

**STATE OF WISCONSIN
OFFICE OF JUSTICE ASSISTANCE**

JIM DOYLE, GOVERNOR
DAVID STEINGRABER, EXECUTIVE DIRECTOR



Agency Name:	Project Manager:	Date:	Address:		
Phone No.	Cell No.	Fax No.	E-Mail Address:		
Purpose of Visit:		County:	Specialty:		
<input type="checkbox"/> Compliance Field Visit			<input type="checkbox"/> Law Enforcement		
<input type="checkbox"/> Technical Assistance			<input type="checkbox"/> Fire Service/EMS		
<input type="checkbox"/> Other:		City, Village, Town of:	<input type="checkbox"/> Airport/Rails/Harbor		
			<input type="checkbox"/> Governmental Agency		
			<input type="checkbox"/> Public Health/Schools		
General Information					
Type of grant?					
Grant amount?					
Grant administrator?					
Type of compliance check;		Desk Review	Field Review	Full Field Review	
Grant Information					
		Yes	No	Field Notes	Training
County Grant					
State Agency Grant					
Tribal Grant					
Specialty Team Grant					
Compliance Information					
		Yes	No	Field Notes	Dispo.
Is the project experiencing delays in the receipt or expenditure of grant funds?					
Does grantee demonstrate proper fiscal oversight based on accurate financial reporting?					
Are expenditures in line with the approved award doc.?					
Are invoices and requests for reimbursement accurate and allowable?					
Are obligations, expenditures, and draw downs accurate?					
Is there an accountability system in place for the deployment of equipment from the Emergency Management Director to public safety agencies?					
Has any equipment purchased with homeland security funds been budgeted for in any prior budget using tax levy dollars?					
Have there been any deviations from the budget or modifications not in the grant file?					
Have all equipment changes and sub-grant reallocations been approved by OJA?					
Does the grantee have a copy of all invoices from vendors for equipment orders?					
Have all special conditions been addressed and retired?					
Does the grantee have a copy of all purchase orders?					
Are there any funds that have not been spent?					
Is all purchased equipment accounted for?					
Is all purchased equipment in the correct location?					

Are there any funds that need to be returned to OJA?				
Programmatic:	Yes	No	Field Notes	Dispo.
Has the equipment purchased by the grantee with ODP funding been deployed and/or in service?				
Is additional training required for responders to utilize the equipment?				
Is the grantee on schedule with training and exercise planning and execution?				
Are accomplishments in line with the State Strategic Plan?				
Does grantee have any problems with implementing any areas of the state strategy?				
Are goals, objectives, and timelines identified in the application/local strategy being met?				
Is the grantee coordinating their efforts with other area departments and public safety agencies?				
Has the grantee undertaken any unique homeland security initiatives that would be helpful/useful to other grantees?				
Is grantee monitoring the progress of their homeland security program?				
Is their homeland security plan consistent with their local assessment?				
Is the local assessment consistent with ODP guidelines?				
Are grant funds being used to address local needs identified within their assessment?				

OJA-Homeland Security Field Report

<u>Field Representative:</u>	<u>Date:</u>	<u>Field Site Visited:</u>
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