

Wisconsin Emergency Management (WEM)

Notice of Funding Opportunity (NOFO)



Computer and Hazmat Response
Equipment Grant (**CHREG**)

2024

Applications must be submitted in
Egrants on or before **Friday, August 9, 2024.**

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A. PROGRAM DESCRIPTION

The Computer and Hazardous Materials (Hazmat) Response Equipment Grant (CHREG) is available to assist counties in complying with the requirements of ss. 323.60 and 323.61, Wis. Stats. The funds awarded under this grant are meant to supplement existing local funding for hazmat response equipment; it is not intended to fully fund local hazmat response capabilities within the state. There are two components to this grant – funding for computer equipment for the county emergency management offices and funding for hazmat teams for hazardous materials response equipment.

WEM will provide grant funds to Local Emergency Planning Committees (LEPC) for the purchase of computer and hazardous materials response equipment to assist their county in complying with the requirements of ss. 323.60 and 323.61, Wis. Stats. The purpose of the computer portion of the grant is to support the county Emergency Management office, and the purpose of the Hazmat Response Equipment funding is to supplement existing local funding for Hazmat response.

For additional information or questions, please reach out to the primary contact as listed below:

Grant manager: **Dave Radisewitz, EPCRA Program Manager**
Phone: **608-242-3300**
Email/MS Teams: **david.radisewitz@widma.gov**

B. AWARD INFORMATION

- (1) **Funding source:** This grant is funded by State GPR funding.
- (2) **Assistance Listing Number** (for Single Audit requirement): State ID: 465.308
- (3) **Total amount of funds eligible:** \$417,000
- (4) **Anticipated number of awards:** 60-72
- (5) **Anticipated grant award amount:** \$1400 - \$8000
- (6) **Anticipated grant performance/budget period:** 01/01/2024 – 12/31/2024
- (7) **Expectations:** If WEM approves an application for award, the authorized representative of your agency will be required to sign an agreement with WEM that sets forth your agency's obligations to adhere to this NOFO and all requirements set forth this NOFO. **Please review the entirety of this NOFO and each document carefully prior to applying for this grant to ensure that your agency will be able to fulfill all obligations set forth in them should its application be approved**

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C. ELIGIBILITY

(1) Eligible applicants

All applicants that submit an application for this funding opportunity are certifying that they are willing and able to comply with all requirements as stated in this NOFO including all rules and regulations identified in this document.

Any LEPC may apply to Wisconsin Emergency Management (WEM) via Egrants for an annual grant award. All LEPCs are eligible for the computer portion of the grant. LEPCs are eligible for grant funds for hazardous materials emergency response equipment, so long as their countywide strategic plan is submitted in WHOPRS. WEM will review the countywide strategic plan submitted in the preceding EPCRA POW cycle to determine eligibility for the Computer and HazMat Response Equipment Grant (CHREG). For example, to be eligible for 2024 CHREG funding, a county must have submitted a countywide plan in WHOPRS. The plan must identify a team(s) that the county has selected. The plan language must demonstrate that the selected team has agreed to respond within the county as a local team and is capable of responding anywhere in the county. This identified team cannot be a state hazmat team unless they are a local team that will initially respond as part of a local response and not in a state team capacity. If the status of the County's identified hazmat team has changed since the 2023 countywide strategic plan was submitted, the county may still be eligible for hazmat funds. This will be reviewed during the preapplication process. Payments for hazmat response equipment cannot be made until the county wide plan is submitted in WHOPRS.

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Table 1

County	\$6000 Year on Pre-App	Estimated Reimbursement Amount from Pre-App	Prorating Amount	Prorated Amount	20% LEPC Contribution
Adams	no	-	0.752429	\$0.00	\$0.00
Ashland	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Barron	no	\$9,981.76	0.752429	\$7,510.57	\$1,877.64
Bayfield	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Brown	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Buffalo	no	-	0.752429	\$0.00	\$0.00
Burnett	no	\$6,000.00	0.752429	\$4,514.58	\$1,128.64
Calumet	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Chippewa	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Clark	no	-	0.752429	\$0.00	\$0.00
Columbia	no	\$1,000.00	0.752429	\$752.43	\$188.11
Crawford	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Dane	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Dodge	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Door	no	\$2,000.00	0.752429	\$1,504.86	\$376.21
Douglas	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Dunn	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Eau Claire	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Florence	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Fond du Lac	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Forest	no	\$7,000.00	0.752429	\$5,267.01	\$1,316.75
Grant	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Green	no	\$1,959.98	0.752429	\$1,474.75	\$368.69
Green Lake	no	\$8,000.00	0.752429	\$6,019.44	\$1,504.86
Iowa	no	\$6,067.86	0.752429	\$4,565.64	\$1,141.41
Iron	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Jackson	yes	\$6,000.00	0.752429	\$4,514.58	\$1,128.64
Jefferson	no	-	0.752429	\$0.00	\$0.00
Juneau	no	-	0.752429	\$0.00	\$0.00

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Kenosha	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Kewaunee	yes	\$6,000.00	0.752429	\$4,514.58	\$1,128.64
La Crosse	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Lafayette	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Langlade	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Lincoln	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Manitowoc	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Marathon	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Marinette	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Marquette	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Menominee	no	\$2,000.00	0.752429	\$1,504.86	\$376.21
Milwaukee	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Monroe	no	\$8,000.00	0.752429	\$6,019.44	\$1,504.86
Oconto	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Oneida	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Outagamie	yes	\$8,683.00	0.752429	\$6,533.35	\$1,633.34
Ozaukee	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Pepin	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Pierce	no	\$2,000.00	0.752429	\$1,504.86	\$376.21
Polk	no	\$2,000.00	0.752429	\$1,504.86	\$376.21
Portage	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Price	no	\$8,202.77	0.752429	\$6,172.01	\$1,543.00
Racine	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Richland	no	\$8,384.40	0.752429	\$6,308.67	\$1,577.17
Rock	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Rusk	yes	\$4,500.00	0.752429	\$3,385.93	\$846.48
Saint Croix	yes	\$6,000.00	0.752429	\$4,514.58	\$1,128.64
Sauk	yes	\$6,000.00	0.752429	\$4,514.58	\$1,128.64

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Sawyer	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Shawano	no	\$7,000.00	0.752429	\$5,267.01	\$1,316.75
Sheboygan	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Taylor	yes	\$6,000.00	0.752429	\$4,514.58	\$1,128.64
Trempealeau	no	-	0.752429	\$0.00	\$0.00
Vernon	yes	\$9,425.00	0.752429	\$7,091.65	\$1,772.91
Vilas	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Walworth	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Washburn	no	\$2,000.00	0.752429	\$1,504.86	\$376.21
Washington	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Waukesha	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Waupaca	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Waushara	yes	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Winnebago	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
Wood	no	\$10,000.00	0.752429	\$7,524.29	\$1,881.07
TOTALS		\$554,204.77		\$417,000	

(2) Cost share or LEPC Contribution

The state will reimburse LEPCs for 80% of the cost of computer equipment and hazmat response equipment, up to the allowable limits for equipment eligible under this grant. Any costs over the eligible award amount will be the responsibility of the applicant.

(3) Eligible costs and funding restrictions

All expenses related to this grant must be allowable, reasonable, allocable, and incurred within the grant's performance and budget period. Applicants that accept funding are responsible for all sustainment costs.

(a) Allowable costs

Eligible costs under this category are limited to the following:

Equipment

Costs under this category include equipment, regardless of the cost, so that applicants can select from the authorized equipment lists (AEL) for allowable items.

All approved eligible costs must be on the Authorized Equipment Lists (AEL), provided as an attachment at Appendices IV, V, and VI.

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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.

Eligible costs under the Computer and Hazmat Response Equipment Grant include:

1. 80% of the cost of computer equipment and hazmat response equipment, up to the allowable limits for equipment eligible under this grant.
2. Refurbishing of previously purchased equipment in order to enhance functionality or bring the equipment to current industry/factory standards is allowable. This does not include maintenance, repair or replacement of disposable parts during the normal life-cycle of the equipment.
3. In-kind contributions may be used to meet the 20% LEPC contribution provided by the LEPC. To credit the LEPC for in-kind LEPC contribution, reimbursement of equipment costs is based upon 80% of the sum of the equipment expenditures. In-kind LEPC contribution items are listed in Appendix VI.
4. Only that equipment purchased during the grant period shall be eligible for reimbursement by the grant.
5. Equipment must be on the official WEM list of eligible equipment, included with this guidance. Changes to the list will not be made during the current grant period. Any requested changes submitted after the distribution of the grant package will be considered for the following grant period.

Note that there is only one LEPC contribution requirement for this grant. You do not need to have a separate 20% LEPC contribution for the computer side and another for the hazmat response equipment side. Additionally, the LEPC contribution can come from either the computer side or the hazmat response equipment side or both to meet the 20% LEPC contribution requirement, be it in-kind and/or cash LEPC contribution.

Computer Equipment Eligible Costs

1. Applicants may request computer equipment specifically for use within the county emergency management program to comply with ss. 323.60 and 323.61, Wis. Stats., 42 USC 11001-11050, 49 CFR 110, and other hazardous materials planning requirements that may be required by federal or state law.
2. WEM will base reimbursement of costs for computer equipment on a 4-year grant cycle. The first year of the current 4-year grant cycle begins this grant year (2024). For one year of the 4-year grant cycle, up to a maximum of \$6,000 of the cost of computer equipment shall be eligible for reimbursement. For each of the remaining years of the 4-year grant cycle, up to a maximum of \$2,000 of the cost of computer equipment shall be eligible for reimbursement. See Table 1 for your County's status based on the cycle and if it was requested in the pre-application.
3. The LEPC may use in-kind costs, in addition to or in place of cash LEPC contribution, as the LEPC contribution for the computer equipment purchased under this grant provided that:
 - a) The costs must be county related as defined in the computer equipment grant procedures.

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- b) In-kind costs or services that are included as the LEPC contribution in the computer equipment grant are not included for reimbursement under any other grant program(s).
- c) LEPCs must submit documentation of expenditures by either an invoice or an LEPC generated expenditure report; whichever is appropriate.
- d) Donations of computer related services shall include the name and address of the provider, the value of the service, and the specific type of service provided.
- e) Donations of computer related equipment shall include the name and address of the donor, a list of the specific items donated, and the fair market value of the item(s).
- f) The LEPC must have incurred in-kind contributions during the grant period.
In-kind LEPC contribution items are listed in Attachment B.

Hazmat Response Equipment Eligible Costs

1. WEM considers computer equipment that a county team uses for response purposes as hazmat response equipment for the purpose of this grant and that equipment must meet all hazmat response equipment requirements.
2. In-kind costs may be used as the LEPC contribution for hazmat response equipment purchased under this grant if the costs are hazmat specific, if the costs have been incurred by the identified and authorized county emergency response team(s), the sponsoring jurisdiction, the county emergency management program under s. 323.61, Wis. Stats., or the LEPC, and provided that the costs are:
 - a) Hazmat Team Maintenance Costs
 - (1) Physical exams and screenings
 - (2) Refresher training
 - (3) Contractual requirements for training
 - (4) County hazmat specific training
 - b) Contracts / Retainer fees for identified and authorized county emergency response teams under ss. 323.60 and 323.61.
 - c) Donations of professional services shall include the name and address of the provider, the value of the service, and the specific type of service provided. Professional services shall be limited to hazmat related legal, medical, accounting, and training services.
 - d) Donations of hazmat specific response equipment shall include the name and address of the donor, a list of the specific items donated, and the fair market value of the item(s).
 - e) The LEPC must have incurred In-kind contributions during the grant period.
 - f) Costs or services that are included in the hazmat response equipment grant cannot be included for reimbursement under any other grant program, or be costs incurred by Regional Hazardous Materials Emergency Response Team(s).
In-kind LEPC contribution items are listed in Attachment B.
4. To be eligible for hazardous materials response equipment, the county hazmat team must report all responses. This is located here: WI Fire Bridge (Image Trend) <http://www.wifirebridge.com> . The information reported on this site is useful in assessing the statewide hazmat risk and building a case for continued funding of this program.
- 5.

(b) Unallowable costs

The following costs are unallowable under this funding opportunity:

1. Any eligible costs reimbursed by any other funding source.
2. Costs for which there is not documented, actual cash or in-kind 20% LEPC contribution.
3. Costs for equipment that is not included on the WEM list of eligible equipment included with this guidance.

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4. Maintenance, repair or replacement of expendable parts during the normal life-cycle of the equipment.
5. Undocumented costs.
6. Cost incurred in a previous calendar (grant) year.

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D. APPLICATION & SUBMISSION INFORMATION

(1) Pre-application

Only counties that submitted a pre-application are allowed to submit an application. Please see Table 1 for eligibility, potential awards, and LEPC contributions required.

(2) Full application

All successful pre-applications that were approved are eligible to submit a full application. Applications must be submitted through the Egrants online grants management system accessible at <https://wem.egrants.us>. Through Egrants, you will provide WEM with detailed information about your project that will be used to make a **final award determination**. Applications in Egrants must align with what was approved in the pre-application phase in order to be awarded.

(a) Access application

To access the Egrants system, you will need a user identification and a password. If you do not currently have access to the Egrants system please see submission requirements of this document for Egrants registration information and troubleshooting contact information. For special accommodations, WEM's Reasonable Accommodation Policy is available on WEM's website <https://wem.wi.gov/admin-tools/>.

(b) Application components

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. The following Egrants sections below must be completed in their entirety as described in this document to be approved for award.

(i) Main Summary

1) Agency

2) Point of contacts

- **Project Director** - For this grant, select the individual who is responsible for execution, oversight, and administration of this grant.
- **Financial Officer** - For this grant, select the individual who is responsible and accountable for the financial management of the awarded agency with the authority to certify expenditures.
- **Signing official** – For this grant, select the individual that has the authority to sign the legal agreement and obligate your agency into a legal grant agreement.
- **Alternate contact** – This individual is to provide a back-up contact in the event the project director is not available. This individual cannot sign or certify on behalf of the Financial Officer or Project Director.

3) Performance Period

The performance period for this grant is the 2024 calendar year.

4) Brief Project Description

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

“Funds will be used by (county) to purchase (computer and/or hazmat response equipment). The (what - equipment) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

Change the page status to Complete; then SAVE the page.

(ii) Performance Measures

Open this section and change the page status to Complete; then SAVE the page.

(iii) Budget Detail

- 1) Complete a project budget for EQUIPMENT using the Authorized Equipment Lists (AELs). For 2023, the AELs for both computer and hazmat response equipment are following the

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same format as 2022. These broadened descriptions are intended to simplify the selection of line items. For example, if you are selecting multiple colorimetric detector tubes, you would only need to select the line item “1.2 Qualitative Analyses, Kits and Tubes” and list the different tubes you will be purchasing or simply list “multiple tubes” in your description. Please provide an accurate description of the equipment to be purchased. See Attachment A for the AELs.

2) If the equipment you want to purchase is not on the list, it is not eligible. See Appendices IV and V A for details. Please note that these are the same lists that were included in the pre-application.

- 2) 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.
- 3) When you enter a unit cost and quantity on the budget table, it will calculate the total cost for the item. This number must be entered on the “State” line of the budget table. You can budget more than your expected award amount. You no longer need to make the budget LEPC contribution the award. It is ok to put in the actual costs. Change the page status to Complete; then SAVE the page.

(iv) Assurances

Check the box agreeing to the assurances. Change the page status to Complete; then SAVE the page.

(v) Hazmat Eligibility Statement

If you are requesting funding for hazmat response equipment, you must check the box agreeing to the hazmat requirements.

In order to be eligible for grant funds for hazardous materials emergency response equipment, your County must have their countywide strategic plan submitted in WHOPRS as outlined in the Grant Eligibility section on page 5 above. The plan language must demonstrate that the selected team has agreed to respond within the county as a local team and is capable of responding anywhere in the county. This identified team cannot be a state hazmat team unless they are a local team that will initially respond as part of a local response and not in a state team capacity.

Otherwise, check the other box. Change the page status to Complete; then SAVE the page.

(vi) Computer Eligibility Statement

If you are requesting funding for computer equipment for the County emergency management office, you must check the box agreeing to the computer requirements. Otherwise, check the other box. Change the page status to Complete; then SAVE the page.

(3) Submission dates & times

Applications must be submitted in Egrants on or before **Friday, August 9, 2024**.

Failure to complete the Egrants application by the posted deadline and/or respond to requests from WEM may lead to rescission of grant funding.

(4) Funding restrictions

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The following costs are prohibited, and any violation may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Additional funding restrictions are identified in [section C\(3\)](#) and [section F\(3\)](#) of this document.

Supplanting is prohibited. Supplanting is the substitution of existing state or local government funding with grant funds.

Pre-award costs are unallowable. Pre-award costs are any costs that have been incurred prior to the grant period. *A cost is incurred when an action or activity will result in an expense or obligation. This may be, but is not limited to, ordering items, scheduling trainings, reserving hotel rooms, signing a contract, finalizing a purchase order, hours worked, etc.*

(5) Other submission requirements

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

(a) Egrants registration:

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.

Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

(b) Egrants technical assistance

- (1) The Egrants User Guide is available on the Egrants log-in screen <https://wem.egrants.us/egmis/>
- (2) The Egrants Help Desk is available on business days from 7:30AM to 4:00PM via phone at 608-242-3231 or via email at WEMEgrants@egrants.us
- (3) Once signed-in to the Egrants system, additional guidance is available by clicking on the "Help" icon in the upper right-hand corner.

E. APPLICATION REVIEW AND NOTIFICATION OF AWARD

(1) 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.

Only equipment items (and quantities, if applicable) identified on the approved equipment lists (Attachment A) are eligible for purchase. Incomplete applications will be returned to the county to properly complete and resubmit. The program coordinator will work with the applicant to gather any required information needed to meet grant requirements.

Once the grant program coordinator has determined that the grant application is complete and meets all grant requirements, the grant finance coordinator will review and approve the application. When the application meets all approval requirements, an award letter will be sent to the LEPC.

Reimbursements will be made based on the initial award amount and receipt of the LEPC's documented expenditures. Reimbursements will be made throughout the year (after July 1 and after the State budget is approved or funding is available) as LEPCs submit all of the appropriate information. However, all requests for reimbursements must be received by the deadline provided in this announcement.

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(2) Review and selection process

All applications submitted on or before the deadline and will be screened for completeness and compliance with the eligibility and instructions provided in this announcement.

(3) Anticipated announcement and dates

Applicants that successfully submitted a complete application in Egrants and have been approved for award will be notified

F. AWARD ADMINISTRATION INFORMATION

(1) Grant Award Notices

If WEM grants an application for award, your county will receive an award letter from Wem. The terms are non-negotiable. **Please review the entirety of each document carefully prior to applying for the grant** to ensure that your agency will be able to fulfill all obligations set forth in them should its application be approved.

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(2) Administrative & Policy Requirements

The following requirements are non-negotiable as set forth in your agency's obligations in respect to the grant funds awarded. **Please review the entirety of each document carefully prior to applying for the grant** to ensure that your agency will be able to fulfill all obligations set forth in them should its application be approved. If your agency will not be able to do so, you are encouraged to forego applying for these grant funds.

(a) Standard Terms & Conditions

All grants awarded through the Department of Military Affairs (DMA) and Wisconsin Emergency Management (WEM) must comply with the DMA/WEM Standard Terms & Conditions which are provided in this document under [Appendix II: DMA/WEM Standard Terms & Conditions](#).

(b) Special Conditions

Special Conditions that are required upon award are provided in this document under [Appendix I: Special Conditions & Additional Monitoring](#).

(3) Monitoring & reporting

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

Reports

If you are awarded funds under this announcement, you will be required to provide a final financial report and a final program report. As part of these reports, you will be required to submit receipts with proof of payment for all eligible items purchased under this grant as well as in-kind LEPC contribution items claimed. You will be required to submit a signed Reimbursement Request form as part of your fiscal report. You will also have to provide proof of payment as to how your County met the 20% LEPC contribution requirement as part of the program report. See Appendix VI for eligible in-kind LEPC contribution items. In-kind LEPC contribution items not specifically listed in Appendix VI will not count toward your 20% LEPC contribution requirement. Please note that inventory reports are not needed for the report submittals.

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(4) Modifications

Any request to modify an approved award must be submitted in Egrants for pre-approval prior to the activity occurring or expenses incurred. All modification requests will be reviewed by the Program Manager for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed Grant Adjustment Notification (GAN). At a minimum, modification requests must be submitted to WEM via Egrants for the following changes:

- (a) **Primary Contact(s) of the grant.** This includes change of a signing official, fiscal officer, or project director.
- (b) **Budget adjustment.** This includes changes to the budget that do not fall within a change to the scope or objective may include a change to the total award or moving funds between cost categories.

(5) Reimbursement Requests


(a) Requirements

Payments will be made on a reimbursement basis once all requirements, activities and expenses have been completed by the grantee and verified by WEM. Guidance regarding requirements and process is accessible through the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>.

(b) Submission

Instructions for Completing Your Fiscal Report

The **Fiscal Report** is where you will report all equipment expenses from your initial application. Because this includes all application items, it may exceed your Award Amount. The overspent difference is your *Cash LEPC contribution*. When completing your Fiscal Report in Egrants, the Budget will auto-fill with your county's approved award amount. Enter all of your current Expenditures to Date, they should equal or exceed the total expenses from the equipment items listed in your original application. The Grant Balance will calculate your *cash LEPC contribution* amount, which should equal your total equipment expenses minus your award amount.

The **Reimbursement Request Form**, formally known as the G-2, will be capturing *all* equipment expenses from your original application. This .pdf is auto-generated and easily accessible from the Main Summary page in the Monitoring section in Egrants.

Attachments

Please upload a completed Reimbursement Request Form as well as invoices with proof of payment for all equipment purchases (from application). Proof of payment is a copy of a cancelled check (also with a receipt of items purchased) or an invoice or bill showing that the applicable amount has been paid or that no remaining balance exists. Order summaries or confirmations are not sufficient as supporting documentation. In addition, sales tax is not an eligible expense for reimbursement. If there is sales tax charged on an invoice, do not include that cost in your total expenditures, as tax will not be reimbursed. Invoices can be scanned in as one large attachment, or they can be uploaded individually, please make sure these are attached to the Fiscal Report.

Instructions for Completing Your Program Report

You will also need to prepare a **Program Report** in Egrants. This entails answering a brief question as well as providing information and uploading receipts indicating any in-kind LEPC contribution used to meet your 20% project LEPC contribution. Eligible in-kind LEPC contribution items are listed on Appendix VI. The Program Report is where you will provide all documentation of additional approved and eligible expenditures and eligible in-kind LEPC contribution. This may raise your LEPC contribution percentage above the required 20%. This documentation will be used to determine redistribution of unallocated funds.

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In-kind LEPC contribution is addressed in the Program Report and is not part of the application budget or the Fiscal Report.

You need to upload receipts with proof of payment to your Program Report to document any in-kind LEPC contribution. Use the “written description” box below the “LEPC contribution %” to describe both your in-kind LEPC contribution items.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions. Additional instructions for preparing your final reports and grant close out may be provided as part of your award notification.

(c) Review process

WEM requires at least 2 weeks or more to complete an initial review of the submitted reimbursement documentation. The grant manager will return any request that does not comply with the grant’s requirements. The grant manager will contact recipients with questions, corrections, or concerns about a specific reimbursement. Reimbursement payments, once approved by WEM, may take up to an additional month to be disbursed. Reimbursement payments require registration within the State of Wisconsin’s financial management system (STAR). The payment method will depend on how your entity is set up in STAR and may be sent as an Automated Clearing House (ACH) or via a physical check. It will be the responsibility of the recipient to maintain and update their account and payment information in STAR.

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G. CONTACT INFORMATION

Grant manager: **Dave Radisewitz, EPCRA Program Manager**
Phone: **608-242-3300**
Email/MS Teams: **david.radisewitz@widma.gov**

H. OTHER INFORMATION

(1) Resources

- Wisconsin Emergency Management (WEM) website: <https://wem.wi.gov/>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>
- **Egrants Grants Management System**
 - Egrants website: <https://wem.egrants.us/>
 - User Guide: <https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>
 - Egrants help desk available 7:30am to 4:00pm
 - Email: WEMEgrants@egrants.us
 - Help desk phone: 608-242-3231

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APPENDIX I: SPECIAL CONDITIONS & ADDITIONAL MONITORING

None.

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APPENDIX II: DMA/WEM STANDARD TERMS & CONDITIONS

Article I. Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All recipients must comply with any such requirements set forth in the program NOFO.

ARTICLE II. Compliance with Award Terms and Conditions

Submission of an application constitutes the recipient's agreement to comply with and spend funds consistent with all the terms and conditions of this award. If DMA, WEM determines that noncompliance by the recipient cannot be remedied by imposing additional conditions, WEM may take one or more of the following actions, as appropriate in the circumstances:

- (a) *Temporarily withhold cash payments pending correction of the deficiency by the recipient.*
- (b) *Disallow all, or part of, the cost of the activity or action not in compliance.*
- (c) *Wholly or partly suspend or terminate the award.*
- (d) *Initiate suspension or debarment proceedings as authorized under state and/or federal law.*
- (e) *Withhold further awards for the project or program.*
- (f) *Take other remedies that may be legally available.*

Article III. Recipient Responsibilities

In accepting this financial assistance award (grant or cooperative agreement), the Recipient assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the laws, rules, regulations, and Executive Orders governing grants and cooperative agreements, and these Award Terms and Conditions, including responsibility for complying with any provisions included in the award.

Article IV. Order of Precedence

Any inconsistency or conflict in the terms and conditions specified in this award will be resolved in accordance with the term or condition that is the stricter of the two.

Article V. Adherence to Original Project Objectives and Budget Estimates

a) The Recipient is responsible for any commitments or expenditures it incurs in excess of the funds provided by an award. Pre-award costs are those incurred prior to the effective date of the federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of a federal award, and only with the written approval of the authorized official or delegate.

Article VI. Acceptance of Post Award Changes

In the event DMA/WEM determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award.

Article VII. Prior approval and modifications

All activity and the corresponding incurred expenses must be approved and have a fully executed award agreement prior to conducting the activity and/or incurring the expense unless otherwise stated in the Notice of Funding Opportunity (NOFO). The following require WEM's **advanced** written approval:

- i. Changes to key personnel*
- ii. Changes to the grant period must be submitted prior to the approved end date of the grant.*
- iii. Changes to the scope, objectives, performance measures and intent of the approved award.*
- iv. Changes to the budget that do not fall within a change to the scope or objective but exceeds the approved budget categories by ten percent (10%) of the total award.*

WEM will notify the subrecipient in writing within 30 calendar days after receipt of the request for revision or adjustment whether the request has been approved. Upon approval, WEM will issue a signed Grant Adjustment Notification (GAN). All changes are not officially approved until the GAN is received by the subrecipient.

Article VIII. Allowable activity and costs

Only activity and expenses that are approved within the approved award's application may be allowable for reimbursement by grant funds. All approved costs must be allowable, allocable, necessary and reasonable. To be allowable under a grant program, costs must LEPC contribution the sub-grant's approved award and must comply with the following:

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- (a) Be incurred and obligated (purchase order issued, class scheduled) within the performance period.
- (b) If incurred within the performance period, payment must be made within 30 days of the grant period ending date.

Article IX. Project Income

All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.

Article X. Duplication of Benefits

Any cost allocable to a particular financial assistance award provided for may not be charged to other financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XI. Procurement

Recipients and subrecipients shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. If the subrecipient does not have their own procurement policies and procedures, then the State of Wisconsin Procurement Policy and Procedures applies.

<https://doa.wi.gov/Documents/DEO/ProcurementDeskGuide.pdf>

Article XII. Travel expenses

Recipients and subrecipients shall use their own travel policy and procedures, provided that the policy and procedure conform to applicable state law and not otherwise stated in the Notice of Funding Opportunity. If a subrecipient does not have travel policy and procedures, then the State of Wisconsin Travel Policy – Section F Uniform Travel Schedule Amounts applies as the threshold for what is deemed reasonable.

https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide_2_2022.pdf

https://dma.wi.gov/wp-content/library/StateHR/Travel/Section_F_21-23.pdf

Article XIII. Equipment and supplies

Equipment and supplies must be received and placed into inventory before the end date of the grant. All personnel who utilize **equipment** purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The recipient is required to maintain proper training and inventory records for the appropriate retention period.

Article XIV. Acknowledgement of Funding from WEM

Recipients and Subrecipients must acknowledge their use of funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with grant funds.

Article XV. Payments and closeout

Grant funds will be paid on a reimbursement basis only and disbursed by WEM upon completion of and approval of all monitoring requirements including Program Report(s), Fiscal Report(s), and satisfaction of Special Conditions as well as verification to the best of WEM's ability that all terms, conditions and requirements have been met. If DMA/WEM determines that payment to the recipient was not proper after the payment has been made, WEM will notify the recipient of recoupment in writing in which the subrecipient has 30 days to repay WEM or appeal the decision.

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Article XVI. Monitoring

- (a) Subrecipients must complete all required reporting and special conditions as stated in the NOFO, in the grant management system (Egrants) and upon the request of the Grant Manager.
- (c) Subrecipients must submit timely, complete, and accurate reports to the appropriate WEM officials and maintain appropriate backup documentation to support the reports for the appropriate retention period.
- (d) Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law, or detailed in program guidance.

Article XVII. Maintaining, retaining and access to records

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing access to records, accounts, documents, information, facilities, and staff.

- (a) Subrecipients must maintain official grant records of all grants related activity, adherence to grant requirements and grant funded costs. This includes but is not limited to documentation of actual time and effort of any personnel, materials, supplies, travel expenses, inventory records, management of assets, rational and justification to support any split allocation of costs, and any other records that support the allowability of expenditures of grant funds.
- (b) Subrecipients must cooperate with any compliance reviews or compliance investigations conducted by the State of Wisconsin, Department of Military Affairs and/or Wisconsin Emergency Management.
- (e) Subrecipients must give access to examine and copy records, accounts, and other documents and sources of information related to the financial assistance award and permit access to facilities or personnel.

Article XVIII. Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. Wis. Stats. § 19.62 (5) Personally Identifiable Information (PII) means information that can be associated with a particular individual through one or more identifiers or other information or circumstances. This includes, but is not limited to, Driver License Numbers, Social Security Numbers, Addresses, Telephone numbers, Credit Card information and/or bank account information.

Article XIX. Nondiscrimination

In connection with the performance of work under this agreement the grantee agrees not to discriminate against any employee or grantee for employment because of age, race, religion, color, handicap, sex, physical condition, or developmental disability as defined in s. 51.01(5) Wis. Stats., arrest or conviction record, sexual orientation, as defined in s. 111.32(13m) Wis. Stat. or national origin, or ancestry, or marital status. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities. The Grantee agrees to post in conspicuous places, available for employees and Grantees for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause. The recipient shall comply with Section 504, Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975, which prohibits discrimination because of age.

Article XX. Liability

The State of Wisconsin and the Department of Military Affairs, Wisconsin Emergency Management, its agents and employees shall not be liable to the recipient, or to any individuals or entities with whom the recipient contracts for any direct, indirect, incidental, consequential, or other damages sustained or incurred because of activities, actions or inactions on the part of the recipient for services rendered pursuant to the Award Agreement. The recipient agrees to indemnify and save and hold the Department of Military Affairs, Wisconsin Emergency Management, its agents and employees harmless from all claims or causes of action arising from the performance of this award by the recipient or recipient's agent or employees.

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Article XXI. Establishment of safeguards

The recipient shall ensure the establishment of safeguards to prevent employees, consultants, or members of the governing bodies from using their positions for purposes that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 646.13.

Article XXII. Termination of Agreement.

Any termination of this grant award shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination. This grant award may be terminated in whole or in part as follows:

- (a) DMA/WEM may terminate this grant award at any time for cause by delivering thirty (30) days written notice to the Recipient. Upon termination, the awarding agency's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred with the prior written approval of the awarding agency.
- (f) DMA/WEM may terminate this grant award at will effective upon delivery of written notice to the Recipient, under any of the following conditions:
- (g) If the awarding agency's funding from federal, state, or other sources is not obtained and/or continued at levels sufficient to allow for purchases of the indicated quantity of services, the grant may be modified to accommodate a reduction or increase in funds.
- (h) If federal or state laws, rules, regulations, or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this grant or are no longer eligible for the funding proposed for payments by this grant.
- (i) If any license or certification required by law or regulation to be held by the Recipient to provide the services required by this grant award is for any reason denied, revoked, or not renewed.

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APPENDIX III: DHS FFY2023 STANDARD TERMS & CONDITIONS

Article I. Applicability of DHS Standard Terms and Conditions

Does not apply to this grant.

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Appendix IV

2024 Authorized Computer Equipment List

Category	Item Name and Description
14. Computer Related Communication Aids	
14.1	Radio Transmitter (Eligible only if part of a dedicated EAS system)
14.2	Weather Radio (limited to quantity for EM staff office)
14.3	Cell Phone Signal Booster
15. Hardware	
15.1	Computer Peripherals – Includes: Computer Mouse, Computer Scanner, Data Switch Kit, CD/DVD Reader/Writer, Ethernet Switch/Connector, Hard Drive Expansion, Modem, Networking Equipment (for EM use only), Web Camera, Speakers to plug into a computer, Computer Monitor separate from whole computer, Computer Projector
15.2	Personal Computer – Includes laptops
15.3	Printer - capable of making maps and graphics or function as credentialing machine NOTE: Card stock is not an eligible expense.
15.4	Server (for EM use only)
15.5	Tablet (equipment only, service is an ineligible expense)
15.6	Wireless Electronic Communications Devices/Cell Phone - Equipment Only (Service is an ineligible expense.)
15.7	Smart Board (Interactive Whiteboard)
16. Software	
16.1	Computer Software (hazmat related and general office use) – Includes: Emergency Alert System, Emergency Notification Software (will be housed in dispatch center), GIS Software (for EM use only)
17. Visual Aids	
17.1	Digital Camera and Lenses
17.2	Laser Pointer

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Appendix V

2024 Authorized Hazmat Response Equipment List

Item Name and Description
1 - FIELD TESTING and DETECTION: Field Testing and Detection are procedures that can be employed in the field. They are utilized to support verification as to the possible presence of, or the specific identification of, industrial chemicals, WMD chemicals and/or biological substances. Field testing and detection incorporate a step-by-step process which utilize a variety of resources, including complete field testing chemical kits, specific chemical testing kits, individual testing paper strips, tickets, and packets, the use of colorimetric tube technology, and biological agent testing kits.
1.1 Color Change Analysis - Non-Electronic [Sub-Category]:
TEST STRIPS/PADS/KITS – Including: pH, OXIDIZER, PEROXIDE, CHEMICAL SPECIFIC, MULTI-ION CLASSIFICATION, WATER QUICK TEST
TEST TABS TEST STRIPS/PADS/KITS for Non-State Type 1/2 Teams ONLY– Including: WMDs, NERVE AGENTS, MUSTARD AGENT, EXPLOSIVE SUBSTANCES for Non-State Type 1/2 Teams ONLY
1.2 Qualitative Analysis, Kits - Non-Electronic [Sub-Category]:
QUALITATIVE TEST KITS AND TUBES – Including: INDUSTRIAL CHEMICALS - KNOWN, INDUSTRIAL CHEMICALS – UNKNOWN, PCBs, CHLORINATED HYDROCARBON, ORGANO-PHOSPHATE, INDUSTRIAL CHEMICALS, WATER CONTAMINATION, 7 INDUSTRIAL CHEMICALS, WATER SAMPLE TAKING
QUALITATIVE TEST KITS for Non-State Type 1/2 Teams ONLY – Including: WMD, WATER TEST - MILITARY, 9 WMD CHEMICALS – MILITARY, WMD CHEMICALS – MICROSCOPY, WMD CHEMICALS - Reagent for Non-State Type 1/2 Teams ONLY
1.3 Qualitative Analysis, Kits - Electronic [Sub-Category]:
CHROMATOGRAPHY, GAS
SPECTROSCOPY, INFRA-RED
1.4 Colorimetric Analysis - Non-Electronic [Sub-Category]:
COLORIMETRIC Kit - BASIC INCLUDING: CHIP, MULTI-SENSING
COLORIMETRIC Kit - WMD AND CLAN LAB Special for Non-State Type 1/2 Teams ONLY.
PUMP - BELLOWS, Electric for Non-State Type 1/2 Teams ONLY
2 - AIR MONITORING: The use of electronic devices to monitor for and detect the presence of known or unknown gases or vapors or dangerous environments. Application is ideal for continuous air monitoring with continuous data readout. Platform monitoring begins with ability to provide standard OSHA confined space readings (oxygen presence in %; Flammable atmosphere in LEL; Carbon Monoxide presence, and Hydrogen Sulfide presence). Advanced detection and monitoring may incorporate more sophisticated instruments that differentiate between two or more flammable vapors, and which may directly identify by name a specific flammable or toxic vapor. More advanced air monitoring may also include ability to report parts-per-billion (ppb) readings for toxic substances, and continuous biological survey and monitoring.
2.1 Confined Space Monitoring [Sub-Category]:
CONFINED SPACE OSHA STANDARD Four Gas
CALIBRATION KIT, for above

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Cases for Meters

2.2 Multiple Gas Monitoring, Toxic [Sub-Category]:

TOXIC VAPOR INCLUDING: AROMATIC HYDROCARBON (Benzene Ring) and SIMULTANEOUS MULTI-VAPOR

CALIBRATION KITS: For each of the above that may be in inventory.

Cases for Meters

2.3 Specialty Gas Capability [Sub-Category]:

SPECIALITY GAS MONITORING INCLUDING: AMMONIA, FREONS, HALOGEN GASES, PHOSPHINE, ALDEHYDES, ARSINE, CARBON DIOXIDE, CARBON MONOXIDE, CYANIDES, ETHYLENE OXIDE, HALOGEN ACID VAPORS, HYDROGEN SULFIDE, NITRIC OXIDE, NITROGEN DIOXIDE, SULFUR DIOXIDE, VOLATILE ORGANIC COMPOUNDS (VOC's), OTHER UNSPECIFIED CHEMICAL IN COMMUNITIES

CALIBRATION KITS FOR above

3 - SAMPLING: Sampling is the process of instituting a standard substance collection protocol, and includes: Substance Capturing and collection; Containerizing and Labeling; and preparations for Transportation and Distribution. The latter may include evidence documentation and professional laboratory analysis. Sampling is particularly critical when collecting samples that require further on-scene testing, analysis, and categorization, as well as samples that may become evidence in court or other legal proceedings.

3.1 Substance Capture [Sub-Category]:

SAMPLING TOOLS – Including: FIBERGLASS CLOTH, SPONGE, DRUM SAMPLER, TANKER SAMPLER, ENVIRONMENT DIPPER, TONGS - BEAKER or CRUCIBLE, FORCEPS, FUNNEL, SPATULA, SCOOP, PIPETTES and PIPETTER, BAILERS

3.2 Bulk Liquid Transfer – Mechanical [Sub-Category]:

PUMP – SYPHON for DRUM,

PUMP, ROTARY, Transfer, Metal: Suitable for flammable liquids

PUMP, ROTARY, Transfer, Plastic: Suitable for solvents and corrosive.

PUMP, DIAPHRAGM, HAND

STINGER, SUCTION PROBE

3.3 Containerization, Labeling, Documentation [Sub-Category]:

SAMPLE JARS, VIALS, STOPPERS

BAGS, PLASTIC

BAGS, EVIDENCE.

LABELS, ORDINARY BLANK.

PENS, MARKING, PAINT or INDELIBLE

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CHAIN OF EVIDENCE FORMS:

PHOTO, QUALIFICATION and RECONNAISSANCE KIT: Camera

3.4 Transportation [Sub-Category]:

CONTAINER, BIOLOGICAL – Including: PLASTIC, PELICAN CASES, D.O.T. CERTIFIED STAINLESS STEEL, RECOVERY VESSELS FOR COMPRESSED GAS CYLINDERS

ICE CHEST with Locking Lid.

4 - RADIATION MONITORING/DETECTION: The process of instituting devices specifically for the detection of radiation sources. This process should be able to aid response personnel to differentiate between types of radiation; interpret accurately readings from the device; employ a field monitoring plan to conduct geographical survey for the search of suspect radiological sources or contamination spread. Basic criteria include detection and survey capabilities for gamma. Intermediate criteria include detection capabilities for beta. Advanced criteria include detection capabilities for alpha and radioactive nuclides. Radiation detection instruments incorporated into an inventory can be those that are specialized for each form of radiation, or a multi-purpose instrument to detect more than one form of radiation.

4.1 Gamma, Beta, and Alpha Detection and Qualification program [Sub-Category]:

QUALIFICATION PROGRAM METER – GAMMA, BETA Or any combination including ALPHA

QUALIFICATION PROGRAM METER, ALPHA for Non-State Type 1/2 Teams ONLY

POCKET METER, COMBINATION, With Alarm

PROBE, GAMMA, EXTENSION

Maintenance or Calibration Kit: Kits for all devices listed in this sub-category

Cases for Meters

4.2 Dosimeters [Sub-Category]:

DOSIMETER: Including DIRECT READING, TLD, or ELECTRONIC.

5 - CHEMICAL PROTECTIVE CLOTHING: Chemical protective clothing (CPC) which includes complete ensembles (suit, boots, gloves), and may incorporate various configurations (encapsulating, non-encapsulating, jumpsuit, multi-piece) depending upon the level of protection needed. Levels of protection are; Vapor Protective, Liquid-Splash Protective, Chem-Bio Protective Option, and Flash Fire Protective Option. All levels of protection must be compliant with NFPA standards.

5.1 Vapor Protective [Sub-Category]:

VAPOR PROTECTIVE ENSEMBLE (LEVEL A) Including: 1991 Industrial Chemicals, 1991 Flash Fire Escape, 1991 Liquid Gas Protection

VAPOR PROTECTIVE, with 1991 WMD Chemical / Biological Protection or with 1994 WMD Chemical / R NA Biological Protection for Non-State Type 1/2 Teams ONLY

PRESSURE TEST KIT

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5.2 Liquid Splash Protective [Sub-Category]:
LIQUID SPLASH PROTECTIVE, NFPA 1992 (Level B), with NFPA 1992 Flash Fire Escape Protection Option, or with NFPA 1992 Liquefied Gas Protection Option
LIQUID SPLASH PROTECTIVE, with NFPA 1994 Class 3 WMD Chemical / Biological Protection for Non-State Type 1/2 Teams ONLY
TURNOUT GEAR/ ENSEMBLE, includes coats, pants, helmets, nomex boots, gloves, and boots Standard on Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting. All turnout gear (PPE) must be for HazMat incidents only (flammable/combustible incidents) when flame/thermal protection is required. All turnout gear must meet NFPA 1971 & 1851 standards. Turnout gear purchased under this grant must be clearly identified for HazMat use only
5.3 Limited Use Protective [Sub-Category]:
LIMITED USE, Splash Protective
LIMITED USE, WMD SPLASH THREAT, NFPA 1994, Class Three or NFPA 1994, Class Four for Non-State Type 1/2 Teams ONLY
6 - ANCILLARY PROTECTIVE EQUIPMENT: Ancillary protective equipment are items that are available as separates, and even though some are supplied with chemical protective clothing to provide a complete ensemble (i.e. gloves, boots, booties), it is often necessary to maintain inventories of separates as replacement items. Whenever possible, replacement items should meet the same standards or certification criteria as that which was first supplied with the CPC from the manufacturer.
6.1 Hand Protection /Gloves [Sub-Category]:
REPLACEMENT GLOVES – Including: Vapor Protective Compliant to NFPA Standard 1991, Liquid Splash Protective Compliant to NFPA Standard 1992, and UNDER-GLOVE Light weight chemical resistant disposable type
Gloves for Non-State Type 1/2 Teams ONLY – Including: HIGH TEMPERATURE Protective Glove, ULTRA-HIGH TEMPERATURE Protective Glove, ULTRA-COLD Protective Glove, and RADIOLOGICAL Protective Glove
6.2 Foot Protection [Sub-Category]:
BOOTS, CHEMICAL RESISTANT and BOOTIES, OUTER PROTECTIVE
6.3 Head and Eye Protection [Sub-Category]:
HELMET
GOGGLES.
6.4 Support Systems [Sub-Category]:
UNDERGARMENT, FIRE RESISTANT
COOLING SYSTEM, Vest
COOLING SYSTEM for Non-State Type 1/2 Teams ONLY – Including: Jumpsuit and Umbilical Air: .
VESTS, I.C.S., HazMat Group

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7 - TECHNICAL REFERENCE: Access to and use of various databases, chemical substance data depositories, and other guidelines and safety data sheets, either in print format, electronic format, stand-alone computer programs, or data available via telecommunications. The interpretation of data collected from electronic devices and chemical testing procedures. For those references and electronic databases that are updated with annual or periodic revisions or new editions, library should insure that no reference is over 5 years old.

7.1 Printed References, Industrial and WMD Chemicals [Sub-Category]:

Printed References – Including: DATABASE TYPE, GUIDEBOOK TYPE, SPECIALTY TYPE, REGULATORY TYPE, and 6 WMD Chemical / Biological Substances

7.2 Electronic References, Industrial and WMD Chemicals [Sub-Category]:

Electronic References DATABASE TYPE, GUIDEBOOK TYPE, SPECIALTY TYPE Electronic and WMD Chemical / Biological Substances)

7.3 Plume Air Modeling, Program Support [Sub-category]:

AIR MODELING Software - Including: Database, , Overlay / Plume Display, Software, Overlay / Mapping Software, Stand-Alone, and REAL TIME Data Downfeed

7.4 Computer, Support Hardware, Software [Sub-Category]:

COMPUTER: One (1) desktop, laptop or tablet, mounted in (or designated to be used with) hazmat vehicle with battery backup, and with flexibility to accommodate noted "Requirements" for a complete system. Basic "system that must include: Printer capability, Scan capability, Duplication capability, Graphics Hardware, CD/DVD Drive capability, USB Support, Operating System and Document Processing

PRINTER, with the ability to perform all 3 functions: PRINT, SCAN, and DUPLICATE. Separate components or combination components acceptable requirements.

COMPUTER PERIPHERALS – Includes: Computer Mouse, Computer Scanner, CD/DVD Reader/Writer, Ethernet Switch/Connector, Hard Drive Expansion, Modem, Web Camera, Speakers to plug into a computer, ACCESS TO INTERNET – Wireless or Wired

SOFTWARE - Includes: OPERATING SYSTEM: DOCUMENT PROCESSING, FORMAT CONVERSION, PROTECTION (antivirus firewall, etc.)

SOFTWARE LICENSES FOR EQUIPMENT

8 - SPECIAL CAPABILITIES: Additional capabilities that would augment a particular level or Type of company, and would provide beneficial assets utilizing highly specialized equipment. These instruments utilize various advanced technologies such as; 1) Ambient light amplification; 2) Infra-red light detection and thermal imaging; 3) Ground positioning systems (GPS) or other locator systems; 4) Ultra-sonic (ultra-high or ultra-low frequency) detection; And 5) digital wireless transmission.

8.1 Advanced Technologies; Vision, Heat, Sound [Sub-Category]:

LIGHT AMPLIFICATION - Includes SCOPE, BASIC, INTERCHANGEABLE Body, LENSES, and Camera

INFRA-RED – Includes: SCOPE, Temperature Sensing, Hand-Held Imaging, Mountable, PROBE, and CAMERA.

PERSONAL IDENTIFICATION BEACON, Infra-Red, L.E.D.

PERSONAL TRACKER transmitter.

SOUND SENSING, Ultra-Sonic

CAMERA, VIDEO, PROBE, Wireless

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UNMANNED AIRCRAFT SYSTEM (DRONES) Includes unmanned aircraft and all of the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc., necessary to operate the unmanned aircraft for use by the Hazmat Response Team - All UAS operations must comply with all State and Federal regulations and All UAS flight crew members must be properly trained for their position, and where applicable, must maintain certifications or licenses as required by Federal regulations and the policies set forth by their employing agency.

8.2 Advanced Technologies; Weather, GPS [Sub-Category]:

WEATHER STATION – Includes: Basic Kit, Wireless Digital Support, Software Support, and GPS Personal Receiver/Transmitter. .

9 - INTERVENTION: Includes the following: Employment of chemical means such as neutralization and encapsulation; Employment of environmental means such as absorption, dams, dikes, channeling, and placement of booms; and Employment of mechanical means of intervention to contain and control, including: plugging, patching, off-loading, tank stabilization.

9.1 Chemical Intervention [Sub-Category]:

NEUTRALIZATION – Include: Acids and Alkali (Bases)

ENCAPSULATING SPREADABLE POWDER/GRANULAR – Includes: General Purpose (and suitable for Pesticides), Formaldehyde, Polar, and Non-Polar Solvents

FIRE EXTINGUISHER, CLASS “D”

VAPOR SUPPRESSION/FIRE EXTINGUISHMENT, CLASS "B" FOAM.

9.2 Environmental Intervention [Sub-Category]:

ABSORBENT- Includes: Polar or NON-POLAR SOLVENT Pads, Rolls, Pigs, Socks, Mini-booms, and Pillows.

ABSORBENT – Mercury Kit

BOOM, CONTAINMENT – Includes: Non-Absorbing and Oil Absorbing.

PIPE, PLASTIC

9.3 Mechanical Intervention [Sub-Category]:

CHLORINE, SULFUR DIOXIDE, ANHYDROUS AMMONIA” A”, “B”, and “C” Kits

MIDLAND RAIL TANK CAR Three Part Kit

PATCH AND REPAIR, PIPE, LIQUIDS – Includes: Standard, Extended Kit and Heavy Duty Kit

CLAMP, PIPE, GAS, Line, Mechanical or Hydraulic for Non-State Type 1/2 Teams ONLY

PATCH, PIPE, LIQUID, Pneumatic – Includes: Flange or Bandage

PATCH, TANKER, LIQUID – Includes Side, Drainage Control, End, and Suction Cup.

PATCH, DRUM, LIQUID – Includes: Magnetic, Pneumatic, Suction Cup, Compression, and Cribbing

PLUGS, STOPPER, LIQUID - Includes: Compression, Replacement, Extra Large, Tapered, Ball, Half-Round, “T” Bolt, Conical Drain, Pneumatic, Expansion, Vented, Specialized, Inflatable, Drain and Sewer, End Cap, Dowels, Wood Wedges, and Boiler Threaded

DOMELID LOCK – Includes: Screw Clamp and Spring Loaded

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10 - DECONTAMINATION: Each company type must be self-sufficient and maintain the ability to provide decontamination for members of their own entry team. Further, this the decontamination must be appropriate for the typing level of that company. A Type 3 company must be capable of providing decon for known chemical substances for not less than liquid splash and solid particulate contact. Type 2 and Type 1 companies must be capable of providing decon for unknown solid, liquid and vapor industrial chemical substances. A Type 1 Type company must be capable of providing decon for WMD Chemical/Biological solid, liquid and vapor threat contact. Sufficient sizes, types, and quantities of adapters, nozzles, hose, wands, manifolds and other tools must be on hand to support at least one gross de-con shower station, and at least two additional rinse stations.

10.1 Ground Protection [Sub-Category]:

TARPS, PLASTIC – Includes: Ground Cover and Carry-All

SHEETING, PLASTIC, ROLL, Heavy Duty

CATCH BASIN

SHOWER, GROSS DECONTAMINATION

EYE WASH

POOL, PORTABLE, LARGE

10.2 Support Tools for Decontamination [Sub-Category]:

STOOLS, Portable

BRUSHES -Includes: LONG and SHORT HANDLE, SOFT BRISTLE, RAT TAIL, and CAR WASH

SPONGE, SET

TOWELS, ABSORBENT, DRYING and DISPOSABLE

BLANKETS, DISPOSABLE:

CADAVER BAGS

CLOTHING, MODESTY

TRAFFIC CONES – Includes: Ordinary, Reflective, and Miniature

SOAP or DETERGENT, SOFT, Biodegradable

CHEM-TAPE

CLOTHING REMOVAL TOOLS

PERSONAL PROPERTY TRACKING

HOT WATER HEATER

10.3 Water Supply, Distribution Tools [Sub-Category]:

ADAPTOR, 1 ½" to Garden Hose Reducer(s):

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MANIFOLD – Includes: HEAVY AND LIGHT DUTY
HOSE, GARDEN
HOSE, GARDEN, SHUT-OFF, In Line
WRENCH, HYDRANT, UNIVERSAL:
APPLICATOR, NOZZLE, Garden Hose Adjustable
APPLICATOR, PRESSURE, Garden Sprayer
10.4 Collection [Sub-Category]:
BUCKETS
BAGS, HEAVY DUTY YARD, Large
DEBRIS COLLECTION UNIT
DRUM, CONTAINMENT UNIT, 85 to 95 Gallon
DRUM, OVER-PACK UNIT, 110 Gallon
DRUM, LINER, 85 to 95 Gallon
11 - COMMUNICATIONS: Personnel utilizing chemical, vapor or liquid splash protective clothing, shall utilize and maintain communications of sufficient type and quality as to provide for safe communications between the entry team leader and members of the team, as well as between one another. Other communication devices include: Cellular phones and satellite phone capability for the purpose of verbal, data and imagery exchange.
11.1 Radio [Sub-Category]:
RADIO, PORTABLE – Includes: Intrinsically Safe (I.S.), Voice Scrambler, Headphone Set (NOT for in-suit use), In-Suit Communications, Hands-Free “Voice Actuated”, and Interchangeable battery Intrinsically Safe (I.S.) for Portable Radios. Communications projects and equipment must comply with Wisconsin’s Statewide Interoperability Communications Plan, including Annex K from the Statewide Mutual Aid Frequency Plan. Mobile radios shall be WISCOM capable and programmed with the Statewide Mutual Aid Talkgroups, Statewide Interoperability Talkgroups (STACs) and all Regional Interoperability Talkgroups (RTACs)
RADIO Charging System
RADIO, VEHICLE MOUNTED – Communications projects and equipment must comply with Wisconsin’s Statewide Interoperability Communications Plan, including Annex K from the Statewide Mutual Aid Frequency Plan. Mobile radios shall be WISCOM capable and programmed with the Statewide Mutual Aid Talkgroups, Statewide Interoperability Talkgroups (STACs) and all Regional Interoperability Talkgroups (RTACs)
11.2 Cellular Phone [Sub-Category]:
PHONE, CELLULAR
PHONE, Satellite
Pager

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12 - RESPIRATORY PROTECTION: Respiratory protection shall be of an approved type in compliance with Cal/OSHA regulations so as to provide personnel adequate respiratory protection when utilizing chemical protective clothing. Only SCBA can be used in environments involving unknown respiratory hazards, known respiratory hazards in excess of IDLH, and known or unknown respiratory hazards in excess of TLV-STEL where there is no on-going and continuous monitoring for the specific airborne threat. Only when continuous monitoring for the specific airborne threat is in place and functioning, and the detected threat is declared to be below IDLH but above TLV-STEL, can respiratory protection be downgraded from SCBA to APR or PAPR.

12.1 Self-Contained [Sub-Category]:

SCBA, COMPLETE, STRUCTURAL, 1 Hour Rating or 45 minute reduced profile cylinder

MASK, FULL-FACE, STRUCTURAL

MASK, HEADS-UP-DISPLAY

MASK, BUILT-IN COMMUNICATIONS Interface

BOTTLE, Spare

SUPPORT, UMBILICAL AIR

SCBA Case

12.2 Air Purifying Respirator [Sub-Category]:

MASK and UNIT, APR, INDUSTRIAL

MASK and UNIT, PAPR, INDUSTRIAL

CARTRIDGES, APR or PAPR, INDUSTRIAL

CARTRIDGES, APR or PAPR, CBRN for Non-State Type 1/2 Teams ONLY

FIT TESTING EQUIPMENT; includes qualitative and quantitative

13 - TOOLS / OTHER: Hand tools may be used in all phases of hazardous materials mitigation. Hand tools may be used to collect samples, contain/control materials and runoff, move drums, boxes cylinders, recover victims, transport equipment.

13.1 General Purpose, Hand Tools, Large [Sub-Category]:

HAND TOOLS, LARGE – Including: SHOVEL, BROOM, DRUM UPENDER/HANDLING DOLLY, HAMMER, WRECKING BAR,

COOLER, Rehydration

MEGAPHONE

FIRST AID, Kit – Includes: Large and TRAUMA

MEDICAL MONITORING, Kit

FIRST AID, BLOOD PRESSURE MONITOR, Digital

ZONE MARKING, Kit

BARRICADE TAPE, CADDY

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SCOPE, Spotting

13.2 General Purpose, Hand Tools, Small [Sub-Category]:

HAND TOOLS, SMALL - Including: HAMMER, SCREWDRIVER, PLIERS, LOCKING PLIERS, ALLEN WRENCH, CRESECENT WRENCH, PIPE WRENCH, COMBINATION WRENCH, PIPE WRENCH, SOCKET WRENCH, CHISEL, PUNCH PIN, TAPE MEASURE, PUTTY KNIFE, UTILITY KNIFE, SHEARS, RATCHET STRAPS, STOP WATCH, LIFE SAFETY LINE/ROPE, Hardware for Life Safety or Rescue Operations

13.3 Special Purpose Hand Tools [Sub-Category]:

GROUNDING, CABLE

GROUNDING, ROD

LIGHT PROBE, Fluorescent

AIR BAG, LIFTING, High Pressure, Kit

NON-SPARKING HAND TOOLS – Including: SLEDGE HAMMER, HAMMER, SCREWDRIVER, PLIERS, LOCKING PLIERS, BUNG WRENCH, CRESCENT WRENCH, PIPR WRENCH, COMBINATION WRENCH, SOCKET WRENCH, PUTTY KNIFE, SHEARS

RADIANT HEAT SURFACE Temperature Reading - Direct contact

RADIANT HEAT SURFACE SENSING - Temperature Sensitive Crayon Kit

REFRIGERATOR, UTILITY, Small

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Appendix VI

2024 Authorized LEPC Contribution List for additional project costs

Number	In-Kind LEPC Contribution Item Name and Description
1	Expenditure - Computer related services for EM Office
2	Expenditure - Computer related equipment for EM Office
3	Donation - Computer related services for EM Office
4	Donation - Computer related equipment for EM Office
5	Expenditure - Hazmat team training
6	Expenditure - Hazmat team contracts/retainer fees
7	Expenditure - Hazmat team physicals
8	Donation - Hazmat related legal services
9	Donation - Hazmat related medical services
10	Donation - Hazmat related accounting services
11	Donation - Hazmat related training services
12	Donation - Hazmat specific response equipment
13	Donation - Cash

Number	Cash Contribution
14	LEPC contribution - local expenditure on eligible equipment over maximum award amount

Note: LEPC Contribution can be from more than one source

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ATTACHMENT A

Sample of Authority Delegation Letter
(if needed by your county)

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[PLACE ON YOUR LEPC LETTERHEAD]

SAMPLE

LEPC CHAIR SIGNATURE DESIGNATION AND AUTHORIZATION

[DATE]

[COUNTY NAME] EMERGENCY MANAGEMENT

Attention: [enter COUNTY contact NAME]

[enter mailing address]

[enter city, village or town; state; ZIP]

[enter COUNTY contact NAME]:

As the [COUNTY NAME] LEPC Chair I hereby designate and authorize [enter name and title] to review and sign on my behalf for all matters relating to federal, state and/or local regulations to meet the applicable requirements established under U.S. Code Title 42 Chapter 116 (Title III of the Superfund Amendment and Reauthorization Act), and Wisconsin Statutes, Chapters 323.60 and 323.61, as well as WEM (Wisconsin Emergency Management) administrative and grant policies pertaining to the EPCRA (Emergency Planning and Community-Right-To-Know Act) Program.

Thank you in advance for your cooperation on this very important matter.

Sincerely,

[ENTER COUNTY LEPC CHAIR PERSON NAME]

Cc: [COUNTY NAME] Emergency Manager
WEM Region Director
WEM EPCRA Program Manager