

The background of the entire page is a faded, light-colored image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there are three wavy, horizontal stripes in red and white, resembling the top portion of the American flag.

Wisconsin Emergency Management  
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Scott Walker  
*Governor*

Brian M. Satula  
*Administrator*

# **Hazardous Materials Emergency Preparedness (HMEP) Grants**

## ***Hazardous Materials Courses***

## ***Specialized Training 2017***

### **Grant Announcement**

**Applications must be submitted through  
Egrants on or before February 1, 2017**



***STATE OF WISCONSIN***  
***Wisconsin Emergency Management***

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**Scott Walker**  
Governor

**Brian Satula**  
WEM Administrator

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Paul Cooke (608) 427-7421  
[Paul.Cooke@wisconsin.gov](mailto:Paul.Cooke@wisconsin.gov)

Budget/Fiscal: Deb Hughes (608) 242-3236  
[Deborah.hughes@wisconsin.gov](mailto:Deborah.hughes@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)  
Telephone: (608) 242-3236

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

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.

## Grant Announcement Summary

**Grant Title:** HMEP Specialized Training 2017

**Description:** This grant opportunity will provide funding for City, County HazMat Teams or any participant of the Wisconsin Hazardous Materials Response System. Due to the high cost associated with these programs your team must submit their specialized training needs directly to the state HazMat Coordinator. All requests for specialized training will be reviewed and awarded, based on your department's current response capability, level of training, and the funding priorities identified by the State of Wisconsin. For additional information on Wisconsin Emergency Management Hazardous Materials training please contact the WEM HazMat Coordinator (Paul Cooke).

Specialized courses may include, as examples:

- Wisconsin Technical College 80 hour NFPA 472 Compliant Hazardous Material Technician Program
- Highly specialized chemical protective clothing
- Team Validation for the Wisconsin Hazmat Response Systems Teams
- Exercises that have a primary objective of Hazmat Response and Recovery Operations
- Field use of complex scientific monitoring equipment
- Safe methods of containing chemical spills
- Correct techniques for "off-loading" chemicals from damaged containers into intact containers
- Hazardous Materials Technician refresher training
- Proper methods and locations for disposal of hazardous wastes
- Rail Car Safety
- Field Identification of Unknown Substances
- Mass Decontamination.
- National Fire Protection Association
  - NFPA 472 Hazardous Materials Incident Command Training
  - Hazardous Materials Pipeline Emergency Response Technician Training
  - NFPA 472 Hazardous Materials Rail Specialist Training
  - NFPA 472 Hazardous Materials Highway Specialist Training
  - NFPA 472 Hazardous Materials Intermodal Training

**Opportunity Category:** Competitive

**Important Dates:**

Application Due Date: February 1, 2017, or until funds are depleted

Project Start Date: No earlier than October 3, 2016

Project End Date: No later than September 30, 2017.

**Anticipated Funding Amount:** There is a total of \$70,000 available for funding the HMEP specialist training classes. All requests for specialized training will be reviewed and awarded,

based on your department's current response capability, level of training, and the needs of the State of Wisconsin.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The following are eligible to apply:

- City or County Hazardous Materials Teams
- State Sponsored Hazardous Materials Teams
- Counties, on behalf of local units of government
- The Regional Emergency All-Climate Training (REACT) Center, on behalf of Hazardous Materials Teams or local responders.

You can find additional information at:

<http://emergencymanagement.wi.gov/training/hazmat.asp>

**DUNS Number:** The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number.

Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

**WEM cannot award grant funds until an active DUNS number is provided.**

**Eligible Expenses:** Funding may be used for travel/training and consultants/contractual.

All expenses must be new, incurred within the performance period identified in this announcement, and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

## HMEP Specialized Training 2017

### Program Description

This grant program is being offered to those groups whose duties or functions require a special skill set. According to Occupational Safety and Health Administration, these individuals are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician, however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. Wisconsin's Hazardous Materials Specialist courses are comprehensive and exceed national training standards in the field of HazMat response training. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard # 472. As of October 2014 all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a particular Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job.

### Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self-registration' process.

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm 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 WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

### Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Paul Cooke at (608) 427-7421 or via email at [paul.cooke@wisconsin.gov](mailto:paul.cooke@wisconsin.gov).

### Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]”

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

### 1. **Approval Checklist**

Answer Yes, No, or N/A (not applicable) to each question.

### 2. **Performance Measures**

Indicate the number of persons who will successfully complete the training session. WEM requires a minimum class size of 15 persons. Exceptions will be considered on a case-by-case basis and must be approved prior to the start of the training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be placed on the Wisconsin Training Portal at the discretion of program staff.

### **Budget Detail**

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. Requested funds must be reasonable and meet state travel guidelines. 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 \$82/night (\$90/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.);

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

## **5. Project Narrative**

Indicate the current level of training that exists within the team and criteria required to advance to the next level; also estimate the total number to be trained with this grant funding.

## **6. Required Attachments**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

### **Application Review and Award 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. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.

### **Post-Award Special Conditions/Reporting Requirements**

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. At that time, please review all of your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. Instructor evaluation summary (by personnel other than instructors)
2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. Minimum class enrollment is 15 students, with a breakdown by discipline (minimally, emergency management, fire/ems, law enforcement, public works, or other.) Exceptions will be considered on a case-by-case basis, and must be approved prior to the start of the training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be placed on the Wisconsin Training Portal at the discretion of program staff.
4. A class roster is required for each course funded under this award. Upload the document into the Egrants program report.

### **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- HMEP-funded courses are eligible to be placed on the Wisconsin Emergency Management Training Portal: <https://www.trainingwisconsin.org/index.aspx>. For assistance, please contact at [WEM.Training@wisconsin.gov](mailto:WEM.Training@wisconsin.gov).
- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf> It includes registration through grant award instructions. Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov) Telephone: (608) 242-3236