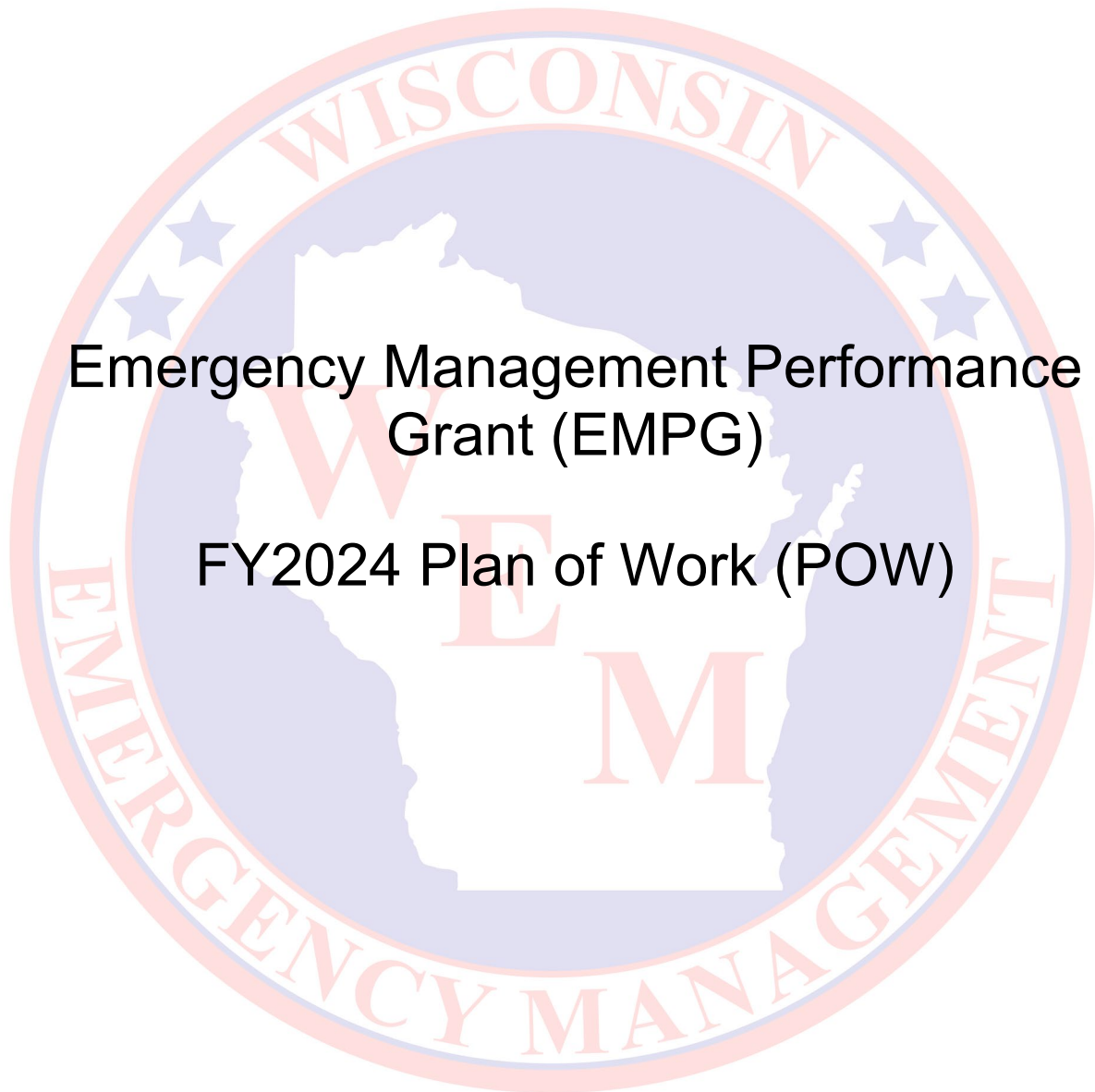


# **Wisconsin Emergency Management (WEM) Notice of Funding Opportunity (NOFO)**



**Emergency Management Performance  
Grant (EMPG)**

**FY2024 Plan of Work (POW)**

**Applications must be submitted in  
Egrants on or before Tuesday, October 31, 2023.**

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## A. Program Description

Wisconsin Emergency Management (WEM) provides grants funds to assist in building, maintaining, and sustaining a county/tribal emergency management program to build and sustain emergency management capacity and capabilities.

EMPG grant funding shall be used by county/tribal emergency management programs to complete a plan of work that accomplishes all State of Wisconsin statutory and U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) and WEM program requirements. It is important that county/tribal emergency management programs provide the opportunity for all facets of government and the whole community to participate in the emergency management process to promote resilience in their communities.

## B. Award Information

1. Funding source: EMPG funding is provided by FEMA. Funding under this agreement is contingent upon the availability of federal funding from FEMA and partially calculated on census report data. WEM utilizes a county's/tribe's anticipated award amount at the time of publication of this NOFO. However, actual FY24 federal awards are not known at this NOFO release and the [Estimated Award Distribution table](#) lists only anticipated award amounts. The Federal Award Identification Number (FAIN) will be provided by WEM in the Award Letter.
2. Assistance Listing Number (for Single Audit requirement): 97.042
3. Total amount of funds eligible: Estimated \$4,259,035
4. Anticipated number of awards: 83
5. Anticipated grant award amount: See Estimated Award Distribution in [Appendix III](#)
6. Anticipated grant performance/budget period: January 1, 2024, to December 31, 2024
7. Type of grant award: Non-competitive, reoccurring, sustainment grant
8. Expectations: This grant should sustain County and Tribal Emergency Management programs at current capacity and capabilities and address capacity and capabilities gaps, as practical.

## C. Eligibility

### 1. Eligible applicants

All subrecipient applicants, referred to as applicants for the purposes of this funding opportunity, who 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 [section F](#) of this document.

Eligible applicants are County or Tribal Emergency Management Programs. County and Tribal Emergency Management Programs must be located in Wisconsin and have designated a head of emergency management.

#### Additional eligibility requirements for federal funding

All applicants for this grant opportunity must have a valid Unique Entity Identifier (UEI), be registered in System for Award Management (SAM) before applying and maintain an active SAM registration with current information throughout the period of performance for the grant. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#). **WEM cannot award a grant until the applicant is compliant with all UEI and SAM requirements.** If the applicant's agency is exempt under [2 CFR 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the federal awarding agency under [2 CFR 25.110\(d\)](#), please contact the individual identified in [section G](#) of this document as soon as possible.

## 2. Cost share or local match

EMPG will reimburse 50% of eligible expenditures or the county's/tribe's award amount, whichever is less. The EMPG county/tribal match will be equal to 50% of the eligible expenditures. County emergency management programs may use EPCRA funds as the county's matching funds to support emergency management activities and positions that comply with the requirements of Wisconsin State Statutes Chapter 323. 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. Duplication of benefits and supplanting local costs are prohibited. Additional funding restrictions are included in [section D.4.](#) of this document.

Additionally, all costs must be listed in an approved application; any expenses not listed in an approved application budget are not eligible for reimbursement without a grant modification, regardless of if they fall within the approved grant period identified in the Award Notification Documents.

Each expense category in the Egrants Budget section requires a response to the question "Briefly describe the overall use of funds for this budget category." Sample language would be, "Emergency Management personnel costs/employer paid benefits/supplies and operating expenses/travel and training expenses/etc."

It is the responsibility of the applicant to verify in the System for Award Management that no vendor/contractor used by the county/tribe to purchase goods is debarred.

### a. Allowable costs

The following direct cost categories and related costs are allowable under this funding opportunity:

#### Personnel

Personnel costs represent wages and salaries for an **employee of the applicant agency**. The application must include each employee for which costs may be covered by the grant. The employee's position description must support the allowable activity and time allocated. All costs submitted for reimbursement must be supported by a timesheet or other supporting documentation reflecting that time was allocated for an eligible activity.

Only the personnel listed in the approved budget will be eligible for reimbursement. Submission of position description(s) may be required to verify percentage of job duties eligible for reimbursement. Wage rate, percentage of job duties, and applicable hours/time that are listed in the description of computation must match what is being reported in submitted Position Description Information Form(s) (PDIF). Examples of Description of Computation are "\$50,000 annual salary at 100%" or "\$25/hour x 2080 hours x 100%."

#### Employee Benefits

Fringe or Employee Benefit costs represent the **applicant agency's cost** for benefits and fringe costs associated with an employee's wages. All requirements for eligibility outlined under the Personnel cost category apply to costs under this category.

### Travel (including Training)

Costs under this category must adhere to the applicant's written travel policy. If the applicant does not have a written travel policy, then the travel provisions in the State of Wisconsin Compensation Plan will apply. The applicant must be able to supply their written policy as well as documents supporting that policy upon request unless otherwise specified in the document or any applicable rules and requirements.

Eligible costs under this category may include, but are not limited to, travel and training costs associated with EMPG funded individual(s). Travel expenses not related to EMPG activities or for personnel who are not listed as EMPG funded personnel on the approved application are ineligible. Examples of eligible training and travel costs include lodging, meals, fuel, paid mileage, per diem, vehicle maintenance, conference fees, etc. Costs may be provided as a lump sum.

### Supplies & Operating Expenses

Costs in this category are for equipment and/or supplies that are \$5,000.00 or less. Supplies are broadly defined as day-to-day supplies that are used on a recurring basis in general business functions and office operations. These are typically non-technical consumables with singular usefulness in life and must be valued less than \$5,000.00 per unit. This includes consumables such as paper, outreach materials, postage, and software.

Operating expenses are expenses that are incurred through normal business operations. This includes operating expenses such as rent, telephone service, insurance, utilities, membership fees, and computer.

### Equipment

Costs under this category include equipment and/or supplies that exceed \$5,000.00.

- All equipment costs that are greater than \$5,000.00 must follow local procurement policies and procedures. If an applicant does not have written procurement policies and procedures, then the applicant must follow the policies and procedures in the Wisconsin State Procurement Manual.
- All equipment costs must follow asset management and an Inventory Report may be required prior to closeout.
- Equipment funds provided from the EMPG shall only be used to improve and/or sustain emergency management capability and capacity and cannot be purchased for another agencies' exclusive use. Equipment must also be necessary, reasonable, and applicable to the Emergency Management Program, and must be inventoried and available for WEM inspection.
- Any emergency communication equipment must comply with the most recent version of the SAFECOM Guidance on Emergency Communications Grants (<https://www.cisa.gov/safecom/funding>) and Wisconsin Statewide Communications Interoperability Plan ([https://oec.wi.gov/wp-content/library/2022/2022\\_WI SCIP\\_Final.pdf](https://oec.wi.gov/wp-content/library/2022/2022_WI SCIP_Final.pdf)).
- Eligible equipment costs under this category must be allowable for EMPG on FEMA's Authorized Equipment List (AEL) (<https://www.fema.gov/authorized-equipment-list>).

### Consultant/Contractual

Costs under this category include consultant or contractual services through a third party. All costs must have a signed contractual agreement, and if appropriate must adhere to proper procurement standards.

Each contract must be listed individually by contract position and/or entity showing the total cost of services by line item. Products and/or services should be entered in the products/services area in the consultants/contractual category. Examples of products/services would be mass notification systems (CodeRED, Nixle, RAVE, etc.), DTN weather service, etc.

If claiming consultant/contractual expenses, applicants must provide a copy of the executed contract(s) to cover the performance period and to determine eligibility of the contract. Submitting a copy of the contract at the time of application may be waived if the contract/contractor is known to be eligible for grant funding, such as mass notification systems, DTN weather services, and credentialing systems. If the executed contract is not provided at the time of application, it must be provided at close-out only if reimbursement is being sought and prior to any payment.

#### Indirect

Indirect costs are negotiated in the county/tribe's Indirect Cost Rate Agreement ([2 CFR 200 Subpart F](#) and [Appendix V](#)) and may be provided as lump sum. If claiming indirect expenses, applicants must provide a copy of their finalized county's/tribe's Indirect Cost Rate Agreement for any county/tribe fiscal years the performance period covers. If there is not a finalized contract at the time of application, one will be required prior to payment.

Alternatively, indirect costs for county agencies are allowable if the county develops and retains on file an approvable countywide indirect cost allocation plan. Any allocated costs must be supported by a cost allocation plan. Both plans must be in accordance with the requirements of [2 CFR 200.416](#) and must be reviewed by the county's independent auditor as a part of the annual single audit.

#### **b. Conditionally allowable costs**

There are no conditionally allowable costs for EMPG.

#### **c. Unallowable costs**

The following costs are unallowable and/or prohibited under this funding opportunity:

- The purchase of the following equipment: firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Expenditures for weapons systems and ammunition.
- Costs to support hiring sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of EMPG and emergency management functions.
- Salary and fringe expenses for elected officials.
- CAD systems for use in a dispatch center. Single licenses that provide an emergency management program access to a CAD system are allowable.
- Radios (portable or mobile) for departments other than emergency management.
- Telecommunication and video surveillance services or equipment that use "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology of any system.
- Uniforms or logo wear clothing.

#### **4. Other eligibility criteria**

- WEM encourages the establishment and/or retention of a full-time head of county/tribal emergency management. WEM considers full-time as any position in which the county/tribal emergency management program allocates one

hundred percent (100%) of the time set forth in the required position description to county/tribal emergency management program duties. The individual county/tribal definition of full-time, for comparable positions within that county/tribe, may determine the number of hours per week they deem a full-time position. Any EMPG-funded position designating a percentage of work shall devote the entire EMPG-funded time in direct support of the county/tribal POW requirements and county/tribal emergency management program.

- An individual may not simultaneously serve as the head of emergency management for two or more counties per [WI § 323.14\(1\)\(a\)2](#). For the purposes of this grant, no expenses related to or incurred by an individual's performance of work for more than one county or tribal emergency management program are eligible costs under this grant for any of the counties and/or tribes for which the individual perform such work, whether the individual performs the work as an employee or under the terms of a contract. For example, if an individual performs work for one county as an employee of that county and also performs work for a tribal emergency management program under a contract between the county and the tribe, neither the costs associated with the individual's work for the county nor the costs associated with the individual's work for the tribe are eligible costs. This prohibition applies whether the individual performs work for two or more counties, for one county and one or more tribes, or for two or more tribes.
- WEM defines part-time as any position that is less than full-time as determined or defined by the county/tribe. WEM shall not allocate funding for any head of county/tribal emergency management position at less than half-time (less than 20 hours per week). If a county/tribe intends to employ a head of county/tribal emergency management at less than half-time, the county/tribe must first submit a written request explaining the reasons for doing so and requesting approval from the WEM Administrator.
- Counties/Tribes that hire a contractor to fill the head of emergency management position shall ensure that the contract complies with all FEMA EMPG requirements, Emergency Planning Community Right-to-know Act (EPCRA) planning and administration grant requirements (counties only), all applicable Wisconsin State Statutes, and all WEM program requirements. The county/tribe shall provide WEM with a copy of the contract along with the position description for the duration of the contract until it expires or there is a change in the contract. The contract shall state that the contractor or designee will be available 24 hours a day, 7 days a week, 365 days a year to respond to emergencies.

#### **D. Application & Submission Information**

##### **1. Pre-application**

There are no pre-application requirements for this funding opportunity.

##### **2. Full application**

Electronic signatures are accepted on forms that require signatures if it is the policy of the county/tribe to allow electronic signatures. Adobe signatures boxes must show "Digitally signed by..." along with the date/time of the signatures. Also acceptable is a digital jpeg format or a scan of a physical signature.

All required application documents must be submitted electronically through Egrants.

##### **a. Access application**



Applications must be submitted through the Egrants online grants management system accessible at <https://wem.egrants.us>. To access the Egrants system, you will need a unique username and password. If you do not currently have access to the Egrants system please see section [D.5](#) 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/>.

Application materials are located in WebEOC® accessible at <https://wi.webeocasp.com/wi/default.aspx>. To access the WebEOC® system, you will need a username and password.

All forms needed for this NOFO and referenced WEM Directives can be found in WebEOC® in the Advance File Library under the following locations:

- **Forms: WebEOC>Advance File Library> Plan of Work Documents>FY24 EMPG**
- **Directives: WebEOC>Advance File Library>WEM External Policy Directives (on the second page of the Advance File Library board)**

#### **b. Application components**

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision.

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.

An Application Checklist is provided in WebEOC® in the location listed above. While not required, use of this checklist is highly recommended.

All Required Attachment forms must be for the current grant year.

A portion of the performance measures are based on the activities identified in the County or Tribal Integrated Preparedness Plan (IPP) that was completed and submitted for FY 2023 EMPG. If the applicant did not participate in FY 2023 EMPG, the applicant must contact the program point of contact prior to application submission to receive instructions for alternate grant deliverable activities to be submitted with the application.

#### **(1) Main Summary**

- Agency
- Unique Entity Identifier (UEI)

All applicants for this grant opportunity must provide a valid UEI, be registered in System for Award Management (SAM) before applying and continue to maintain an active SAM registration with current information throughout the period of performance for the grant. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#).

- **WEM cannot award a grant until the applicant has complied with all SAM requirements.** If your agency is exempt under [2 CFR 25.110\(b\)](#) or [\(c\)](#), or has an exception approved by the federal awarding agency under [2 CFR](#)



[25.110\(d\)](#), please contact the individual identified in [section G](#) of this document as soon as possible.

(c) Points of Contact

- **Project Director (required)** – For this grant, select the individual who is responsible for execution, oversight, and administration of this grant. The Project Director cannot also be listed as the Financial Officer.
- **Financial Officer (required)** – 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. The Project Director cannot also be listed as the Financial Officer.
- **Signing Official (required)** – For this grant, select the individual that has the authority to sign the legal agreement and obligate your agency into a legal grant agreement (County Board Chair, County Administrator, Tribal Chair, Tribal President, etc.). The Project Director and Financial Officer cannot also act as the Signing Official.
- **Alternate Contact (optional)** – This individual serve as 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.

(d) Performance Period

The performance period should **not exceed** the eligible period in [section B.6](#) of this document, without proper justification to support the request for extension. Please contact the person identified in [section G](#) of this document before proceeding.

(e) Short Project Title

Project Title should be formatted with the County or Tribal Name, Fiscal Year, and EMPG (*Example: County/Tribe FY2024 EMPG*).

(f) Brief Description

In the Brief Project Description text box, please effectively describe your project in 150 words or less. Plain language that clearly describes the intent of the project is most effective. A suggested format may be:

*“Funds will be used by the [County/Tribe] to support county/tribal funding to enhance emergency management programs including but not limited to mitigation, preparedness, response, and recovery activities”.*

**(2) Performance Measures**

Open this section and change the page status to “Complete”, then save the page. Performance Measures are identified in [Appendix IV](#) (Post Award Responsibilities and Considerations) and collected during post-award reporting rather than through this funding application process.

**(3) Budget Detail**

Only eligible costs under the appropriate cost category as described in [section C.3](#) for eligible costs should be included in the application. All costs must have the following in Egrants:

- (a) A description of the item.
- (b) A justification that describes how the item will be used during the grant period to meet the eligible activities and outcomes.
- (c) Detailed computations that adequately support the amount requested must include an item description, unit cost, and quantity/frequency when lump sums are not permissible. **For personnel costs, description must include rate of pay, length of time, and percentage of duties.** Detailed computations should be clear and reflect accurate calculations that support

the total amount requested (e.g., “Annual salary of \$50,000 at 100%.”). Lump sums are not acceptable unless stated otherwise below.

- i. Lump sums are acceptable for Travel and Supplies and Operating Expense lines only. All other lines must be itemized for application.

- (d) Personnel expense totals and description of computation must match the information being reported in the submitted **Position Description Information Form(s) (PDIF)**.

#### **(4) Required Attachments**

In the comment section, type “See attachments.”

Required attachments for the application are:

- Signed Grant Agreement
  - Only the application portion should be completed.
  - Signatures must match the Project Director and Signing Official that are listed in Egrants.
- Position Description Information Form (PDIF) for each EMPG funded employee.
- Completed NIMS/NQS Certification Form.
- Indirect Cost Rate Agreement (Only if claiming Indirect Costs)
  - If available at application. If not available at application, the Indirect Cost Agreement or Cost Allocation Plan must be submitted at closeout and reviewed and approved by WEM before reimbursement is made.
  - Must cover the entire performance period. May require two agreements.
  - Must contain certification page.
- Contracts
  - If available at application.
  - Must cover entire performance period. May require two contracts.
  - If not available at application, the executed contract must be submitted at closeout and reviewed and approved by WEM before reimbursement is made.

#### **(5) Assurances**

Review the Assurances as provided. When complete, select “I agree to the Assurances” at the bottom of the page. Once the Assurances have been agreed to, change the status to “Completed” and save the page.

### **3. Submission dates & times**

Applications must be submitted in Egrants on or before **Tuesday, October 31, 2023**. This grant requires full application submission in Egrants on or before the application due date. No other submissions are need for application.

### **4. Funding restrictions**

Funding restrictions and eligible costs are identified in [section C.3](#) of this document. 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.

Duplications of benefits are prohibited and include any cost allocable to a particular financial assistance award and may not be charged to other financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal or state statutes, regulations, or terms and conditions of the awards; or for other reasons. However, this

prohibition would not preclude subrecipients from shifting costs that are allowable under two or more awards in accordance with existing federal and state statutes, regulations, or the terms and conditions of the awards.

Supplanting is prohibited. Supplanting is the substitution of existing state or local government funding with federal grants.

Pre-award costs are allowable as long as they were incurred during the performance period. Pre-award costs are any costs that have been incurred prior to notification from WEM of either a fully executed award document or Grant Adjustment Notification (GAN otherwise called Modification in Egrants).

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.

#### Environmental and Historic Preservation (EHP) Review

EHP review is required if applicants are proposing projects that have the potential to impact the environment, including, but not limited to: modification or renovation of existing buildings, structures, or facilities; or new construction including replacement of facilities. The EHP review process involves the submission of a detailed project description along with supporting documentation, so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. For most reviews, the process may be completed in 30 days, but for more complex projects involving construction, the process may be six to twelve months.

The applicant is responsible for the preparation of the documentation required to fulfill compliance responsibilities under the federal EHP laws; this documentation may include, but is not limited to site studies, biological assessments, archaeological surveys, environmental assessments, and environmental impact statements. Costs associated with the preparation of these documents are allowable grant expenditures. All costs must be approved by WEM. The applicant is responsible for implementation of any mitigation measures required to address potential adverse impacts that may be identified during the EHP review process.

#### **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 username and password. Sharing usernames and passwords is strictly prohibited and may result in disqualification of the user and/or agency in this and future funding opportunities.

##### **a. Egrants registration:**

- b. 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.*

Each individual that will do any grant administration entry in Egrants must have their own Egrants login. No general agency login or use of another's login is permissible.

For the purposes of EMPG and EPCRA grants, an individual can not have an Egrants login for more than one County and/or Tribe at single time as not to violate [WI § 323.14 \(1\)\(a\)](#).

**c. Egrants Technical Assistance:**

- (1) The Egrants User Guide is available on the Egrants login screen <https://wem.egrants.us/egmis/> or by the direct link [https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated\\_8-6-21.pdf](https://wem.egrants.us/egmis/documents/EgrantsExternalUserGuideUpdated_8-6-21.pdf).
- (2) The Egrants Help Desk is available on business days from 7:30am to 4:00pm through the following contact methods:
  - (a) Via phone at (608) 242-3231
  - (b) Via email at [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)
- (3) Once signed into the Egrants system, additional guidance is available by clicking on the Help icon in the upper righthand corner.

Applications submissions will only be accepted electronically in Egrants.

**E. Application review and notification of award**

**1. Criteria**

Only applications from Wisconsin county emergency management programs and emergency management programs of federally recognized tribes that are located in Wisconsin and are submitted on or before October 31, 2023, will be considered. The 50% cost share is set by FEMA and is not a consideration in evaluating applications.

**2. Review and Selection Process**

All applications submitted on or before October 31, 2023, will be screened for completeness, accuracy, and compliance with the instructions provided in this announcement.

WEM personnel will review the submitted application for completeness. At minimum, the application must include:

- Signed Grant Agreement with signatures matching the Project Director and Signing Official listed in Egrants.
- Position Description Information Form (PDIF) for each EMPG funded employee.
- NIMS/NQS Certification Page
- Budget must include at least Personnel and Benefits costs. All other costs are optional.

Additional documentation, such as position descriptions, contracts, etc., may be required to clarify and document eligibility of costs listed in the budget of the application. This additional documentation will be considered on a case-by-case basis based on the submitted application. The Project Director will be notified by email of any additional documentation requirements or corrections to the application. Response to any requests by WEM for additional information, documentation, or corrections shall be done within fourteen (14) business days of notification. A second notification will be sent if an applicant does not respond to the first request. If there is no response to the second request for information within seven (7) business days, then WEM may consider the application incomplete and administratively rejected.

A position description may be required for WEM to review the position descriptions to ensure compliance with federal and state requirements and verify the emergency management duties percentage being claimed. If a position description does not meet requirements, especially regarding established time percentages dedicated to EMPG duties, the county/tribe is subject to losing funding eligibility for that position.

All EMPG subrecipients are required to implement the National Incident Management System (NIMS). EMPG funds may be used to meet FEMA's NIMS Implementation Objectives for local, state, tribal, and territorial jurisdictions: <https://www.fema.gov/emergency-managers/nims/implementation-training> and <https://www.fema.gov/emergency-managers/nims>.

See [Appendix III](#) for anticipated funding distribution and award formulas.

### **3. Anticipated Announcement and dates**

This Notice of Funding Opportunity is released before FEMA releases the Department of Homeland Security/FEMA FFY2024 EMPG Notice of Funding Opportunity. FEMA must award the FFY2024 EMPG by September 30, 2024. WEM will award their applicants within fifteen (15) days of receipt of its award.

## **F. Award Administration information**

### **1. Required information upon approval (intent) but prior to award**

Upon intent to make award, the application in Egrants will be approved and its status will be changed to "Open-Ready for Commission." No further information is needed and applicants may start modifications and/or reports while in this status.

WEM's awarding of grants and distribution of funds under this agreement is contingent upon the most recent census reports and the award and availability of federal funds. Should WEM not receive a federal award for EMPG, this funding opportunity and all applications are null and void.

### **2. Grant Award Notices**

Applicants will receive award documentation through postal mail. This document will have actual award amounts, required local match amounts, the Federal Award Identification Number (FAIN), and any special conditions that must be met to receive its full award. Application Awards will be mailed to the Project Director at the address listed in the application.

### **3. Administrative & Policy Requirements**

All WEM Directives referenced can be found in the WebEOC® Advanced File Library in the following location: WebEOC>Advanced File Library>WEM External Policy Directives.

WEM's disbursement of funds under this agreement is contingent upon the county/tribal emergency management program's successful completion of all grant deliverables. A de-obligation letter will be sent to any county/tribal emergency management programs that do not use their entire award amount, or if all or part of the award amount is being de-obligated due to failure to complete grant requirements and the POW. Noncompliance will result in a temporary withholding of cash payments. If the remedy for noncompliance is not accomplished, all or part of the cost of the activity or action may be disallowed (that is, denying both use of funds and any applicable matching credit).

The following is a matrix of reduction percentages for failure to meet grant deliverables:

PERFORMANCE MEASURE	REDUCTION
Update EOP/ERP	10%
EMPG Minimum Training	5%
Regional Meeting Attendance	5%
Outreach Activities	10%
WebEOC Drill Participation	5%
Integrated Preparedness Plan	50%
Integrated Preparedness Plan Workshop	15%

Partial credit will not be provided if only a portion of a performance measure is met. The defined reduction will be subtracted from the total eligible expenses except for the EMPG Minimum Training requirement.

Since the training requirement is an individualized measure for each EMPG funded personnel, the deduction will be subtracted from the salary and fringe for each person failing to fulfill the defined EMPG minimum training requirement as defined by WEM Directive 5006.0.

Failure to submit the program report or fiscal report by the prescribed due date will result in the loss reimbursement of eligible expenses. To appeal, a formal letter explaining the reason for missing the deadline and requesting consideration will need to be submitted to the grant manager.

Failure to provide acceptable supporting documentation for the program report will result in the following actions:

- WEM Grants personnel will contact the Project Director via email for corrections, additional supporting documentation, or clarification of previously submitted documentation. The Project Director and/or Financial Officer must respond within fourteen (14) business days of this request.
- If there is no response to the first request, a second request will be sent to the Project Director and Fiscal Officer via email.
- Should there be no response to the second request for information within seven (7) business days, WEM may consider that the applicant has failed to provide acceptable supporting documentation which results in a penalty reduction in the award amount based on the matrix of reduction listed above.
- A memorandum of record will be sent to the Signing Official and placed in the official grant record.

**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 I: DMA/WEM Standard Terms & Conditions](#).

**b. Special Conditions**

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



### c. Additional Requirements for Federally-funded Grants

The following federal rules, regulations, and guidance are applicable to funds awarded under this opportunity.

- (1) Unique Entity Identifier (UEI) and System for Award Management (SAM): refer to Application Components [section D](#) for more information.
- (2) Department of Homeland Security Standard Terms & Conditions are provided in the Assurances section in the Egrants application.
- (3) Federal Notice of Funding Opportunity
- (4) Federal Emergency Management Agency (FEMA) Preparedness Grants Manual

## 4. Monitoring & Reporting

A Final Program and Fiscal Report submitted in Egrants are required on or before January 31, 2025. Forms that are needed for required attachments for both Fiscal and Program Reports are found in WebEOC® under the following path: WebEOC>Advanced File Library> Plan of Work Documents>FY24 EMPG.

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

### a. Program Report

Final Program Report required for closeout and is due 31 days following the end of the grant. Program Reports must be marked at “Final.” [See Appendix IV: Post Award Responsibilities and Consideration](#) for detailed instructions for each grant deliverable. A Closeout Checklist is available in WebEOC® in the Advanced File Library. While the use of the Checklist is not mandatory, it is highly recommended.

#### Required Attachments

- Grant Agreement
  - o Signatures must match the Project Director and Signing Official in Egrants.
  - o The signatures on the Application portion of the Grant Agreement should not be altered.
- ERP or EOP Transmittal Form
- EMPG Minimum Training Form
- WebEOC® drill participation documentation
- Regional Meeting Attendance Form
- Outreach Tracker
- Updated Integrated Preparedness Plan

#### Performance Measures

- Open the section and change status to “Completed.”

#### Other Standard Questions

- Answers to these questions are used in determining if the applicant has completed all grant deliverables. The answers to these questions are also used in federal, legislative, and administrative reports to justify funding.
- All questions must be answered fully with at least one full sentence.
- Questions answered with “n/a” or one-word answers will not be accepted.

#### Final Questions

- Answers to these questions are used in determining if the applicant has completed all grant deliverables. The answers to these questions are also used in federal, legislative, and administrative reports to justify funding.
- All questions must be answered fully with at least one full sentence.



- Questions answered with “n/a” or one-word answers will not be accepted.

**b. Special Conditions**

A Special Condition may be placed on an application or modification during the review process. Special conditions require a document to be submitted to WEM via Egrants Project Document Attachments within 30 days of completion of the period of performance or prior to seeking reimbursement, whichever is sooner.

**c. Fiscal Reports**

Final Fiscal Reports must be submitted on or before January 31,2025. Please see Reimbursement Requests section for more information.

**5. Modifications**

Any request to modify an approved award must be submitted in Egrants for 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); any related expenses incurred prior to receipt of a signed modification approval may not be eligible for reimbursement.

At a minimum, modification requests must be submitted to WEM via Egrants for the following changes:

**a. Primary Contact(s) of the grant**

Change of a Signing Official, Fiscal Officer, or Project Director.

**b. Extension of the performance/budget period**

Changes to the grant period must be submitted prior to the approved end date of the grant.

**c. Scope of work**

Changes to the scope, objectives, performance measures, and intent of the approved award.

**d. Personnel Wages, Duties, and Title Changes**

Changes to personnel, positions, and duty percentage that are not listed in the approved application budget. Individual’s name with correct job title must be listed in the Personnel and Benefits expense lines for those wages and benefits to be eligible for reimbursement. New personnel and personnel that have changes in their job titles, duties, wages, and/or percentage of eligible wages and benefits due to promotions, demotions, or changes of job duties must be added to the Personnel and Budget lines.

**e. Budget adjustment**

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 by ten percent (10%) of the total award. A modification would also be needed if there are items that need to be added to the budget that were not included in the application budget.

**6. 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**

WEM requests that all EMPG applicable expenses be reported up to but not to exceed 110% of the approved grant budget amount. This allows WEM to justify additional funding from both federal and state authorities. At a minimum, only Payroll Reports to support personnel costs are required. If award plus match requirements are higher than personnel costs, supply supporting documentation for expenses that are being requested for reimbursement until award and match requirements have been maximized.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants. The following documentation is required to be attached to and submitted with the Fiscal Reports in Egrants:

- (a) **Required:** A Reimbursement Request Form generated in the Egrants Fiscal Report and signed by the recipient's Project Director and Financial Officer.
- (b) **Required:** Payroll Report.
  - i. A completed Annual Payroll Report or Bi-Weekly Payroll Report must be submitted. This report must be based on summaries from a human resources/payroll accounting system that can verify total of wages and fringe expenses.
  - ii. The county/tribal generated payroll accounting payroll report. This report may be requested to verify the report and costs being requested. This report cannot contain Personally Identifiable Information (PII), such as Social Security numbers, banking information, etc., but must contain the name of the individual EMPG funded employee.
- (c) If seeking reimbursement of Travel, Supplies and Operating Expenses, Equipment, and/or Indirect Costs expenses, an Expense Workbook must be submitted with the appropriate tabs completed.
  - i. Supporting documentation of fiscal expenditures must also be submitted if applicant is seeking reimbursement. This includes:
    - 1. Invoices/receipts
    - 2. Proof of payment
    - 3. General ledger for interdepartmental transfers
    - 4. Indirect Cost Rate Agreements, Cost Allocation Plans, and/or executed contracts if not submitted with application.
    - 5. Additional support documentation necessary to validate and/or justify the expense.

## **c. Review process**

Fiscal Reports must be submitted on or before January 31, 2025, through Egrants. Fiscal Reports and submitted forms are reviewed to ensure that only eligible expenses are being requested for reimbursement. Supporting documentation is used to verify the accuracy of the reimbursable expenses. If all expenses seeking reimbursement have adequate documentation, both Program and Fiscal Reports have been approved, and all special conditions or issues have been resolved, the Request for Reimbursement will be submitted, minus any de-obligations or penalties assessed from the Program Report. Physical checks are issued by the Wisconsin Department of Administration and will be mailed to the Project Director once they are received by WEM.

Should there be any errors in the Fiscal Report, WEM Grants personnel will contact the Project Director and/or Financial Officer via email for corrections, additional supporting documentation, or clarification of previously submitted documentation. The Project Director and/or Financial Officer must respond within fourteen (14) business days of this request. If there is no response to the first request, a second

request will be sent to the Project Director and Fiscal Officer via email. Should there be no response to the second request for information within seven (7) business days, WEM may consider that the applicant has failed to provide acceptable supporting documentation which results in the loss of reimbursement of the expense. A memorandum of record will be sent to the Signing Official and placed in the official grant record.

#### **G. Contact information**

Primary contact: Kristina Page, EMPG and EPCRA Grants Manager  
[kristina.page@widma.gov](mailto:kristina.page@widma.gov), (608) 733-0265

Secondary contact: Anita Smith, Grants Specialist  
[Anita.smith@widma.gov](mailto:Anita.smith@widma.gov), (715) 635-2498

#### **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](mailto:WEMEgrants@egrants.us)
    - Phone: (608) 242-3231

##### **2. Related programs & funding opportunities**

FY2024 Emergency Planning Community Right-to-Know Act (EPCRA) Planning Grant Notice of Funding Opportunity (NOFO) is released with EMPG. EPCRA is for counties to support Local Emergency Planning Committee requirements. The EPCRA Planning Grant may be used towards the EMPG local match and up to 50% of costs claimed by counties for EMPG may also be claimed for reimbursement in the EPCRA Planning Grant. The EPCRA Planning Grant NOFO can be found on WEM's Available Grants page at <https://wem.wi.gov/available-grants/>.

## Appendix I: DMA/WEM Standard Terms & Conditions

- A. The Applicant shall comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of the grant funds.
- B. The Applicant has the legal authority to apply for the grant; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the Applicant's governing body; authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.
- C. The Applicant agrees that:
  - a. Funds granted shall be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin;
  - b. No expenditures will be eligible for inclusion if occurring prior to the effective date of the grant;
  - c. Funds awarded by Wisconsin Emergency Management (WEM) may be terminated at any time for violation of any terms and requirements of this agreement.
- D. Applicants are required to review federal ([2 CFR 200.318 -200.327](#)), state, and local procurement rules and regulations, and follow whichever is most restrictive. Applicants are required to maintain and retain the following: backup documentation (such as bids and quotes), cost/price analyses, and any other documentation created during the procurement process. Federal procurement information can be found at <https://www.fema.gov/grants/procurement#considerations>. State procurement information can be found at <https://doa.wi.gov/procurementmanual>.
- E. In connection with the performance of work under this agreement the Applicant agrees not to discriminate against any employee or Applicant 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 Applicant further agrees to take affirmative action to ensure equal employment opportunities. The Applicant agrees to post in conspicuous places, available for employees and Applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

The Applicant 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.

It 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](#).

- F. The Applicant agrees that, if required by the State Single Audit Guidelines issued by the Department of Administration, it shall provide to the Department of Military Affairs (DMA) an independent financial audit in compliance with such guidelines.
- G. The Applicant give WEM, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant. This provision shall also apply in the event of termination of this agreement. Any charges for copies provided by the Applicant of books, documents, papers, records, computer tapes, or computer printouts shall not exceed the actual cost thereof to the Applicant and shall be reimbursed to the Applicant by WEM.
- H. The Applicant shall maintain such records as required by State and Federal law. The minimum acceptable financial records consist of:
  - a. Documentation of employee time;
  - b. Documentation of all materials, supplies, and travel expenses;
  - c. Inventory records and supporting documentation for allowable equipment purchased to carry out the program scope;
  - d. Rational supporting allocation of space charges;
  - e. Any other records that support charges to program funds. The Applicant must maintain sufficient segregation of program accounting records from other programs and / or projects.
- I. This grant shall be governed under the laws of the State of Wisconsin.
- J. The Applicant will indemnify and save harmless the State and all of its officers, agents, and employees from all suits, actions, or claims of any character brought for or on account of any injuries or damages received by any persons or property resulting from the operations of the Applicant, or of any of its contractors, in prosecuting work under this agreement.
- K. It shall comply at all times with and observe all State, Federal, and Local laws, ordinances, and regulations that are in effect during the period of this grant and that in any manner affect the work or its conduct.
- L. In carrying out any provisions of the Agreement or in exercising any power or authority granted on behalf of WEM, there shall be no personal liability upon WEM, being understood that in such matters WEM acts as agent and representative of the State.

## **Appendix II: Special Conditions & Monitoring**

The grant award will be subject to standard terms and conditions as well as the following special conditions. If you are awarded funds under this announcement, you will be required to provide regular progress reports in the Grant Management System Egrants, as well as upload proper documentation to verify compliance with the conditions below as specified.

### **1. Federal NOFO and other Guidance Release**

The U.S. Department of Homeland Security/FEMA does not provide written guidance for the current grant performance year until late into the Federal Fiscal Year (FFY). WEM reserves the right to amend this grant guidance or enclosures in accordance with FEMA provided federal guidance. WEM will provide counties/tribes with as much advance notice as possible prior to implementing any modifications to this grant announcement and grant award.

### **2. Monitoring**

Applicants are required to participate in program monitoring initiated by the EMPG Program Manager including, but not limited to, site visits to discuss current plan of work progress and requests for status updates on work products via email. Counties/tribes may be chosen at random for a monitoring visit to review program and/or fiscal grant supporting documentation each year following closeout. This may be conducted on-site, virtually, or by email.

### **3. Grant Closeout**

Additional guidance and support will be provided at the conclusion of the grant performance period to support the county/tribe through the Egrants close-out process.

### **4. Redistribution**

If counties/tribes have deobligated funding during the close-out process, WEM may make this funding available through redistribution in accordance with Directive 2005.2. The purpose of redistribution is to provide additional federal funding to counties/tribes who did not receive funding for 50% of their salary and fringe expenses. This process is completed automatically by WEM using the salary and fringe expense information collected during close-out. No action is needed by the county/tribe to receive the funding and if awarded, redistribution funding checks will be mailed automatically.

### **5. Post Closeout Corrections**

In the unlikely event, that an allowable expense was not included in the grant close-out AND the county/tribe has not met or exceeded its EMPG award a correction to the grant close-out can be made until March 15, 2025. After such time corrections will not be allowed. To request a post-close-out correction, send an email with the invoice(s) and explanation to the EMPG Program Manager. The documentation will be reviewed, validated, and approved or denied following the EMPG close-out process and procedures. .

**Appendix III: Estimated Award Distribution and Funding Formula**

<u>COUNTY</u>	<u>EMPG</u>	<u>COUNTY</u>	<u>EMPG</u>	<u>TRIBE</u>	<u>EMPG</u>
ADAMS	\$30,571	MARATHON	\$90,506	BAD RIVER TRIBE	\$18,562
ASHLAND	\$34,380	MARINETTE	\$49,794	FOREST COUNTY POTAWATOMI TRIBE	\$13,825
BARRON	\$44,050	MARQUETTE	\$25,768	HO-CHUNK NATION	\$15,804
BAYFIELD	\$40,718	MENOMINEE	\$19,845	LAC COURTE OREILLES	\$17,608
BROWN	\$129,044	MILWAUKEE	\$389,347	LAC DU FLAMBEAU BAND OF LAKE SUPERIOR CHIPPEWA	\$16,304
BUFFALO	\$27,955	MONROE	\$44,510	MENOMINEE TRIBE	\$21,762
BURNETT	\$31,422	OCONTO	\$42,978	ONEIDA NATION	\$21,047
CALUMET	\$39,412	ONEIDA	\$44,090	RED CLIFF BAND OF LAKE SUPERIOR CHIPPEWA	\$15,435
CHIPPEWA	\$54,151	OUTAGAMIE	\$98,759	ST. CROIX CHIPPEWA	\$13,523
CLARK	\$44,241	OZAUKEE	\$53,118	SOKAOGON TRIBE	\$13,656
COLUMBIA	\$47,297	PEPIN	\$19,261	STOCKBRIDGE-MUNSEE	\$14,119
CRAWFORD	\$27,622	PIERCE	\$38,097	<p>Note: WEM utilizes a county/tribe's previous year's funding award amount to estimate the county/tribe's anticipated award amount at the time of publication of the grant announcement. However, FY24 awards are not yet known so this table contains the anticipated award amounts.</p>	
DANE	\$261,301	POLK	\$44,165		
DODGE	\$60,867	PORTAGE	\$52,776		
DOOR	\$31,980	PRICE	\$36,638		
DOUGLAS	\$49,468	RACINE	\$96,428		
DUNN	\$43,287	RICHLAND	\$28,303		
EAU CLAIRE	\$65,062	ROCK	\$88,816		
FLORENCE	\$21,849	RUSK	\$31,806		
FOND DU LAC	\$64,706	ST. CROIX	\$61,614		
FOREST	\$31,256	SAUK	\$51,362		
GRANT	\$49,831	SAWYER	\$38,294		
GREEN	\$36,274	SHAWANO	\$42,213		
GREEN LAKE	\$25,611	SHEBOYGAN	\$67,506		
IOWA	\$33,486	TAYLOR	\$34,973		
IRON	\$26,353	TREMPEALEA	\$35,817		
JACKSON	\$35,611	VERNON	\$36,693		
JEFFERSON	\$55,377	VILAS	\$34,524		
JUNEAU	\$34,704	WALWORTH	\$63,118		
KENOSHA	\$84,497	WASHBURN	\$31,094		
KEWAUNEE	\$26,118	WASHINGTON	\$74,066		
LA CROSSE	\$67,977	WAUKESHA	\$183,946		
LAFAYETTE	\$28,736	WAUPACA	\$44,532		
LANGLADE	\$33,265	WAUSHARA	\$31,741		
LINCOLN	\$36,947	WINNEBAGO	\$87,739		
MANITOWOC	\$53,810	WOOD	\$53,875		



## **Funding Formulas**

1. All funding calculations will be to two decimal points (e.g. \$.60 not \$.604).
2. EMPG: Funding formula is \$16,000 base + 75% population + 25% geographical size. Additional information is available in WEM Directive 2005.2.
3. County calculations
  - a. Population: WEM uses the Wisconsin Department of Administration's (DOA) population estimates for calculating the award amounts. The DOA Demographic Services Center releases preliminary population estimates on August 10, and final population estimates on October 10, with a reference date of January 1 of the current year. WEM uses the most current estimates for generating its award amounts.
  - b. Geographical Size: WEM uses the geographical data from the U.S. Census Bureau, data file from Geography Division based on the TIGER/Geographic Identification Code Scheme (TIGER/GICS) computer file.
4. Tribe calculation
  - a. For both population and geographical size WEM uses the most current issue of the Wisconsin Department of Administration's published report Tribes of Wisconsin.
5. The U.S. DHS/FEMA does not provide written guidance for the current grant performance year until late into the Federal Fiscal Year (FFY). WEM reserves the right to amend this grant guidance or enclosures in accordance with U.S. DHS/FEMA provided federal guidance. WEM will provide counties/tribes with as much advance notice as possible prior to implementing any modifications to this grant announcement and grant award.
6. State & Territory EMPG awards are based on section 662 of the Post-Katrina Emergency Management Reform Act of 2006, as amended, (6 U.S.C. § 762). All 50 States, the District of Columbia, and Puerto Rico receive a base amount of 0.75 percent of the total available funding appropriated for the EMPG Program. Four territories (American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands) receive a base amount of 0.25 percent of the total available funding appropriated for the EMPG Program. The remaining balance of the funds appropriated for the EMPG Program are distributed on a population-share basis. FEMA will also make available \$100,000 in total from the Disaster Relief Fund for the Federated States of Micronesia and for the Republic of the Marshall Islands pursuant to Article X of the Federal Programs and Services Agreement of the Compact of Free Association Act (Pub. L. No. 108-188). The past nine (9) years' funding levels are in the chart below and estimated funding listed in the Estimated Award Distribution chart is based on FY2023 Federal funding levels.
- 7.

<b>Fiscal Year</b>	<b>Wisconsin's Federal Share</b>	<b>Federal Program Allocation</b>
<b>FFY23</b>	\$6,388,552	\$355,100,000
<b>FFY22</b>	\$6,409,031	\$355,100,000

<b>FFY22 - Supplemental</b>	\$902,680	\$50,000,000
<b>FFY21 - ARPA</b>	\$1,800,776	\$100,000,000
<b>FFY21</b>	\$6,392,753	\$355,100,000
<b>FFY20</b>	\$6,400,118	\$355,100,000
<b>FFY19</b>	\$6,316,264	\$350,100,000
<b>FFY18</b>	\$6,319,363	\$350,100,000

## Appendix IV: Post Award Responsibilities and Considerations

Below are the expected results and grant deliverable reporting details. A Closeout Checklist is available in WebEOC. Use of the checklist is not mandatory but is highly recommended.

### 1. Emergency Operation Plan (EOP)/ Emergency Response Plan (ERP) Update

- a. County/Tribe Emergency Management Program shall minimally update the county/ tribal Emergency Operations Plan or Emergency Response Plan in accordance with Directive 5007.0.
  - i. Minimally updating requires an update of the Basic Plan and EOC/Phone contacts.
  - ii. Additional EOP/ERP, Annexes/Emergency Support Functions (ESF), or other plan updates are optional and should be done if there are significant changes or part of the planning portion of the County/Tribal IPP.
- b. An EOP Transmittal Form or ERP Transmittal Form must be submitted in the Program Report in Egrants at closeout.
  - i. The Form must be signed by the Project Director and the Signing Official.
  - ii. Any component of the plan, such as ESF, Annex or supplemental plan (Fatality Management Plan, Debris Management Plan, etc.) that was updated during the period of performance should be indicated on the Transmittal Form.

### 2. EMPG Training

- a. EMPG Minimum Training: All EMPG-funded personnel shall complete the EMPG minimum training requirements, designated in Directive 5006.0.
- b. Courses only need to be taken once to have completed the requirement.
- c. Earlier versions of the course will count towards completing the requirement.
- d. Courses indicated with an asterisk (\*) are required by FEMA.
- e. EMPG Minimum Training Requirement Form must be submitted in the Program Report in Egrants at closeout.
- f. Upon completion of training, personnel shall upload their training certificates to the Wisconsin Training Portal.
- g. Required courses list:
  - i. \*IS-100c Introduction to Incident Command System (ICS)
  - ii. IS-120.c An Introduction to Exercise
  - iii. \*IS-200b. Introduction to Incident Command Single Resources
  - iv. \*IS-230.d Fundamentals of Emergency Management
  - v. \*IS-235.c Emergency Planning
  - vi. \*IS-240.b Leadership and Influence
  - vii. \*IS-241.b Decision Making and Problem Solving
  - viii. \*IS-242.b Effective Communications
  - ix. \*IS-244.b Developing and Managing Volunteers
  - x. \*IS-700.a An Introduction to National Incident Management System (NIMS)
  - xi. \*IS-800.c An Introduction to National Response Framework
  - xii. Introduction to WEM

### **3. EMPG Outreach Initiatives**

- a. County/Tribe Emergency Management Program shall execute six (6) total outreach initiatives.
  - i. One (1) initiative needs to center around tornado and severe weather awareness.
  - ii. One (1) initiative needs to engage local senior leadership, town and municipal officials.
  - iii. Four (4) county/tribal determined outreach initiatives.
  - iv. Within the execution of the six (6) total initiatives, at least three (3) delivery methods must be used. Delivery methods are but not limited to:
    - 1. Municipal association meeting
    - 2. Print media articles
    - 3. Social media posts
    - 4. Podcast
    - 5. Broadcast media appearances
    - 6. Public Service Announcements (PSAs)
    - 7. Newsletter articles
    - 8. School, business and/or facility site visits
    - 9. Speaking engagements
    - 10. County/Tribe sponsored training for the general public (i.e., NWS Skywarn, Stop the Bleed, etc.)
    - 11. Brochure distribution
    - 12. Static displays in public areas
    - 13. Booths at fairs and/or other special events
    - 14. Other, please define delivery method
- b. County/Tribal emergency management programs may use existing state and federal materials and may modify them to meet their needs.
- c. A completed Outreach Tracker must be submitted in the Program Report in Egrants at Closeout.

### **4. WebEOC®:**

- a. WebEOC is used for situational awareness platform statewide and resource requests during large scale incidents and exercises. The County/Tribal Emergency Management Program is required to be register for WebEOC and maintain an active registration for the entire period of performance. WEM strongly encourages use of WebEOC during incidents, events, and exercises.
- b. County/Tribe Emergency Management Program shall participate in one statewide or regionally facilitated WebEOC® drill.

### **5. Integrated Preparedness Plan (IPP) activities and update**

- a. County/Tribal Emergency Management Program shall submit an updated Integrated Preparedness Plan. An optional IPP template is available in WebEOC®.
- b. The IPP document shall contain the following components:
  - i. The submitted IPP shall identify a minimum of three (3) preparedness priorities per year. These priorities may be carried over from previous years.
  - ii. A minimum of two (2) core capabilities, as defined in the National Preparedness Goal, assigned to each preparedness priority identified. Core capabilities may be repeated from one preparedness priority to the next preparedness priority.

- iii. Utilize a schedule that spans a minimum of three (3) years. The updated IPP that will be submitted for FY2024 should cover at least FY2025-FY2027.
    - iv. Use the Integrated Preparedness Cycle elements of Plan, Organize, Equip, Train, Exercise /Improve (POETE).
  - c. County/Tribal Emergency Management Programs shall describe activities taken place during the performance period which demonstrate progression towards achieving the goals identified in their current County/Tribal IPP. Achievements should be broken into FEMA's POETE elements. Report these activities in the Other Standard Questions section in the Program Report in Egrants. If an identified IPP activity was not achieved during the performance period, an explanation should be provided (e.g.: courses cancelled due to low enrollment, disaster impacts, etc.).

**6. Integrated Preparedness Plan Workshop (IPPW):**

- a. County/Tribal Emergency Management Program will conduct a minimum of one (1) Integrated Preparedness Plan Workshop.
  - i. Each IPPW should engage senior leaders, internal and external stakeholders for a whole community approach to identify preparedness priorities specific to training and exercise needs to develop and update the IPP.
  - ii. This can be achieved through various means to include conducting a workshop, completing a comprehensive survey in lieu of a workshop, or meeting with agency representatives individually or in small groups to compile whole community preparedness inputs for the IPP.
  - iii. The grant applicant must document their IPPW activities to include a list of participating agencies/departments and a description of the data collection method.

**7. Regional meeting attendance**

- a. The head of county/tribal emergency management program or their designee shall attend no less than 75% of all scheduled region meetings unless excused by the Region Director.
  - i. Region Director will provide Attendance Documentation to the County/Tribe for the County or Tribal Program closeout reporting.

**8. Other Expectations**

- a. Information Requests
  - i. Data calls for additions, deletions, and/or modifications to the Critical Infrastructure/Key Resources (CIKR), NIMS Resource Typing, and/or updates to the Special Event List as requested.
  - ii. Occasionally, as disaster events or other incidents dictate, WEM may require additional reporting, data call, and/or information requests. WEM will provide as much advance notice as possible, but circumstances may require immediate responses and county/tribal emergency management programs shall do their best to comply with such requests from Region Directors or WEM staff in the requested timeframe.
- b. Disasters
  - i. Perform tasks associated with administration of the Wisconsin Disaster Fund (WDF).

- ii. Perform tasks associated with administration of the Public Assistance (PA) Program.
  - iii. Perform tasks associated with administration of the Individual Assistance (IA) Program.
  - iv. Seek or obtain other disaster recovery opportunities (e.g.: WISDOT DDA, Small Business Administration assistance, etc.), as available.
- c. Exercises
  - i. All exercises are encouraged to follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP) and WEM Directive 5005.4.