62%	62%	62%	62%
Est. 1 st year utility bill offset (savings)	45%	45%	45%	67%	67%	67%

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 700 Bugbee Ave
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Scenario 1 (Well House)



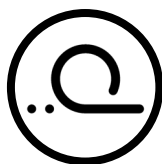
Financials	
Est. installed cost	\$4,142,574
Est. installed cost	\$2.76/W
Est. avg. annual energy cost savings	\$191,774
Est. avg. O&M annual cost	\$26,076
Est. levelized cost of energy (LCOE)	\$0.064/kWh
Est. lifetime savings	\$999,747
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs.
Est. 1 st year utility bill offset (savings)	72%

Performance	
Installed DC potential capacity	1,500 kW_DC
Installed AC potential capacity	1,000 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 st year solar energy production	1,917,591 kWh
Est. 1 st year energy consumption offset	100%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$1,242,772
10% ITC Bonus – Domestic Content	\$414,257
10% ITC Bonus – LI Community	\$414,257
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000

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Scenario 2 (North Well House)



Financials	
Est. installed cost	\$4,192,574
Est. installed cost	\$2.80/W
Est. avg. annual energy cost savings	\$192,868
Est. avg. O&M annual cost	\$26,076
Est. levelized cost of energy (LCOE)	\$0.064/kWh
Est. lifetime savings	\$992,105
Est. payback (after 30% ITC, WFOE rebate)	19.9 yrs.
Est. 1 st year utility bill offset (savings)	72%

Performance	
Installed DC potential capacity	1,500 kW_DC
Installed AC potential capacity	1,000 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 st year solar energy production	1,929,842 kWh
Est. 1 st year energy consumption offset	100%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$1,257,772
10% ITC Bonus – Domestic Content	\$419,257
10% ITC Bonus – LI Community	\$419,257
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000

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Wausau Water Treatment Facility
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Scenario 3 (North Fields)



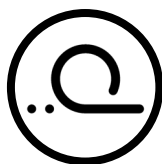
Financials	
Est. installed cost	\$8,528,148
Est. installed cost	\$5.69/W
Est. avg. annual energy cost savings	\$188,442
Est. avg. O&M annual cost	\$26,076
Est. levelized cost of energy (LCOE)	\$0.13/kWh
Est. lifetime savings	(\$2,153,446)
Est. payback (after 30% ITC, WFOE rebate)	25+ years
Est. 1 st year utility bill offset (savings)	70%

Performance	
Installed DC potential capacity	1,500 kW_DC
Installed AC potential capacity	1,000 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 st year solar energy production	1,895,252 kWh
Est. 1 st year energy consumption offset	98%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$2,558,444
10% ITC Bonus – Domestic Content	\$852,815
10% ITC Bonus – LI Community	\$852,815
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000

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Scenario 1 (Well House) - Alternate



Financials	
Est. installed cost	\$2,576,257
Est. installed cost	\$2.94/W
Est. avg. annual energy cost savings	\$121,046
Est. avg. O&M annual cost	\$15,211
Est. levelized cost of energy (LCOE)	\$0.063/kWh
Est. lifetime savings	\$711,220
Est. payback (after 30% ITC, WFOE rebate)	19.3 yrs.
Est. 1 st year utility bill offset (savings)	45%

Performance	
Installed DC potential capacity	875 kW_DC
Installed AC potential capacity	720 kW_AC
Annual energy consumption	1,927,017 kWh
Est. 1 st year solar energy production	1,193,627 kWh
Est. 1 st year energy consumption offset	62%

Available incentives to consider	
30% Investment Tax Credit (ITC)	\$772,877
10% ITC Bonus – Domestic Content	\$257,626
10% ITC Bonus – LI Community	\$257,626
WI Focus on Energy Rebate	\$25,000
WI PSC Energy Innovation Grant	\$250,000

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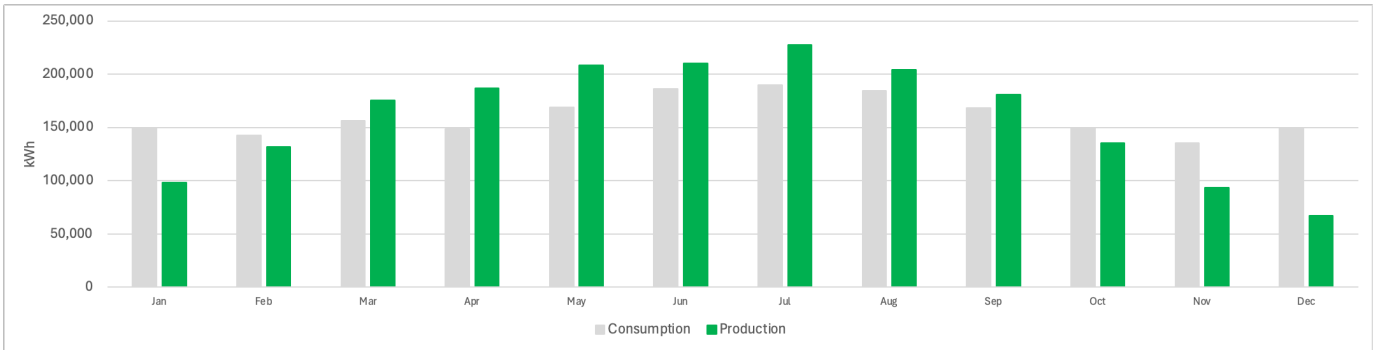


Equipment Assumptions – All Scenarios	
System type	Grid-tied
Racking installation	Ground-mount, fixed-tilt
Modules type	Monocrystalline
Module size	500 W; VSUN500 -132BMH (82.4" x 44.6" x 1.38")
Number of modules (panels)	3,000 (Scenarios 1, 2, and 3); 1,750 (Scenario 1 Alternate)
Inverters	String inverter; SolarEdge
Power optimizers	For Scenario 3 only

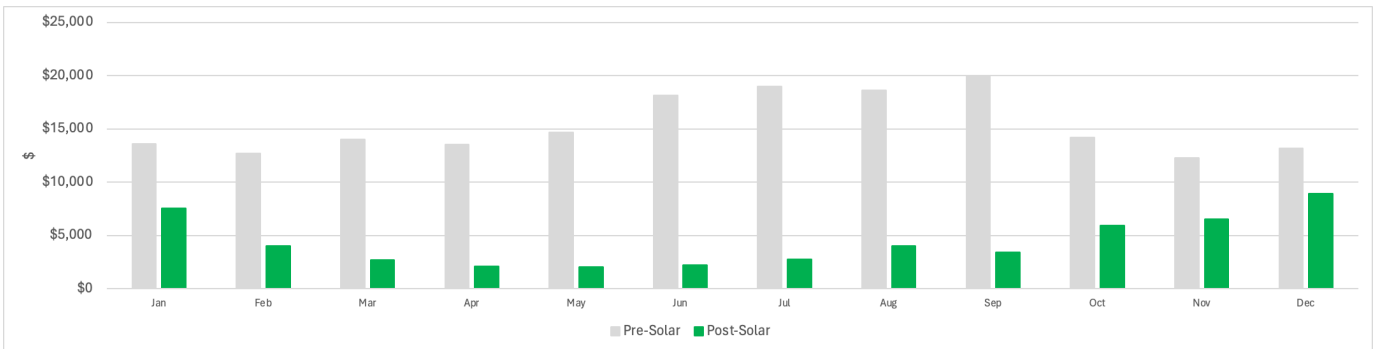
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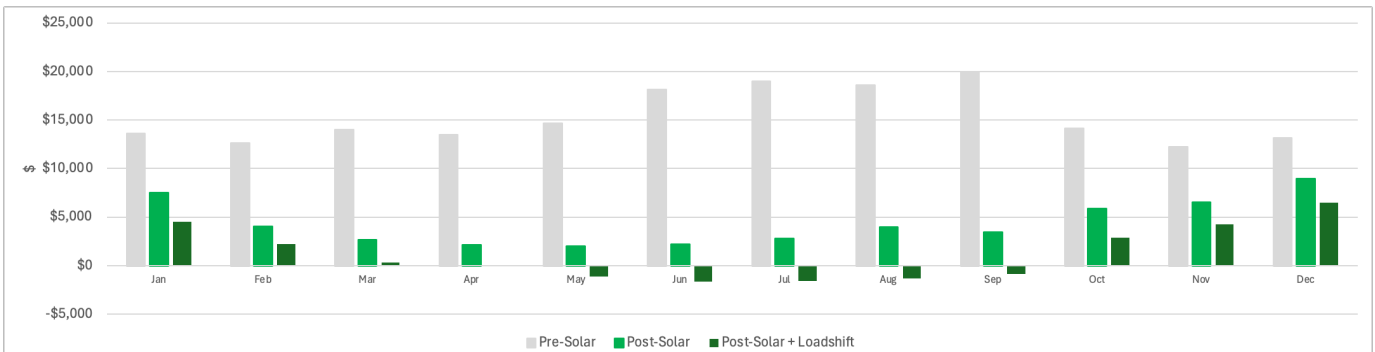
Monthly System Energy Performance – Existing Baseline Consumption vs PV Production (Scenario 1)



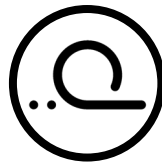
Monthly Utility Billing – Pre-Solar vs Post-Solar (Scenario 1)



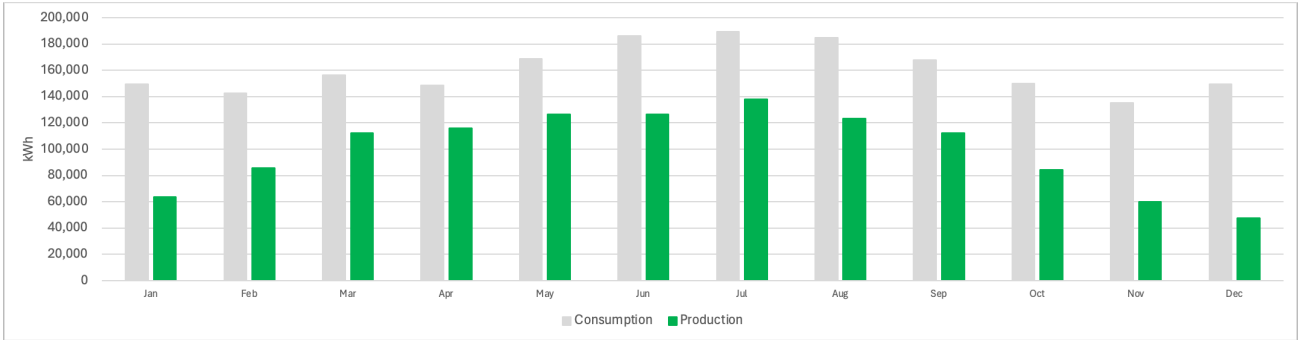
Monthly Utility Billing – Pre-Solar vs Post-Solar + Shifted Load to Off-Peak (Scenario 1)



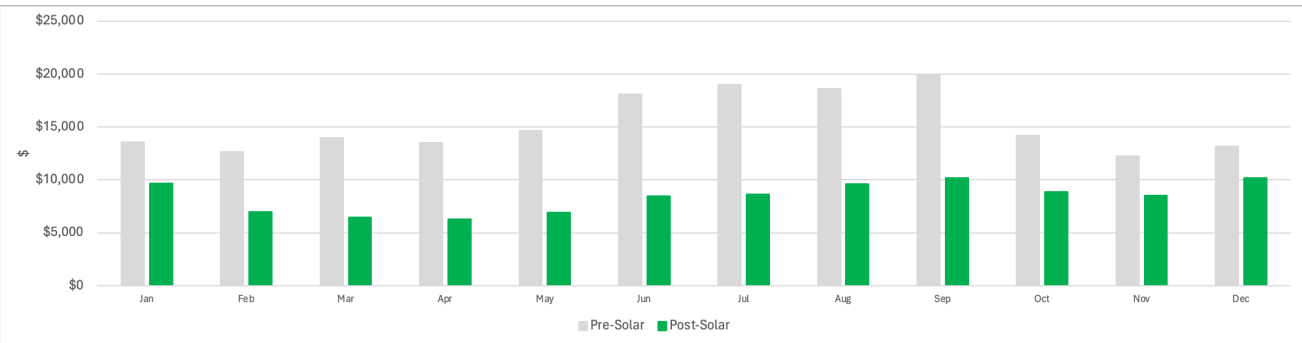
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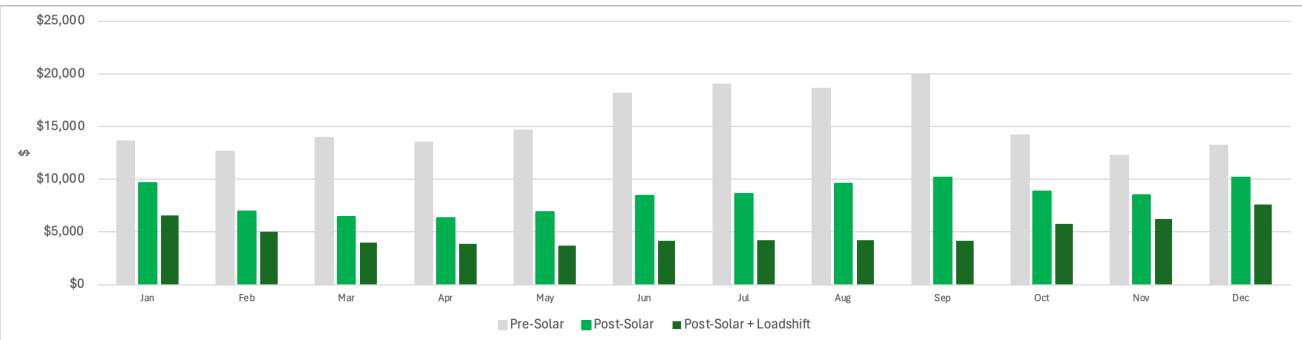
Monthly System Energy Performance – Existing Baseline Consumption vs PV Production (Scenario 1 alt)



Monthly Utility Billing – Pre-Solar vs Post-Solar (Scenario 1 alt)



Monthly Utility Billing – Pre-Solar vs Post-Solar + Shifted Load to Off-Peak (Scenario 1 alt)



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Heat Maps of Energy Consumption

Heat map of energy consumption, kWh (month vs hour of day)

Sum of kWh	Month												Grand Total
Hour	1	2	3	4	5	6	7	8	9	10	11	12	
0	5,085	7,155	7,788	7,557	7,556	8,711	8,885	8,204	6,928	7,646	6,281	5,454	87,251
1	4,776	7,180	7,600	7,353	7,384	8,244	8,527	7,784	6,474	6,596	5,727	4,776	82,420
2	4,622	7,216	7,599	7,512	6,987	8,048	8,256	7,644	5,844	5,600	5,028	4,622	78,978
3	4,834	6,953	7,309	7,174	6,476	7,832	7,863	7,357	5,232	4,865	4,763	4,834	75,493
4	4,927	6,351	6,549	5,892	5,689	7,248	7,639	6,950	4,892	4,318	4,526	4,927	69,907
5	4,747	5,660	5,655	5,357	5,520	7,151	7,260	6,829	4,794	4,273	4,272	4,747	66,265
6	4,711	5,587	5,368	6,081	6,144	7,297	7,333	6,861	5,041	4,420	4,227	4,711	67,782
7	4,682	5,107	5,290	5,728	6,473	7,432	7,348	7,181	5,210	4,483	4,283	4,682	67,900
8	4,665	4,784	5,037	5,365	6,526	7,667	7,533	7,233	5,349	4,396	4,340	4,665	67,559
9	4,811	4,448	5,078	4,844	6,457	7,724	7,379	7,180	5,615	4,249	4,352	4,811	66,947
10	4,955	4,271	5,122	4,729	6,441	7,703	7,493	7,446	6,424	4,322	4,490	4,955	68,351
11	5,274	4,282	5,131	4,523	6,337	7,446	7,279	7,173	7,208	4,562	4,756	5,274	69,245
12	5,660	4,434	4,945	4,316	6,427	6,970	7,186	7,399	7,906	4,763	5,024	5,660	70,691
13	6,378	4,361	4,887	4,638	6,478	6,971	7,253	7,603	8,239	5,387	5,359	6,378	73,932
14	7,056	4,635	5,520	4,993	7,027	7,198	7,160	7,970	8,373	6,300	5,563	7,056	78,851
15	7,547	5,615	6,457	5,196	7,432	7,002	7,092	7,812	8,401	7,140	5,786	7,547	83,027
16	8,075	6,038	7,138	5,870	7,688	7,514	7,235	7,877	8,231	7,763	6,324	8,075	87,828
17	8,088	6,275	7,324	6,721	7,846	7,712	7,527	7,827	8,426	8,162	6,732	8,088	90,728
18	8,382	6,663	7,611	7,267	7,995	7,989	8,125	8,244	8,465	8,388	7,173	8,382	94,684
19	8,513	6,945	7,750	7,443	7,881	8,205	8,702	8,303	8,604	8,509	7,426	8,513	96,795
20	8,646	6,991	7,707	7,437	7,941	8,275	8,801	8,366	8,348	8,504	7,449	8,646	97,111
21	8,310	7,062	7,773	7,391	7,961	8,537	9,043	8,383	8,173	8,357	7,485	8,310	96,785
22	7,803	7,128	7,772	7,534	8,019	8,688	9,203	8,564	8,243	8,424	7,291	7,803	96,474
23	6,557	7,199	7,777	7,565	7,919	8,569	9,271	8,284	7,441	8,326	6,550	6,557	92,012
Grand Total	149,103	142,340	156,187	148,485	168,604	186,133	189,394	184,475	167,861	149,754	135,209	149,472	1,927,017

Heat map of energy production, kWh (month vs hour of day) – Scenario 1

Sum of Production [kWh]	Month												Grand Total
Hour	1	2	3	4	5	6	7	8	9	10	11	12	
0	0	0	0	0	0	0	0	0	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0	0	0	0	0
5	0	0	0	0	11	193	6	0	0	0	0	0	211
6	0	0	0	315	1,295	1,573	1,231	520	0	0	0	0	4,934
7	0	0	730	3,780	6,041	6,294	5,735	4,218	2,546	741	0	0	30,084
8	0	2,051	6,365	9,785	12,882	11,805	12,780	10,555	8,287	6,547	1,509	4	82,570
9	3,409	8,062	14,920	15,534	19,232	18,705	19,394	16,795	14,303	11,515	6,817	2,914	151,600
10	8,928	13,745	19,159	19,467	21,335	22,288	23,597	21,792	20,724	16,124	13,018	6,770	206,946
11	14,403	16,386	21,116	21,020	23,076	23,091	24,816	23,438	21,509	17,808	16,532	10,135	233,330
12	18,246	18,453	22,813	23,246	24,840	22,757	26,372	23,521	23,474	18,530	16,276	13,984	252,513
13	17,447	19,802	23,064	22,288	23,708	22,545	25,770	23,861	23,436	18,639	16,393	14,884	251,836
14	16,896	18,742	22,793	22,363	21,838	21,773	24,453	22,447	24,150	17,069	12,695	9,294	234,513
15	11,340	16,796	19,692	20,616	20,919	20,597	23,459	22,269	20,637	14,826	6,976	6,620	204,748
16	6,060	12,573	14,269	15,207	16,248	18,316	19,295	18,059	13,449	9,713	3,087	2,260	148,536
17	1,136	4,982	8,413	9,507	10,770	12,557	12,405	11,559	6,890	3,544	80	0	81,842
18	0	130	1,934	3,264	4,933	6,034	6,725	4,382	1,572	0	0	0	28,973
19	0	0	0	178	1,086	1,409	1,454	629	0	0	0	0	4,756
20	0	0	0	0	0	134	65	0	0	0	0	0	199
21	0	0	0	0	0	0	0	0	0	0	0	0	0
22	0	0	0	0	0	0	0	0	0	0	0	0	0
23	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	97,866	131,721	175,267	186,569	208,215	210,068	227,558	204,044	180,976	135,055	93,385	66,866	1,917,591

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Heat Maps of Energy Purchase and Export

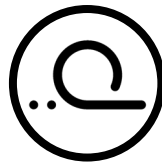
Heat map of energy purchase, kWh (month vs hour of day) – Scenario 1

Sum of Purchase [kWh] Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	5,085	7,155	7,788	7,557	7,556	8,711	8,885	8,204	6,928	7,646	6,281	5,454	87,251
1	4,776	7,180	7,600	7,353	7,384	8,244	8,527	7,784	6,474	6,596	5,727	4,776	82,420
2	4,622	7,216	7,599	7,512	6,987	8,048	8,256	7,644	5,844	5,600	5,028	4,622	78,978
3	4,834	6,953	7,309	7,174	6,476	7,832	7,863	7,357	5,232	4,865	4,763	4,834	75,493
4	4,927	6,351	6,549	5,892	5,689	7,248	7,639	6,950	4,892	4,318	4,526	4,927	69,907
5	4,747	5,660	5,655	5,357	5,509	6,957	7,254	6,829	4,794	4,273	4,272	4,747	66,054
6	4,711	5,587	5,368	5,767	4,849	5,724	6,102	6,341	5,041	4,420	4,227	4,711	62,848
7	4,682	5,107	4,560	2,346	1,500	1,605	1,747	2,964	2,664	3,742	4,283	4,682	39,883
8	4,665	2,778	1,471	392	713	745	452	876	1,225	1,078	2,869	4,661	21,926
9	2,264	815	406	72	374	181	97	278	352	543	710	2,042	8,135
10	1,115	235	289	102	193	13	76	318	74	510	433	1,075	4,433
11	378	-	137	-	54	-	27	44	287	398	232	903	2,460
12	175	89	-	-	-	259	129	-	235	467	399	511	2,264
13	405	7	-	-	101	288	324	30	236	309	247	839	2,786
14	822	13	1	-	249	302	222	336	3	285	1,185	1,427	4,846
15	1,670	428	343	34	233	857	474	291	248	709	2,147	2,170	9,604
16	3,143	860	866	362	529	280	402	158	641	2,168	3,454	5,815	18,678
17	6,952	2,773	1,398	791	1,100	706	946	758	2,372	4,618	6,652	8,088	37,154
18	8,382	6,533	5,677	4,024	3,115	2,462	1,922	3,886	6,893	8,388	7,173	8,382	66,835
19	8,513	6,945	7,750	7,265	6,795	6,797	7,249	7,674	8,604	8,509	7,426	8,513	92,039
20	8,646	6,991	7,707	7,437	7,941	8,141	8,736	8,366	8,348	8,504	7,449	8,646	96,913
21	8,310	7,062	7,773	7,391	7,961	8,537	9,043	8,383	8,173	8,357	7,485	8,310	96,785
22	7,803	7,128	7,772	7,534	8,019	8,688	9,203	8,564	8,243	8,424	7,291	7,803	96,474
23	6,557	7,199	7,777	7,565	7,919	8,569	9,271	8,284	7,441	8,326	6,550	6,557	92,012
Grand Total	108,184	101,067	101,797	91,926	91,245	101,195	104,846	102,319	95,244	103,055	100,810	114,492	1,216,179

Heat map of energy export, kWh (month vs hour of day) – Scenario 1

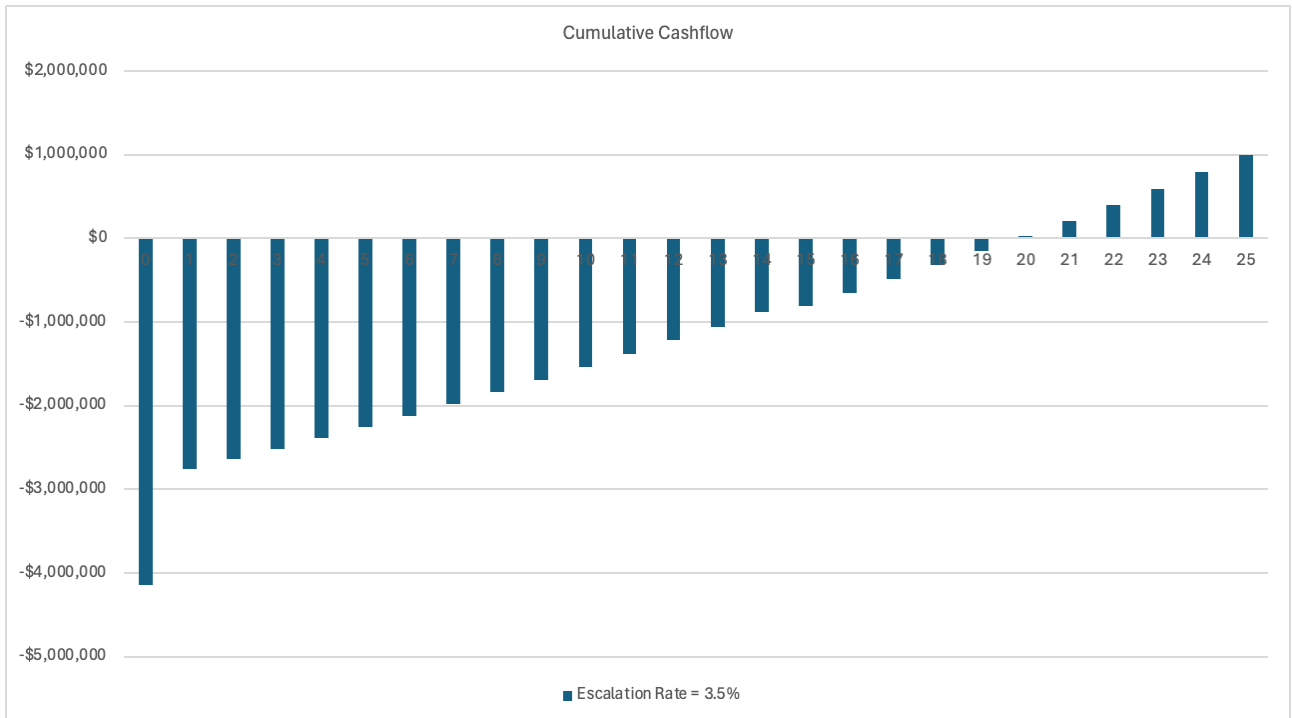
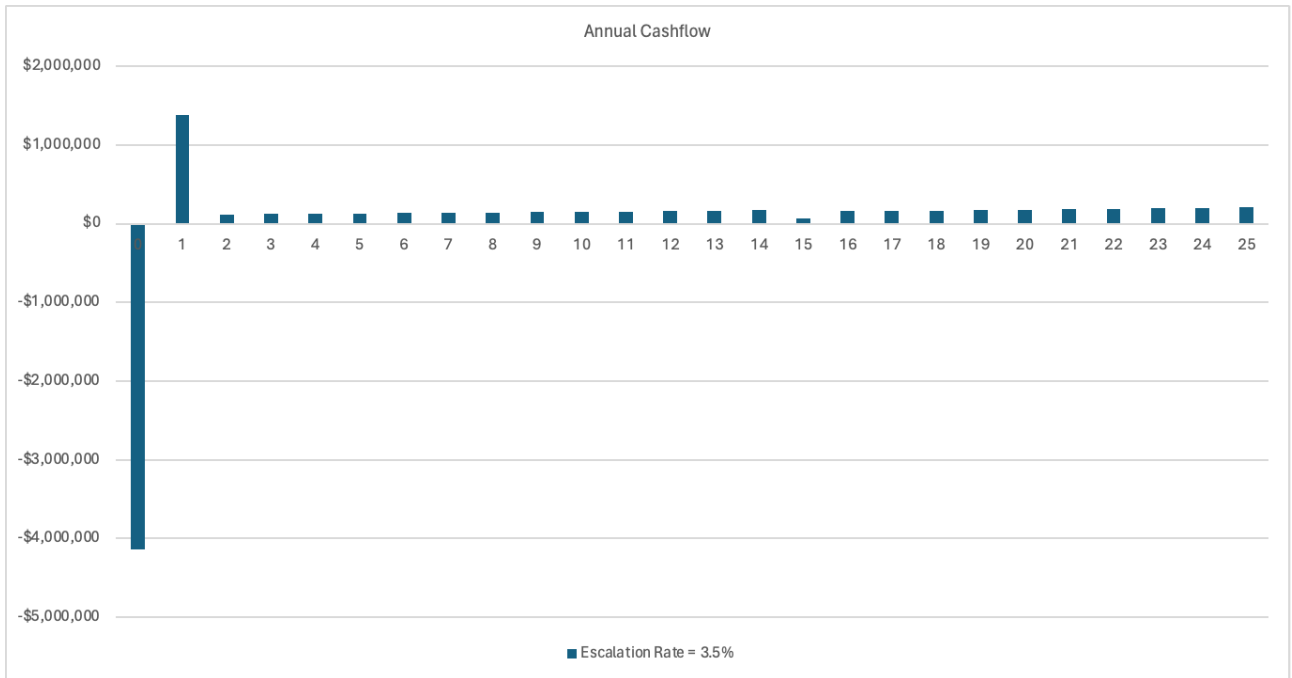
Sum of Export [kWh] Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	-	-	-	-	-	-	-	-	-	-	-	-	-
1	-	-	-	-	-	-	-	-	-	-	-	-	-
2	-	-	-	-	-	-	-	-	-	-	-	-	-
3	-	-	-	-	-	-	-	-	-	-	-	-	-
4	-	-	-	-	-	-	-	-	-	-	-	-	-
5	-	-	-	-	-	-	-	-	-	-	-	-	-
6	-	-	-	-	-	-	-	-	-	-	-	-	-
7	-	-	-	398	1,068	467	135	-	-	-	-	-	2,067
8	-	45	2,800	4,812	7,069	4,884	5,699	4,199	4,162	3,229	38	-	36,937
9	862	4,429	10,248	10,762	13,150	11,162	12,112	9,892	9,040	7,810	3,176	145	92,788
10	5,088	9,709	14,326	14,840	15,087	14,598	16,179	14,664	14,374	12,312	8,961	2,890	143,027
11	9,507	12,104	16,121	16,497	16,794	15,645	17,564	16,309	14,589	13,644	12,008	5,764	166,546
12	12,760	14,108	17,868	18,930	18,413	16,047	19,315	16,122	15,803	14,234	11,652	8,835	184,086
13	11,474	15,448	18,177	17,649	17,331	15,861	18,841	16,288	15,433	13,561	11,281	9,345	180,690
14	10,663	14,120	17,275	17,370	15,060	14,876	17,514	14,813	15,781	11,054	8,317	3,665	160,508
15	5,464	11,609	13,578	15,454	13,720	14,452	16,841	14,748	12,484	8,394	3,337	1,243	131,325
16	1,128	7,395	7,998	9,699	9,088	11,082	12,462	10,339	5,859	4,117	217	-	79,386
17	-	1,480	2,487	3,578	4,024	5,550	5,823	4,490	836	-	-	-	28,268
18	-	-	-	21	52	506	523	24	-	-	-	-	1,125
19	-	-	-	-	-	-	-	-	-	-	-	-	-
20	-	-	-	-	-	-	-	-	-	-	-	-	-
21	-	-	-	-	-	-	-	-	-	-	-	-	-
22	-	-	-	-	-	-	-	-	-	-	-	-	-
23	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	56,947	90,448	120,877	130,009	130,856	125,131	143,010	121,888	108,360	88,356	58,986	31,886	1,206,753

Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Return on Investment / Payback Analysis (Scenario 1)

Scenario 1: \$4.143M cost, \$1.243M ITC (30%), \$25k WI FOE Rebate (Escalation Rate = 3.5%, No Load Shift)



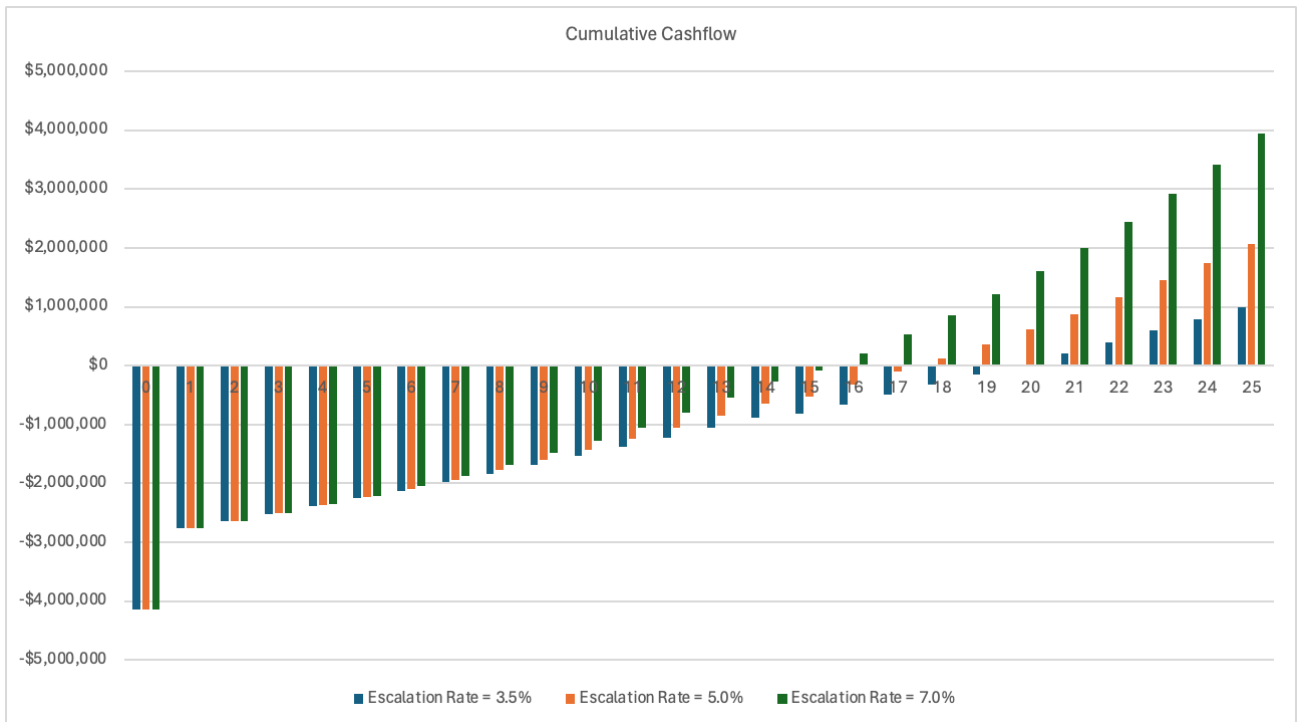
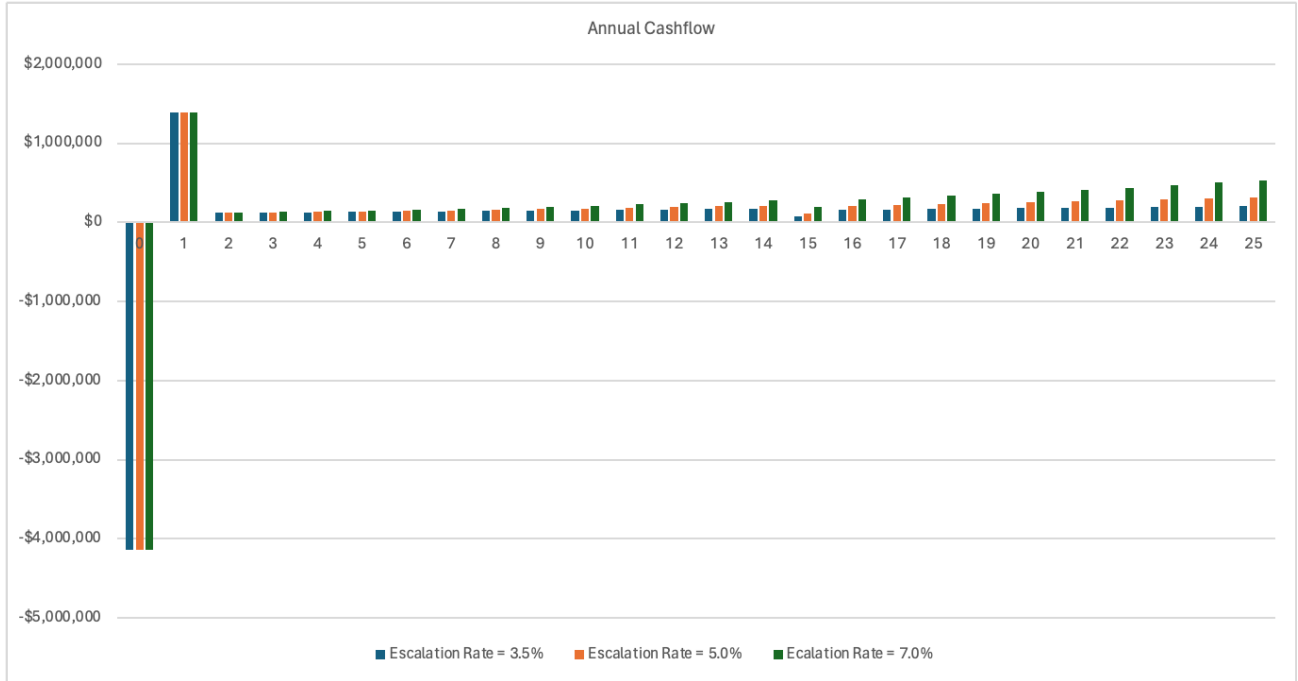
04/12/2024

Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Return on Investment / Payback Analysis (Scenario 1)

Scenario 1: \$4.143M cost, \$1.243M ITC (30%), \$25k WI FOE Rebate (multiple Escalation Rates)



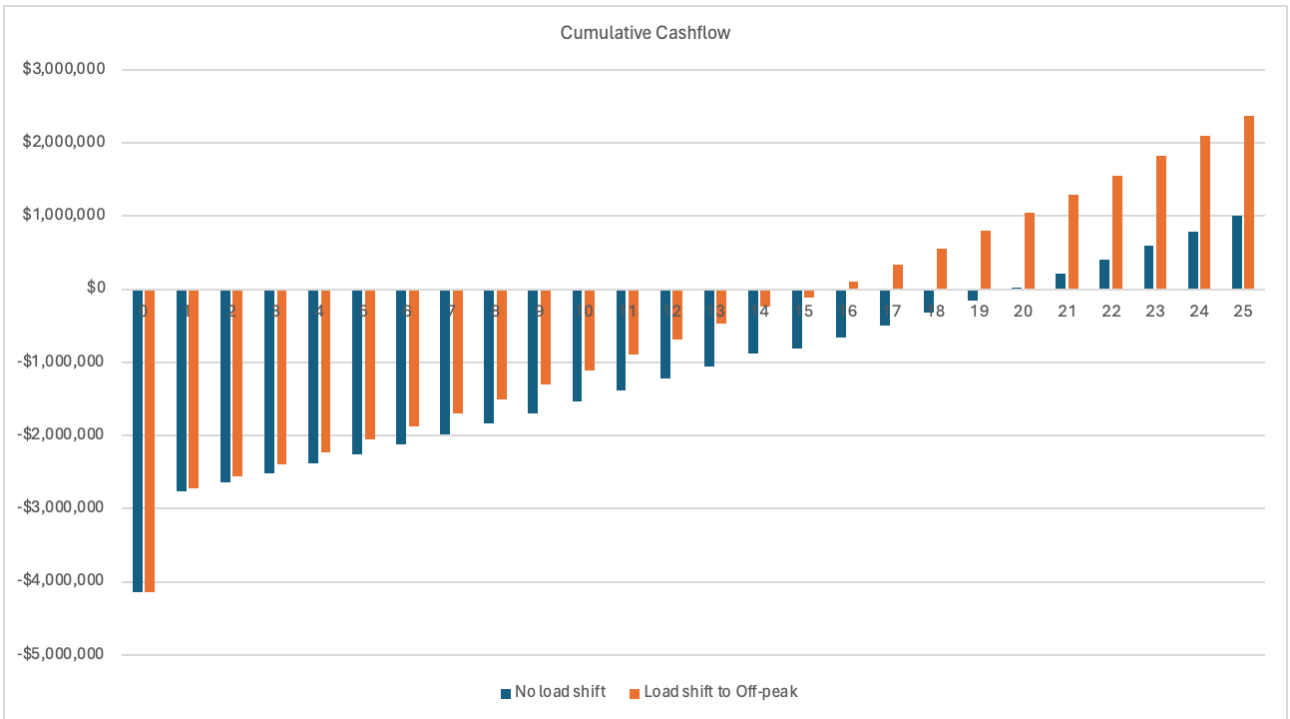
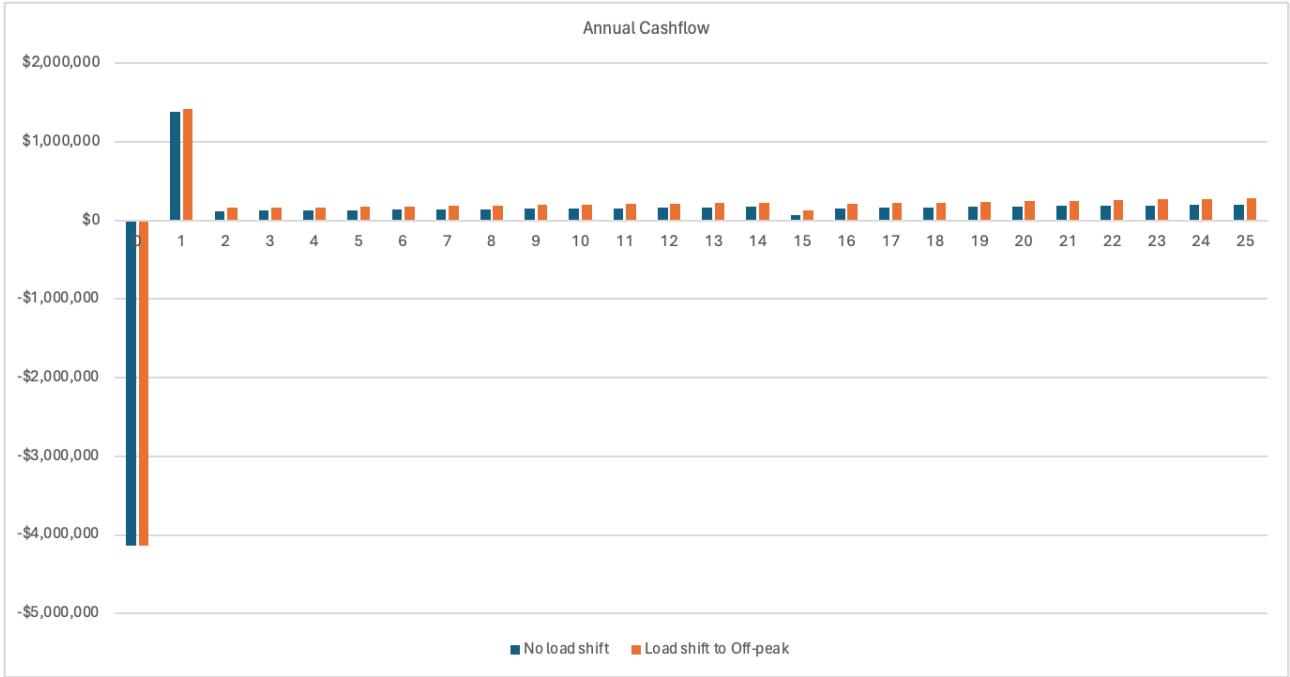
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Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Return on Investment / Payback Analysis (Scenario 1)

Scenario 1: \$4.143M cost, \$1.243M ITC (30%), \$25k WI FOE Rebate (Load Shift Detail)



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Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Key Assumptions and Notes

- Solar PV system life assumed to be 25 years (minimum).
- Solar PV system performance degradation modeled at 0.5% per year.
- Utility Electricity Rate escalation assumption of 3.5% per year (following 20-year historic trend in Wisconsin).
- Utility bill savings from offsets based on energy and demand rates as per Wisconsin Public Services (WPS) rate CG-20.

Season	Time	Rate (\$/kWh)	Customer Demand (\$/kW)	Demand Charge (\$/kW)
Winter (Oct-May)	On-peak (Mon-Fri 8AM-1PM & 5PM-9PM)	\$0.0728	\$2.399	\$11.992
Winter (Oct-May)	Off-peak	\$0.4282	\$2.399	\$0.000
Summer (June-Sep)	On-peak (Mon-Fri 8AM-6PM)	\$0.0728	\$2.399	\$18.449
Summer (June-Sep)	Off-peak	\$0.4282	\$2.399	\$0.000

- Utility bill savings from exports modeled using the weighted average of \$0.0613/kWh buy back rate (Avoided Energy Cost Rate), based on WPS Parallel Generation Purchase tariff (WPS PG-2B), and an hourly performance/consumption simulation model.

Season	Time	Rate (\$/kWh)
Winter (Oct-May)	On-peak (Mon-Fri 7AM-10PM)	\$0.07013
Winter (Oct-May)	Off-peak	\$0.02904
Summer (June-Sep)	On-peak (Mon-Fri 7AM-11PM)	\$0.08132
Summer (June-Sep)	Off-peak	\$0.03041

- Per communication with WPS on 3/14/24, while on PG-2B tariff, bill credits are applied to that month's bill; any credit that exceeds \$100 is paid in the form of a check.
- Plant operation and energy usage modeled to remain consistent with 2023 usage. Increased energy usage in future years was not modeled.
- Scenario 1 & 2 are modeled as pile-driven ground mounts with a fixed rack at a 25-degree tilt with 15-ft row spacing, achieving an overall smaller array footprint.
- Scenario 3 is modeled as a pile-drive ground mount with a fixed rack at a 27-degree tilt with 16.5-ft row spacing, achieving a higher production but also takes up a slightly larger footprint.
- Scenario 1 Alternate is modeled as a pile-drive ground mount with a fixed rack at a 30-degree tilt with 20-ft row spacing, achieving a higher production but also a larger footprint.
- There is a potential for additional engineering fees and distribution study fees from WPS that are unknown until interconnection application is filled with WPS. The Distribution study may result in the need for system side improvements to support the PV system, which also could lead to additional costs to the City. In this scenario, an alternative option could be to reduce the PV system size to meet utility transformer limitations once the study is complete.
- Average O&M costs include potential inverter replacement at year 15 in the lifetime of the PV system.
- The property for Scenario 1, and the southern part of Scenario 2, is located in the City of Wausau jurisdiction. It is currently Zoned Residential (SR-2), and per zoning laws the property would need to be rezoned to Heavy industrial (HI); reference https://library.municode.com/wi/wausau/codes/code_of_ordinances?nodeId=TIT23ZO_ARTIIIILAUSSRE_23.03.05 - Table of land uses. Per the Solar arrays exempt from Screening requirements. 23.06.21 - Exterior storage and screening standards. Part 6(a) https://library.municode.com/wi/wausau/codes/code_of_ordinances?nodeId=TIT23ZO_ARTVIPEST_23.06.21EXSTSCST
- The property for Scenario 3, and the north part of Scenario 2, is located in the Village of Maine jurisdiction. This is also zoned residential, and an application and petition would be needed to rezone with the city (\$150 application fee). Application and reference available at <https://cdn.townweb.com/villageofmaine.org/wp-content/uploads/2023/03/amendzoningordinance7-2020.pdf>

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Wausau Water Treatment Facility
700 Bugbee Ave
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Key Assumptions and Notes

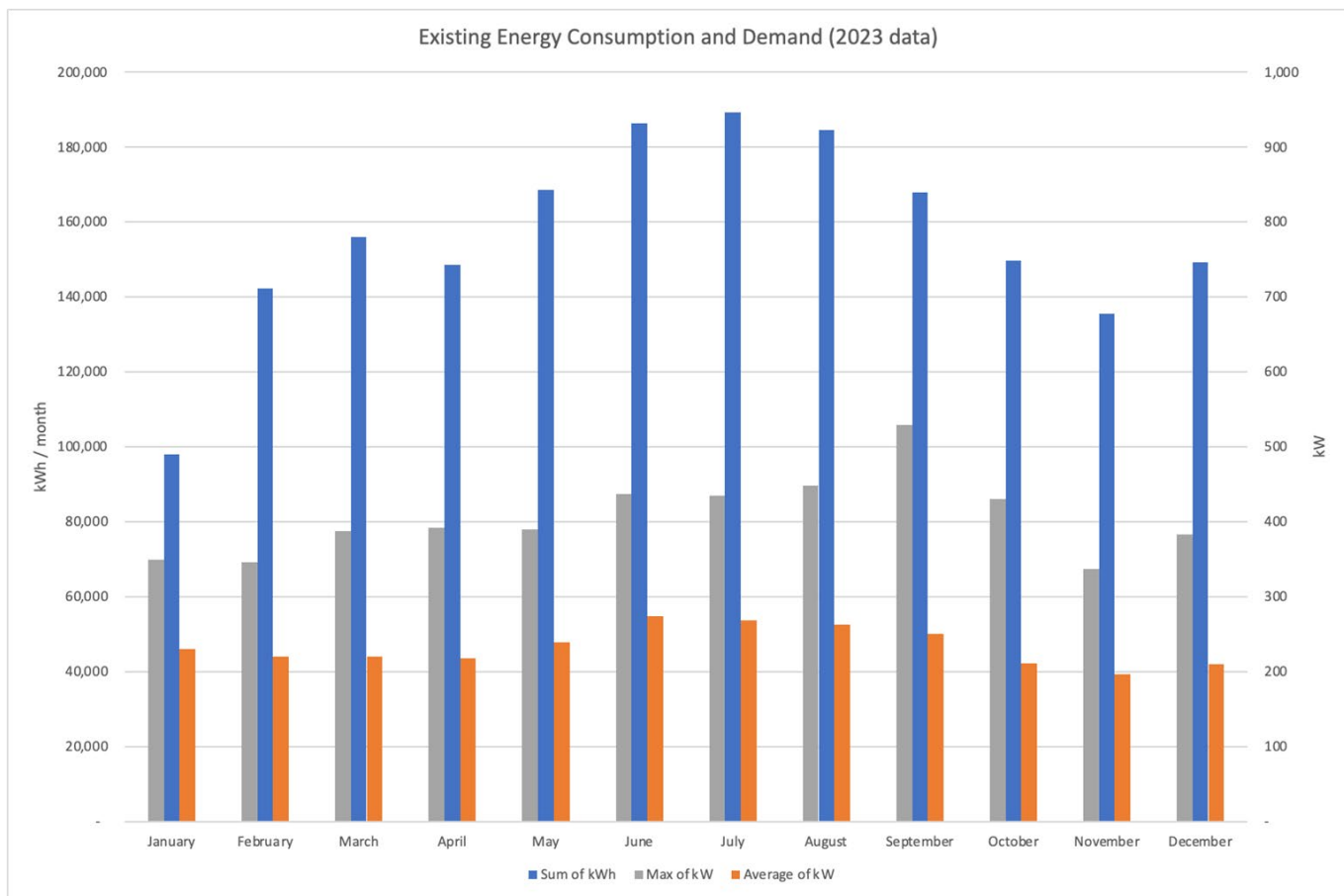
15. Notes on the Federal Investment Tax Credit (ITC).
 - a. Per guidance from the US DOE and the Federal Office for Energy Efficiency and Renewable Energy, as a tax-exempt organization, the City of Wausau is eligible to receive a refund (i.e. direct pay) from the IRS for tax credits on projects placed in service after 2022. Organizations that wish to receive direct pay, also known as elective pay, must pre-register with the IRS before the tax return is due and receive a registration number.
 - b. The Base Credit for a PV system is 30% of eligible project costs.
 - c. Note Eligible solar equipment purchase through debt financing qualifies for the ITC. However, the amount of the base ITC may be reduced by up to 15% if tax exempt bonds are used to finance the PV system.
 - d. A Domestic Content Bonus of 10% is also available. To qualify for the domestic content bonus, all structural steel or iron products used must be produced in the United States and a “required percentage” of the total costs of manufactured products (including components) of the facility need to be mined, produced, or manufactured in the United States. The required percentage of manufactured products starts at 40% for all projects beginning construction before 2025, increases to 45% for projects beginning construction in 2025, 50% for projects beginning construction in 2026, and 55% for projects beginning construction after 2026.
 - e. The PV solar system at the Wausau Water Treatment Plant would also qualify for a Low-Income Community Bonus of 10% for being located in a low-income community as defined by the New Markets Tax Credit. This Bonus is awarded based on an application process, that is presently oversubscribed and not guaranteed.
 - f. It is highly recommended that the City consult with their accountant and professional tax advisor regarding the ITC prior to commencing a project.
 - g. Additional information about eligibility and application for Federal Solar Tax Credits for Businesses is available at <https://www.energy.gov/eere/solar/federal-solar-tax-credits-businesses>.
16. Additional information about eligibility and application for Wisconsin Focus on Energy Rebate is available at <https://focusonenergy.com/business/renewables#rebate-info>.
17. Additional information about eligibility and application for Wisconsin Public Service Commission Energy Innovation Grant is available at <https://psc.wi.gov/Pages/ServiceType/OEI/EnergyInnovationGrantProgram.aspx>. Per PSC on 3/11/24, it is not certain if the EI grant will again be offered in 2024.
18. Recommended solar system and equipment warranties include minimum of 2-year workmanship warranty, 25-year warranty on modules and power optimizers (Scenario 3), 12-year warranty on inverters (extended 20-year warranty can also be considered).
19. Pricing for all Scenarios includes costs/fees for common excavation and site preparation (such as leveling, grading, debris removal, erosion control, etc), building of land berm, and building of an access road.
20. Pricing does not include any interest, finance or borrowing charges or fees.
21. Pricing for all Scenarios does not include costs/fees for prairie seeding/restoration and ongoing prairie/land maintenance is not included in the O&M estimate.

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Wausau Water Treatment Facility
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Wausau, WI 54401



Baseline Energy Usage Charts



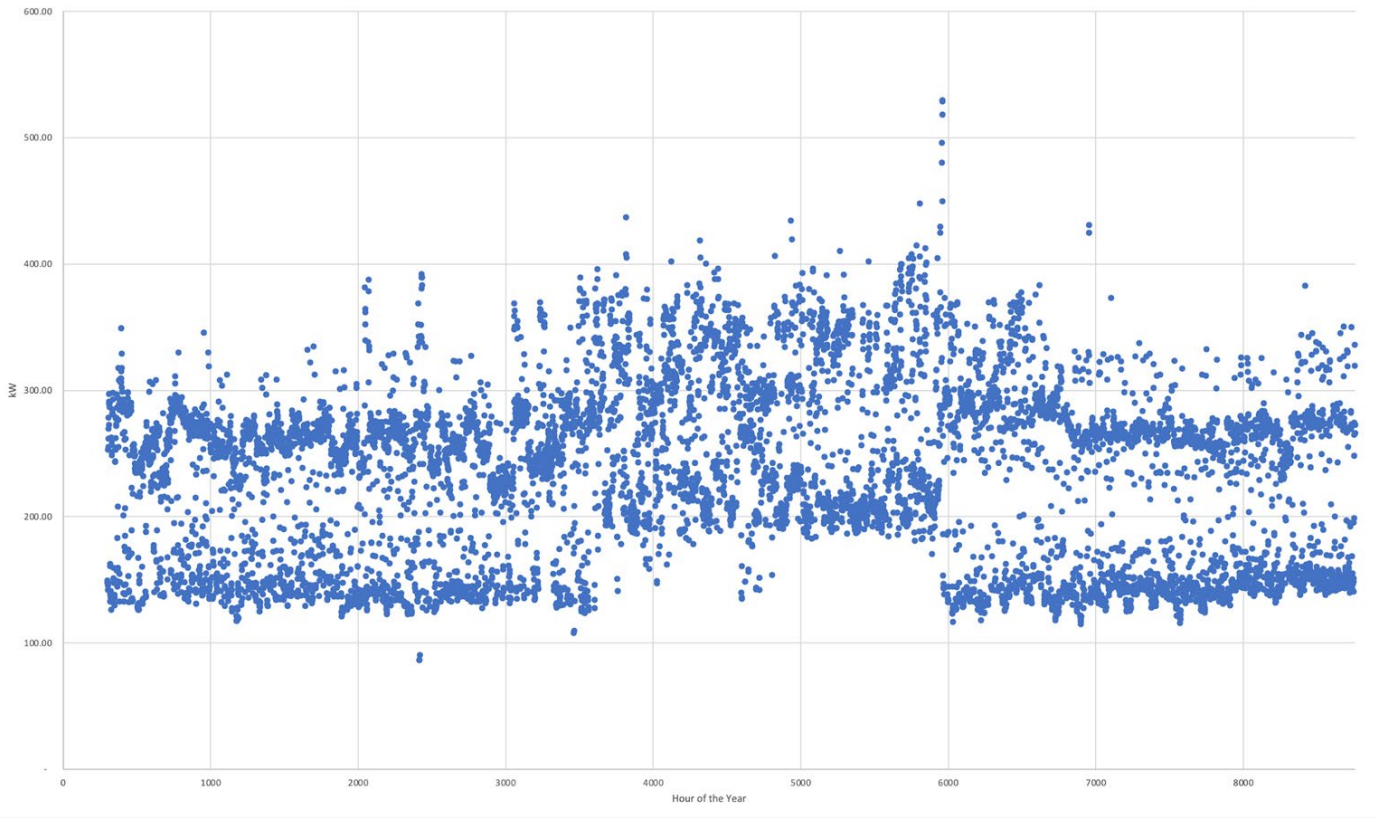
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Wausau Water Treatment Facility
700 Bugbee Ave
Wausau, WI 54401



Baseline Energy Usage Charts

Load Profile - Hourly kW (2023 data)



04/12/2024

Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Baseline - Energy Usage (kWh) & Demand (kW) Charts

Heat map of existing energy consumption, kWh (month vs hour of day)

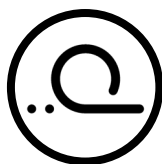
Sum of kWh Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	5,085	7,155	7,788	7,557	7,556	8,711	8,885	8,204	6,928	7,646	6,281	5,454	87,251
1	4,776	7,180	7,600	7,353	7,384	8,244	8,527	7,784	6,474	6,596	5,727	4,776	82,420
2	4,622	7,216	7,599	7,512	6,987	8,048	8,256	7,644	5,844	5,600	5,028	4,622	78,978
3	4,834	6,953	7,309	7,174	6,476	7,832	7,863	7,357	5,232	4,865	4,763	4,834	75,493
4	4,927	6,351	6,549	5,892	5,689	7,248	7,639	6,950	4,892	4,318	4,526	4,927	69,907
5	4,747	5,660	5,655	5,357	5,520	7,151	7,260	6,829	4,794	4,273	4,272	4,747	66,265
6	4,711	5,587	5,368	6,081	6,144	7,297	7,333	6,861	5,041	4,420	4,227	4,711	67,782
7	4,682	5,107	5,290	5,728	6,473	7,432	7,348	7,181	5,210	4,483	4,283	4,682	67,900
8	4,665	4,784	5,037	5,365	6,526	7,667	7,533	7,233	5,349	4,396	4,340	4,665	67,559
9	4,811	4,448	5,078	4,844	6,457	7,724	7,379	7,180	5,615	4,249	4,352	4,811	66,947
10	4,955	4,271	5,122	4,729	6,441	7,703	7,493	7,446	6,424	4,322	4,490	4,955	68,351
11	5,274	4,282	5,131	4,523	6,337	7,446	7,279	7,173	7,208	4,562	4,756	5,274	69,245
12	5,660	4,434	4,945	4,316	6,427	6,970	7,186	7,399	7,906	4,763	5,024	5,660	70,691
13	6,378	4,361	4,887	4,638	6,478	6,971	7,253	7,603	8,239	5,387	5,359	6,378	73,932
14	7,056	4,635	5,520	4,993	7,027	7,198	7,160	7,970	8,373	6,300	5,563	7,056	78,851
15	7,547	5,615	6,457	5,196	7,432	7,002	7,092	7,812	8,401	7,140	5,786	7,547	83,027
16	8,075	6,038	7,138	5,870	7,688	7,514	7,235	7,877	8,231	7,763	6,324	8,075	87,828
17	8,088	6,275	7,324	6,721	7,846	7,712	7,527	7,827	8,426	8,162	6,732	8,088	90,728
18	8,382	6,663	7,611	7,267	7,995	7,989	8,125	8,244	8,465	8,388	7,173	8,382	94,684
19	8,513	6,945	7,750	7,443	7,881	8,205	8,702	8,604	8,509	7,426	8,513	8,513	96,795
20	8,646	6,991	7,707	7,437	7,941	8,275	8,801	8,366	8,348	8,504	7,449	8,646	97,111
21	8,310	7,062	7,773	7,391	7,961	8,537	9,043	8,383	8,173	8,357	7,485	8,310	96,785
22	7,803	7,128	7,772	7,534	8,019	8,688	9,203	8,564	8,243	8,424	7,291	7,803	96,474
23	6,557	7,199	7,777	7,565	7,919	8,569	9,271	8,284	7,441	8,326	6,550	6,557	92,012
Grand Total	149,103	142,340	156,187	148,485	168,604	186,133	189,394	184,475	167,861	149,754	135,209	149,472	1,927,017

Heat map of existing demand, kW (month vs hour of day)

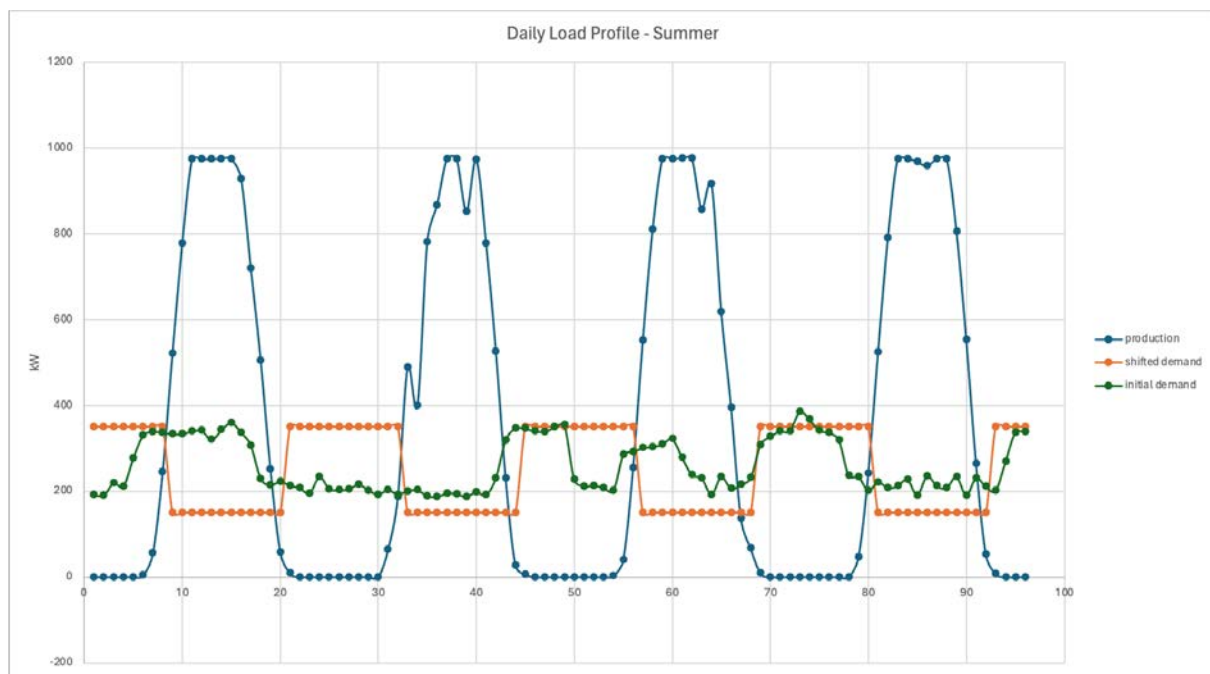
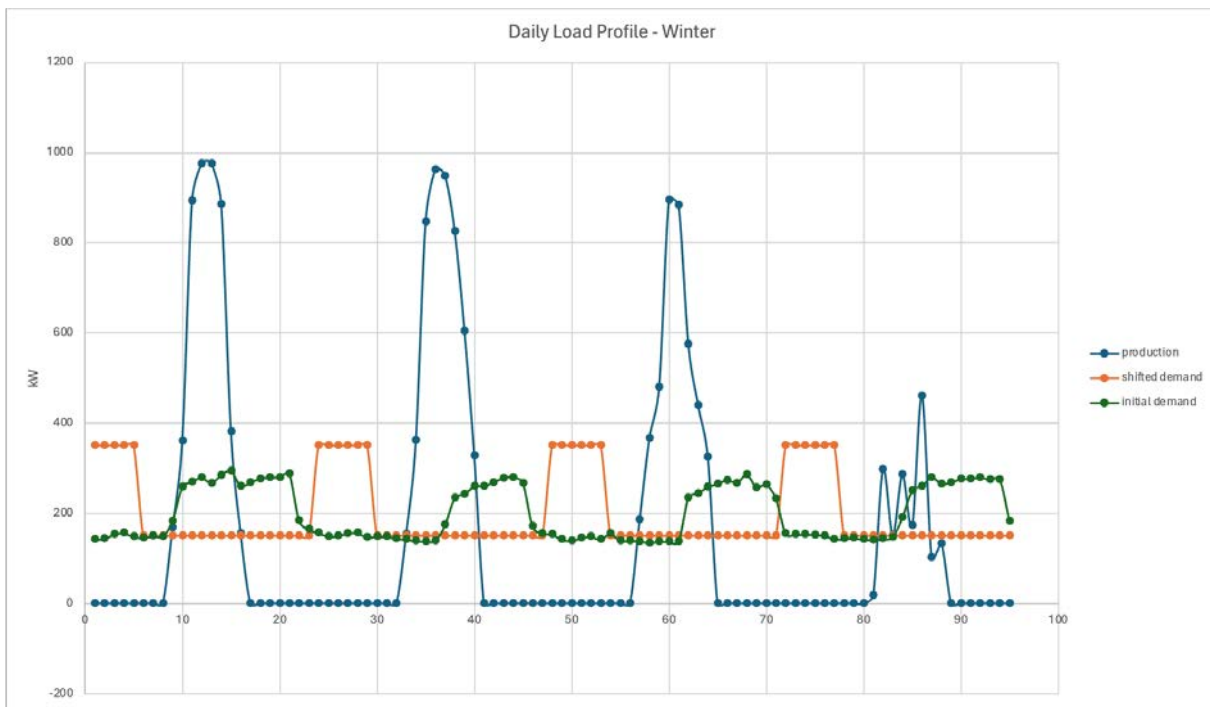
Max of kW Hour	Month												Grand Total
	1	2	3	4	5	6	7	8	9	10	11	12	
0	280	291	332	323	353	437	406	406	405	373	337	280	437
1	298	309	313	323	379	369	388	448	373	317	324	298	448
2	249	330	282	326	300	408	388	404	358	324	317	249	408
3	257	319	282	352	390	405	374	415	323	299	300	257	415
4	258	284	301	343	298	369	364	366	326	280	303	258	369
5	290	279	286	342	284	391	337	389	301	194	189	290	391
6	284	302	338	381	351	344	340	325	481	249	165	284	481
7	209	272	382	389	341	364	341	385	496	285	241	209	496
8	214	313	362	392	349	377	341	380	529	297	286	214	529
9	248	312	388	389	381	384	335	395	518	198	289	248	518
10	269	261	352	383	355	372	341	410	530	257	286	269	530
11	273	241	340	338	365	371	367	360	450	258	272	273	450
12	326	244	284	243	369	366	349	392	370	322	271	326	392
13	326	259	283	343	368	375	358	363	375	318	313	326	375
14	321	330	289	338	365	363	400	402	412	302	280	321	412
15	328	311	291	271	320	368	434	408	378	299	279	328	434
16	337	306	281	271	362	358	352	400	370	376	313	337	400
17	327	346	279	284	365	354	368	391	370	331	276	327	391
18	383	289	277	329	370	402	394	393	378	353	320	383	402
19	350	285	335	285	358	385	397	392	425	431	326	350	431
20	350	285	305	302	371	419	369	400	430	425	284	350	430
21	338	294	322	288	371	380	420	387	372	329	324	338	420
22	345	289	302	328	381	380	374	390	368	343	333	345	390
23	331	304	315	328	396	378	375	405	361	341	327	331	405
Grand Total	383	346	388	392	396	437	434	448	530	431	337	383	530

04/12/2024

Wausau Water Treatment Facility
700 Bugbee Ave
Wausau, WI 54401



Sample Load Profiles – Shifted Load to Off-Peak

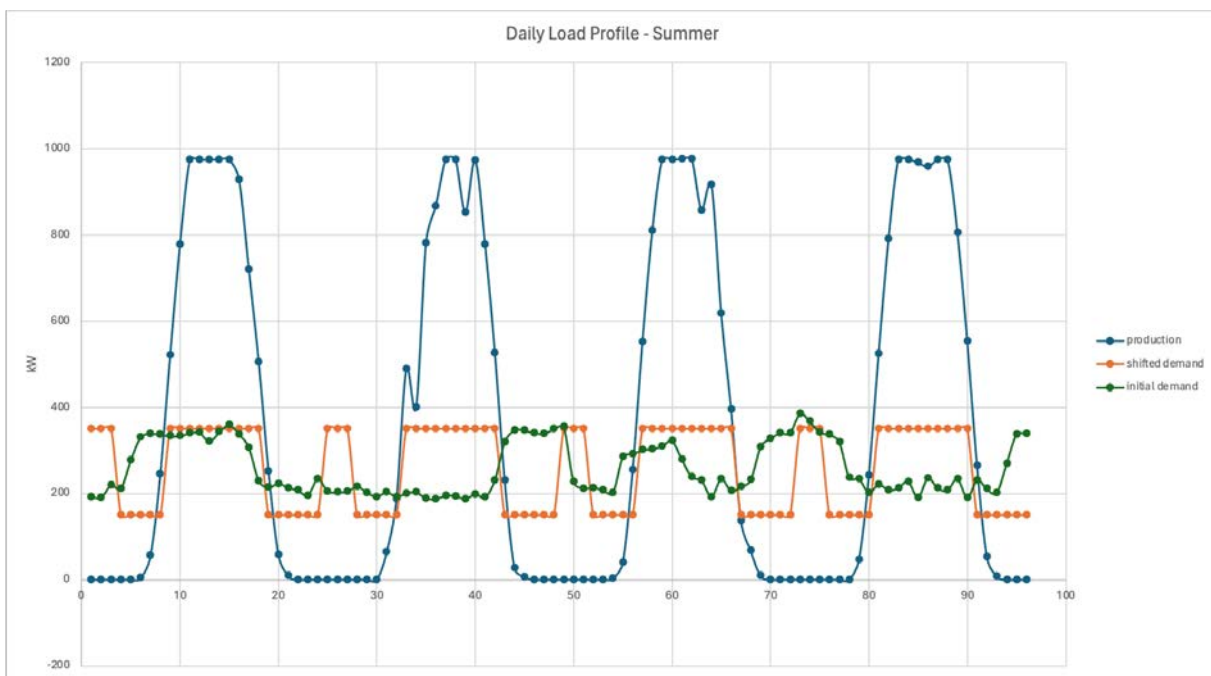
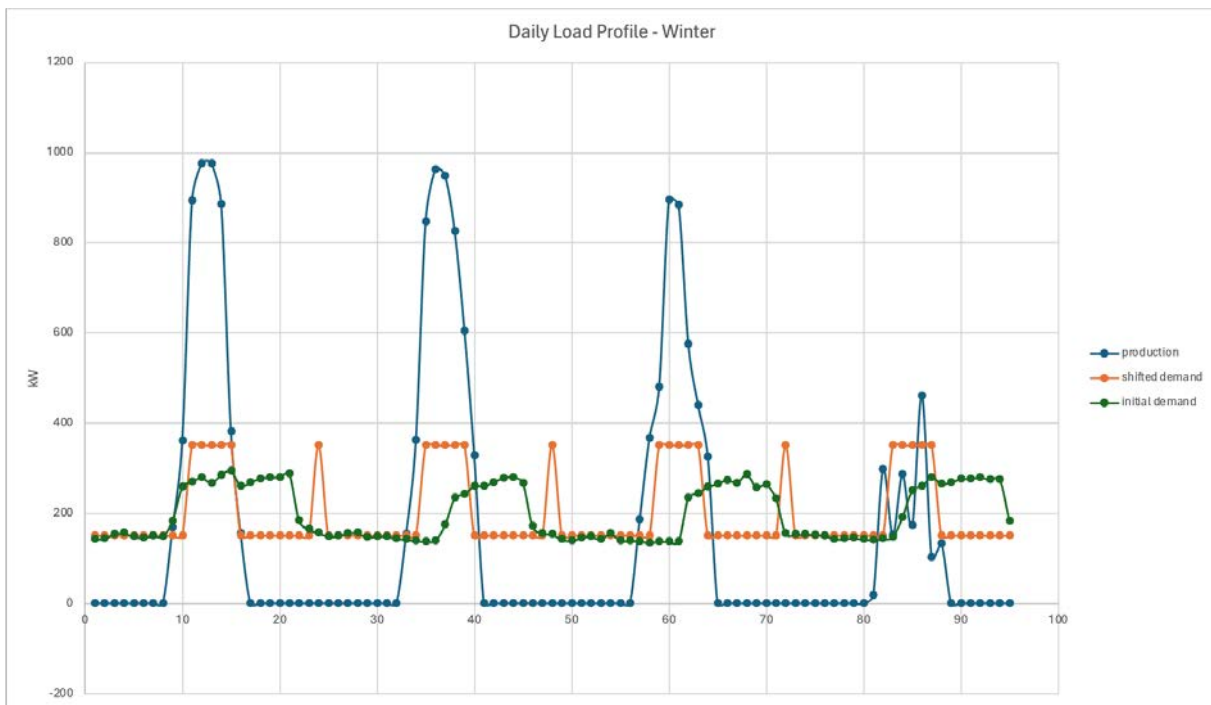


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Wausau Water Treatment Facility
700 Bugbee Ave
Wausau, WI 54401



Sample Load Profiles – Shifted Load to Solar Production



04/12/2024



Wausau Water Treatment Facility
700 Bugbee Ave
Wausau, WI 54401

Utility Bill Components

Business Solutions Center 877-444-0888
Electric Emergencies 800-450-7240
Gas Emergencies 800-450-7280

Bill Date	Account Number	Next Meter Read Date	Amount Due	Payment Due Date
10/13/2023	0401272549-00087	10/31/2023	\$40,508.19	11/27/2023

Customer Name WAUSAU WATER WORKS
Service Address 1801 BURECK AVE
WAUSAU WI 54401

Activity Since Last Bill

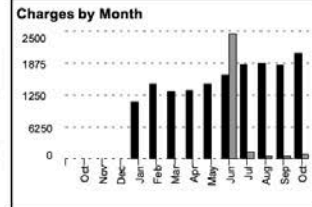
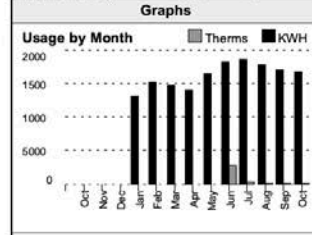
09/12/2023 Previous Balance	\$18,962.40
Balance	\$18,962.40
Total Current Charges	\$21,545.79
Total Current Balance	\$40,508.19

Electric Service
Elec Sm Coml & Ind TOU Secondary Cg-20
Meter 6003352

Actual Reading 10/01/2023	2402
Set Reading 09/01/2023	-2122
	280
Meter Constant	x 600
Total Electric Use	168000 KWH

Account Summary
Bill Period: 09/01/2023 to 10/02/2023

	Oct 2023	Sep 2023
Billing Days	32	30
Avg Temp	62°F	66°F
Heating Deg Days	109	22
Cooling Deg Days	76	131
KWH Used	167891	171605
Avg KWH / Day	5246.6	5720.2
Therms Used	1680.1	1268.6
Avg Therms / Day	52.5	42.3



Energy Charges/Credits

Customer Charge	30 Days at \$3.05750	\$91.73
Demand Charges/Credits		
Customer Demand	529 KW @ 09/06/2023 11:00 * \$2.399	\$1,269.07
On-Peak	529 KW @ 09/06/2023 11:00 * \$18.449	\$9,759.52
Off-Peak	09/06/2023 07:45; 480 KW at \$0	\$0.00
Energy Charges/Credits		
On-Peak	50,941 KWH at \$0.07767	\$3,956.59
Off-Peak	116,950 KWH at \$0.04569	\$5,343.45
Fuel Cost Adjustment - Prior Year	167,891 KWH at \$0.00138	\$231.69
Other Service Charges/Credits		
WI Low Income Assistance Fee		\$37.45
Subtotal:		\$20,689.50
Electric Service Total:		\$20,689.50

Gas Service
Gas Sm Coml & I
Meter 445470

Local Distribution
Customer Charge
Distribution
Gas Supply Serv
Base Gas
PGA
PGA

Utility Bill Components

Fixed =	\$91.73	0.4%	\$30.58
Demand =	\$11,028.59	53.3%	\$71.67
Energy =	\$9,531.73	46.1%	\$20.39
Other =	\$37.45	0.2%	\$40.47
Total =	\$20,689.50	100%	\$25.88
			\$56.29

ACCOUNT NUMBER

REC_PDF_Out 24406 {12}

Please return this stub with your payment.



ACCOUNT NUMBER: 0401272549-00087

Amount Due By	11/27/2023	\$40,508.19
A 1% late fee will be charged on any unpaid balance		
Please write your account number on your check		
Amount Enclosed		
<input style="width: 100px; height: 20px;" type="text"/>		

WAUSAU WATER WORKS
407 GRANT ST
WAUSAU WI 54403-4737

Wisconsin Public Service
PO Box 6040
Carol Stream IL 60197-6040

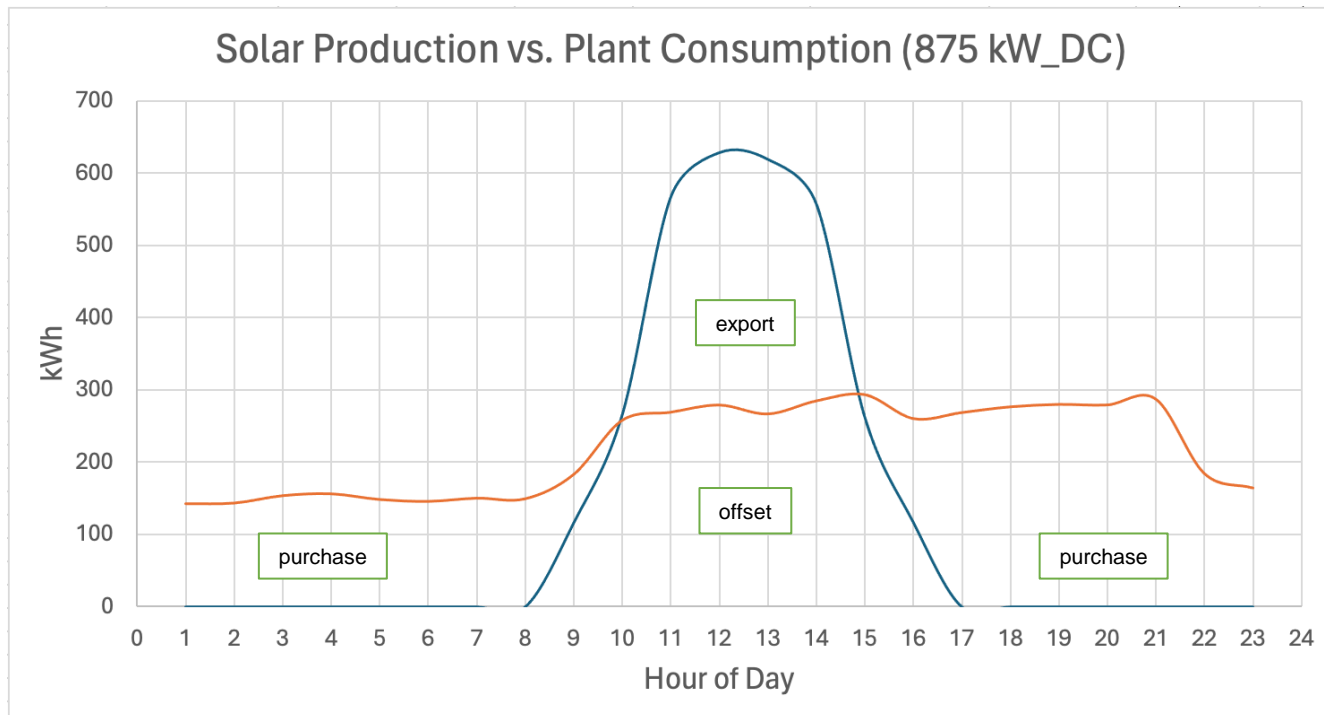
0110401272549000872 4004050819

04/12/2024

Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Purchase, Offset, and Export for Parallel Generation Example



Offset & Purchase Rates (CG20)

Season	Time	Rate (\$/kWh)	Customer Demand (\$/kW)	Demand Charge (\$/kW)
Winter (Oct-May)	On-peak (Mon-Fri 8AM-1PM & 5PM-9PM)	\$0.0728	\$2.399	\$11.992
Winter (Oct-May)	Off-peak	\$0.4282	\$2.399	\$0.000
Summer (June-Sep)	On-peak (Mon-Fri 8AM-6PM)	\$0.0728	\$2.399	\$18.449
Summer (June-Sep)	Off-peak	\$0.4282	\$2.399	\$0.000

Avoided Energy and Capacity Cost Rates (PG-2B)

Season	Time	Rate (\$/kWh)
Winter (Oct-May)	On-peak (Mon-Fri 7AM-10PM)	\$0.07013
Winter (Oct-May)	Off-peak	\$0.02904
Summer (June-Sep)	On-peak (Mon-Fri 7AM-11PM)	\$0.08132
Summer (June-Sep)	Off-peak	\$0.03041

04/12/2024

Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Utility Rate Structure

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7

33rd Rev. Sheet No. E6.10
 Replaces 32nd Rev. Sheet No. E6.10
 Amendment 789 Schedule Cg-20

Small Comm'l and Indus. Service-Time of Use	Electric
<p><u>AVAILABILITY</u></p> <p>This schedule is available to small commercial and industrial customers where one or both of the following have been exceeded for three consecutive months and also exceeded for at least one billing month in each succeeding rolling 12-billing month period:</p> <ol style="list-style-type: none"> 1. Total demand of 100kW; or 2. Total monthly energy consumption of 25,000 kWh. <p>If the customer's system demand falls below 100 kW or the customer's energy consumption falls below 25,000 kWh for 12 consecutive billing months, the Company will complete a billing comparison using the customer's previous 12 months of consumption showing the customer's historical bills under the Cg-20 rate schedule and the Cg-5 rate schedule. If these bill comparisons show that the customer had a lower bill under the Cg-20 rate schedule than they would have had under the Cg-5 rate schedule, the customer will be notified that they can opt to stay on the Cg-20 rate schedule or be moved to the Cg-5 rate schedule. If the customer does not respond within 15 days of notification, the customer will remain on the Cg-20 rate schedule. This provision may be modified in future rate case proceedings.</p>	

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7

25th Rev. Sheet No. E6.01
 Replaces 24th Rev. Sheet No. E6.01
 Amendment 794 Schedule Cg-5

Small Commercial and Industrial Service	Electric
<p><u>AVAILABILITY</u></p> <p>This schedule is available to small commercial and industrial customers where:</p> <ol style="list-style-type: none"> 1. Total monthly energy consumption has exceeded 12,500 kWh for three consecutive months and, after qualifying at least once in succeeding rolling 12 month periods; or 2. Does not meet the availability criteria for the Cg-20 and Cp rate schedules. <p>For new customers the company may, at its discretion, waive the three month qualification period when, in the company's judgment, the customer would obviously meet the qualification criteria. The company shall inform the customer in writing that failure of the customer to meet the qualification criteria after a waiver is granted will result in:</p> <ol style="list-style-type: none"> 1. The customer being immediately placed on the appropriate rate schedule, and 2. Backbilling to reflect the appropriate rate schedule from the date the waiver was originally effective. 	

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Wausau Water Treatment Facility
 700 Bugbee Ave
 Wausau, WI 54401



Utility Rate Structure

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7 33rd Rev. Sheet No. E6.10
 Replaces 32nd Rev. Sheet No. E6.10
 Amendment 789 Schedule Cg-20

Small Comm'l and Indus. Service-Time of Use	Electric
AVAILABILITY	
This schedule is available to small commercial and industrial customers where one or both of the following have been exceeded for three consecutive months and also exceeded for at least one billing month in each succeeding rolling 12-billing month period:	

CUSTOMER CHARGE
 For customers with company metering equipment installed at:

	<u>Daily</u>
Under 6,000 volts	\$3.0575
6,000 volts to 15,000 volts inclusive	\$5.5890

The above listed voltages are phase-to-ground for wye-connected company systems and phase-to-phase for delta-connected company systems.

CUSTOMER DEMAND \$2.399/kW
 Per kW of maximum demand during the current or preceding 11 months.

DEMAND CHARGE

ON-PEAK

a. <u>Winter (Calendar Months Oct-May):</u>	\$11.992/kW
8AM - 1PM; & 5PM - 9PM; Mon - Fri (Except Holidays)	
b. <u>Summer (Calendar Months Jun-Sep):</u>	\$18.449/kW
8AM - 6PM; Mon - Fri (Except Holidays)	

OFF-PEAK

All Hours Not in On-Peak Period	\$0/kW
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ENERGY CHARGE

ON-PEAK

a. <u>Winter (Calendar Months Oct-May):</u>	\$0.07278/kWh
8AM - 1PM; & 5PM - 9PM; Mon - Fri (Except Holidays)	
b. <u>Summer (Calendar Months Jun-Sep):</u>	\$0.07278/kWh
8AM - 6PM; Mon - Fri (Except Holidays)	

OFF-PEAK

All Hours Not in On-Peak Period	\$0.04282/kWh
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Wausau Water Treatment Facility
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 Wausau, WI 54401



Utility Rate Structure

WISCONSIN PUBLIC SERVICE CORPORATION

P.S.C.W. Volume No. 7

14th Rev. Sheet No. E4.19
 Replaces 13th Rev Sheet No. E4.19
 Amendment 794 Schedule PG-2B

Parallel Generation-Purchase by WPSC Electric

EFFECTIVE IN
 All territory served.

AVAILABILITY
 To customers who (1) purchase power from the Company under a time-of-use tariffed rate, (2) satisfy the requirements of "qualifying facility" status under Part 292 of the Federal Energy Regulatory Commission's regulations under the Public Utility Regulatory Policies Act of 1978, (3) generate electrical energy with total customer owned generating capacity of 1,000 kW or less, and (4) desire to sell electrical energy to the Company.

Avoided Energy Cost Rate:
 The customer will receive a credit on their bill equal to the kilowatt hours supplied to the Company multiplied by the customer's Avoided Energy Cost Rate (shown below). The customer's Avoided Energy Cost Rate is not subject to any adjustments, such as the adjustment for cost of fuel, or any other miscellaneous surcharges or adjustments. This tariff is intended to provide payment for energy sent to the Company.

		<u>Secondary</u>	<u>Primary</u>	<u>Transmission</u>
On Peak	Winter	\$0.04219	\$0.04147	\$0.04095
	Summer	\$0.05338	\$0.05247	\$0.05182
Off Peak	Winter	\$0.02904	\$0.02855	\$0.02819
	Summer	\$0.03041	\$0.02989	\$0.02952

The Avoided Energy Cost Rate shall be updated on January 1 of each year and will be calculated as follows:
 Avoided Energy Cost Rate = A x (1 + B), where
 A = The forecasted January through December load weighted average Day- Ahead Locational Marginal Pricing for the WPS.WPSM pricing load zone approved in the Company's annual fuel plan.

Avoided Capacity Cost Rate: The customer will receive a capacity credit equal to the amount of energy that is supplied to the Company during the designated on-peak period.

	<u>Secondary</u>	<u>Primary</u>	<u>Transmission</u>
All on-peak excess energy, per kWh	\$0.02794	\$0.02713	\$0.02679

The Avoided Capacity Cost Rate will be updated each June 1 to reflect the current MISO Cost of New Entry (CONE) value for the applicable Local Resource Zone and Planning Year, and will be adjusted for distribution and transmission line losses based on the most recently authorized values.

Avoided Transmission Cost Rate:
 The customer will receive a credit on their bill equal to the kilowatt-hours supplied to the Company multiplied by the Avoided Transmission Cost Rate (shown below).

All excess energy, per kWh	\$0.00000
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ON-PEAK HOURS
 Winter (calendar months of October through May):
 7:00 AM to 10:00 PM; Monday through Friday (except holidays).

Summer (calendar months of June through September): 7:00 AM to 11:00 PM; Monday through Friday (except holidays).

OFF-PEAK HOURS
 All hours not listed as on-peak hours.