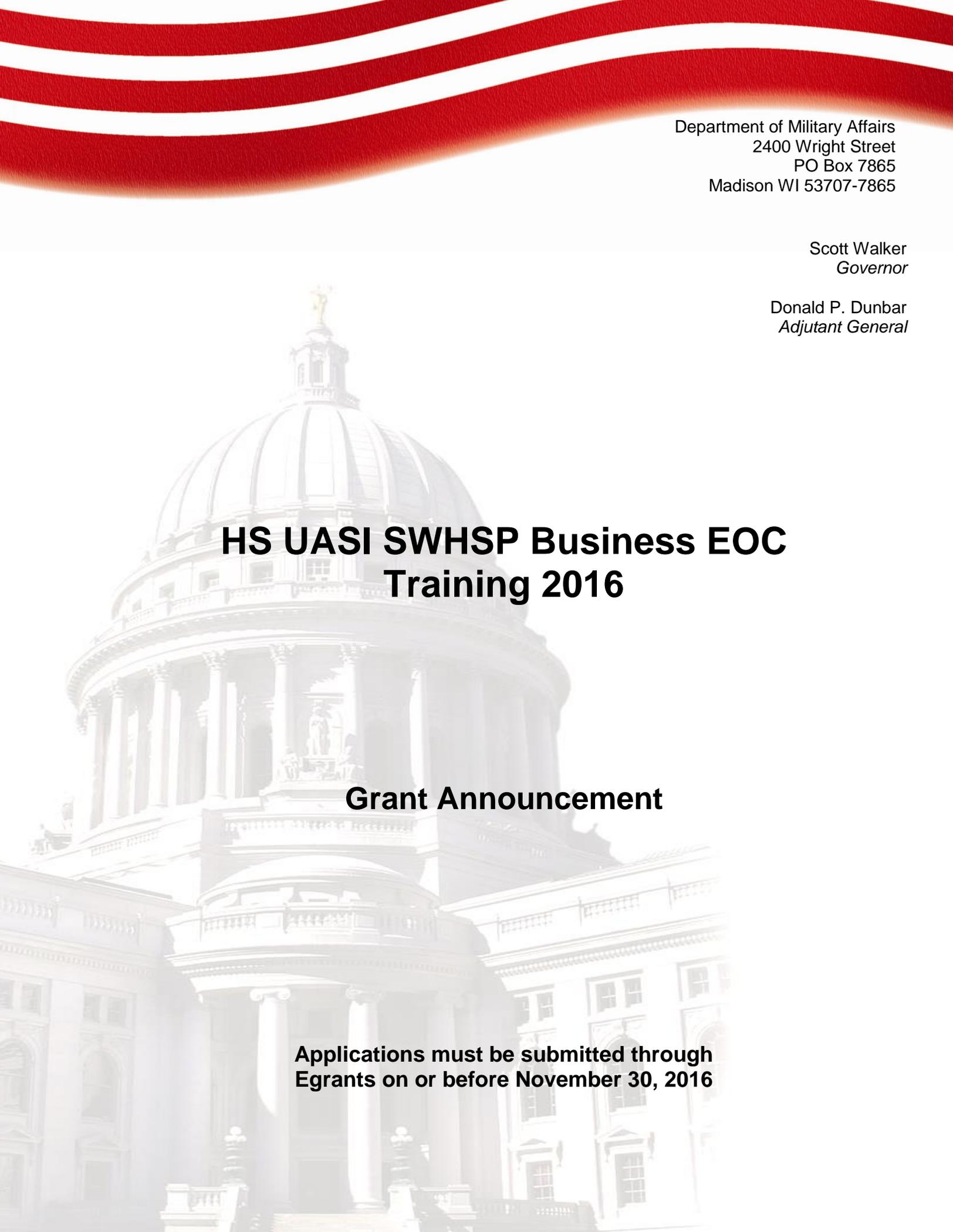




Department of Military Affairs  
2400 Wright Street  
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Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*



# **HS UASI SWHSP Business EOC Training 2016**

## **Grant Announcement**

**Applications must be submitted through  
Egrants on or before November 30, 2016**



## STATE OF WISCONSIN

### DEPARTMENT OF MILITARY AFFAIRS

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**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Jordan (608) 242-3335  
[michael.jordan@wisconsin.gov](mailto:michael.jordan@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:** HS UASI SWHSP Business EOC Training 2016

**Description:** The Southeast WI Homeland Security Partnership (SWHSP) is collaborating on a 2017 Training and Exercise Program that will focus on establishing a Regional Business Emergency Operations Center (BEOC) Capability. This project will be the third in a series of workshops and exercises started in 2013 with the SWHSP.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

|                       |                   |
|-----------------------|-------------------|
| Application Due Date: | November 30, 2016 |
| Project Start Date:   | January 1, 2017   |
| Project End Date:     | July 31, 2017     |

**Anticipated Funding Amount:** As approved by the Homeland Security Funding Advisory Work Group the dollar amount available under this funding opportunity is \$11,000.

**Match/Cost Sharing Requirement:** None

**Eligibility:** Only Milwaukee County Emergency Management is eligible to apply for the funding available.

**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 supplies and operating expenses and consultants/contractual.

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR §§ 200.318-326.

All expenses must be new 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.

# HS UASI SWHSP Business EOC Training 2016

## Program Description

The Southeast WI Homeland Security Partnership (SWHSP) is collaborating on a 2017 Training and Exercise Program that will focus on establishing a Regional Business Emergency Operations Center (BEOC) Capability. This project will be the third in a series of workshops and exercises started in 2013 with the SWHSP.

## Submit 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 <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. 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 Michael Jordan at (608) 242-3335 or at [Michael.Jordan@wi.gov](mailto:Michael.Jordan@wi.gov).

### 1. 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 (what - equipment, 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.

**2. Approval Checklist**

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

**3. Performance Measures**

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

**4. 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.

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

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. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Hourly rate for training and exercising contractors may not exceed \$50.00/hour. Show the basis of computation for each service requested. 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**

Describe your program or project in detail, including what objectives will be accomplished.

**6. Other Funding**

Describe other funding that may be used to support this project.

**7. 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:

- Copies of contract(s).

## **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 Adjutant General. All final grant award decisions will be made by the Adjutant General.

## **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. Agencies that accept funding are responsible for all sustainment costs.
2. Copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachment.
3. This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.
4. Reimbursement of costs will be contingent on submission of a course roster which must contain course name, dates, student name, and agency affiliation. Upload the correct roster into Egrants in the program report. Each roster must only contain one course.
5. A Contractor evaluation summary (by personnel other than instructors) is required for reach course funded under this award. Upload each of the documents into Egrants in the progress report.
6. An instructor evaluation summary (by personnel other than instructors) is required for reach course funded under this award. Upload each of the documents into Egrants in the progress report.

## **Additional Resources**

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

- 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