Notice of Funding Opportunity

Hazardous Materials Emergency Preparedness (HMEP) Grants

HMEP HazMat Exercise Grant FFY2021

Applications must be submitted through Egrants on or before August 1st, 2022
Contact Information for this Notice of Funding Opportunity

Program Manager: Anita Smith (715) 635-2498
Anita.Smith@wisconsin.gov

Grants Specialist: Rebecca Thompson (608) 242-3236
Rebecca2.Thompson@wisconsin.gov

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to https://register.wisconsin.gov/accountmanagement/default.aspx and complete the ‘self-registration’ process.

Authorization to access Egrants can take several days depending on registration activity. 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.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egrants.us
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.


Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: https://wem.egrants.us

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):
All applicants for this grant opportunity must be registered in SAM before submitting an application and continue to maintain an active SAM registration with current information at all times during 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. Please contact the assigned Program Manager if need assistance.
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Description
The HMEP grant is funded by the U.S. Department of Transportation (USDOT) and administered by the State of Wisconsin. The purpose of this grant program is to increase county, tribal, and local effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA), and encourage a comprehensive approach to emergency planning by incorporating the unique challenges of responses to transportation situations. The focus of the grant is on the commercial transportation of hazardous materials.

WEM will provide grant funds for county, tribal, and local government planning activities that are aimed at increasing their jurisdictions’ effectiveness in safely and efficiently handling accidents and incidents related to the commercial transportation of hazardous materials within and through their jurisdictions. These activities may include conducting emergency response exercises to test and evaluate emergency preparedness plans. Funding from this grant opportunity will be used to support local exercises. Grant funds may be used to hire contractors/consultants to manage exercise development, execution, evaluation and completion of an After-Action Report and Improvement Plan (AAR/IP). If using contractors/consultants, these individuals must be trained in the Homeland Security Exercise and Evaluation Program (HSEEP).


ROUTES is an initiative to address disparities in rural transportation infrastructure. Specifically, rural transportation infrastructure’s unique challenges need to be considered in order to meet our Nation’s priority transportation goals of safety and economic competitiveness.

The ROUTES Council will be collecting input from stakeholders on the benefits rural projects offer for safety and economic benefits, as well as the type and degree of assistance rural projects require. The council will also focus on improving the DOT’s data driven approaches to better assess needs and benefits of rural transportation infrastructure projects. WEM will provide input as it pertains to the HMEP sub-grants awarded to rural communities.

Opportunity Category
Limited Eligibility. The grant is limited to Kewaunee, Langlade, Monroe, Racine, and Richland counties.
Important Dates:

Application Due Date: August 1st, 2022
Project Start Date: September 1st, 2022
Project End Date: March 31st, 2023

Reporting Requirements
If awarded the grant, your agency will be responsible for completing the following reports to receive reimbursement.

- Program Reports frequency must be submitted quarterly by the 12th of the following month. A Final Program Report for closeout is due 30 days following the end of the grant.
- Fiscal Reports frequency must be submitted quarterly by the 12th of the following month. A Final Fiscal Report/Reimbursement request for closeout is due 30 days following the end of the grant.

Anticipated Funding Amount
The anticipated dollar amount available under this funding opportunity is $61,118.

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<thead>
<tr>
<th>County</th>
<th>HMEP</th>
<th>County</th>
<th>HMEP</th>
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</thead>
<tbody>
<tr>
<td>Kewaunee</td>
<td>$29,085</td>
<td>Racine</td>
<td>$8,000</td>
</tr>
<tr>
<td>Langlade</td>
<td>$3,800</td>
<td>Richland</td>
<td>$16,433</td>
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<tr>
<td>Monroe</td>
<td>$3,800</td>
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Match/Cost Sharing Requirement
None. However, any costs over the eligible amount will be the responsibility of the agency.

Eligibility
County emergency management programs on behalf of Local Emergency Planning Committees (LEPCs) are eligible for this grant. LEPCs may submit applications on behalf of multi-county projects. Multi-county applications do not have to adhere to WEM region boundaries.

Eligible Expenses
Planning activities that are eligible for this grant include consultant/contractor’s costs, travel, and supplies associated with emergency preparedness and conducting hazardous materials (Hazmat) response exercises to identify gaps in training and planning needs.

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

All eligible expenses must have incurred within the performance period in the approved grant award. Additionally, any expenses that have incurred prior to notification from WEM of a fully executed award document may not be eligible for reimbursement, even if they are within the Performance Period identified in the Award Documents. Any expenses that are submitted for reimbursement must be allowable, reasonable, match the plans detailed in the approved grant award and may not exceed the maximum award amount listed on the Award Documents.
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Application Components
Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page two of this document.

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.

1. Main Summary
This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations. An Alternate contact may be added to the application.

- The **Signatory** is the highest elected official. (Example: Mayor, County Board Chair, Tribal Chair, etc.) For a non-profit this would be the Board President
- The **Financial Officer** – Person at the applicant agency who is responsible for financial reporting.
- The **Project Director** – Person at the applicant agency who is responsible for the project and for programmatic reporting.
- An **Alternate Contact** may be added to the application. This person is one that can and should access the application to complete required tasks such as modifications and reports, in the absence of the Project Director. This person should have knowledge of the project and authority to speak on behalf of the organization in the absence of the Project Director. If possible, we encourage the Project Director to list an alternate on the grant.

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

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

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.
2. **Performance Measures**
   Enter the number of tabletop, functional, and full-scale exercises that will be conducted during the performance period of this grant.

3. **Budget Detail**
   Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations. For all categories below, cost calculations should include the item, unit cost, and quantity; for example, “*Paper: 2 reams x $10/ream = $20.00*”.

   **Supplies and Operating Expenses:**
   Includes consumables such as paper, stationery, postage, and software. Also include operating expenses such as rent and utilities. Show computations for all items.

   **Consultants/Contractual:**
   Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Include detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for training and exercise contractors may not exceed $50.00/hour. List all expenses to be paid from the grant to the individual consultant in addition to their fees. Show the basis of computation for each service requested.

   - **Consultants/Contractual** – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
   - **Consultants/Contractual Travel** – these are costs associated with mileage and hotel the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.
   - **Consultants/Contractual Products or Service** – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.

4. **Project Narrative**
   Describe your project in detail. Describe how your department staff will use or otherwise put in place this project. Relate any potential benefits including cost savings, increase in preparedness for hazmat incidents, plan development, or other relevant details.
In this section, clearly identify the:
1. Problem/needs to be addressed.
2. Project objectives (for a joint proposal, identify all LEPCs involved).
3. Value (benefit) of the project to the LEPC planning program.
4. Specific commercial transportation-related aspects of the project (this is a transportation industry funded grant).
5. How this will improve the current development of the county-wide hazmat team.
6. Specific deliverables: examples of project deliverables are an AAR/IP, analysis, training needs assessment, revision of the county plan as it relates to commercial transportation and hazmat.

5. Core Capabilities
   1. List the core capabilities that will be addressed. The exercise scenario must incorporate the following core capabilities:
      a. Public Information and Warning
      b. Operational Coordination
      c. Public Health, Healthcare, and Emergency Medical Services

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

   For multi-county applications, the LEPC must include authorization signed by the LEPC chair and county emergency management director in each of the participating counties. If the LEPC is unable to obtain this authorization at the time of application, the LEPC should explain this and identify when the authorizations will be submitted. WEM will not award the funds until these authorizations are received.

   1. Attach a timeline document which identifies planning and design meetings, exercise execution, the development of the AAR/IP, and the amount of time to complete each phase. Allow adequate time to conduct the exercise and develop the AAR/IP of at least 60 days prior to the project end date.
   2. Attach the quote or proposal, scope of work, or other documentation.
   3. If applicable, attach a multi-county authorization document.

Application Review and Award Criteria
All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.
Post-Award Special Conditions/Reporting Requirements
If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all 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 as well as the following special conditions.

1. **HSEEP for Exercises**
   All exercises must follow the exercise methodology as directed by the Homeland Security Exercise Evaluation Program (HSEEP).

2. **Core Capabilities**
   The exercise scenario must incorporate the following core capabilities:
   a. Public Information and Warning
   b. Operational Coordination
   c. Public Health, Healthcare, and Emergency Medical Services

3. **Hazmat Response Teams**
   Applicants must consult with a state sponsored Tier 1 and Tier 2 hazmat response team to inform them of the exercise and discuss the appropriate level of team participation.

4. **Publications Acknowledgement**
   All final reports or other documents must include the following statement:
   “Prepared by the (____) County Local Emergency Planning Committee (LEPC) with funding assistance by the U. S. Department of Transportation, Hazardous Materials Emergency Preparedness (HMEP) Planning Sub-Grant, administered by Wisconsin Emergency Management.”

5. **Agenda, Sign-In Sheet, Feedback Form Required**
   Reimbursement of costs will be contingent on submission of an exercise agenda, sign-in sheet, and feedback forms. The exercise sign-in sheet must contain exercise name, dates, student name, and agency affiliation. Upload these documents into Egrants within the Monitoring Section under Project Document Attachments. Each exercise must have its own accompanying documents. Payments will be held until this condition is met.

6. **Copy of Contract Required**
   Copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contract into Egrants within the Monitoring Section under Project Document Attachment.
7. **After Action Report/Improvement Plan Requirements**

   The exercise after action report is due within 60 days of completion of the exercise and must include an improvement plan matrix. Upload the documents into Egrants in the Monitoring Section under Project Document Attachment. Payments will be held until this condition is met.

**Request for Reimbursement**


In addition to the standard requirement of a signed Reimbursement Request form and itemized invoices/receipts, **additional documentation** required for this specific grant include the following:

☑️ proof of payment

**Request for Award Modification**

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of signing official, fiscal officer, or project director.
2. Requesting a change in the award amount or returning the award.
3. Requesting an extension of the performance period. Extensions will be considered on a case-by-case basis.
4. Changing the scope of the project.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the WEM assigned Program Manager and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered authorized until WEM provides a signed Grant Adjustment Notification (GAN); any related expenses incurred prior to receipt of a signed GAN are not eligible for reimbursement.
Additional Resources
Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: [https://dma.wi.gov/DMA/wem/](https://dma.wi.gov/DMA/wem/)
- WEM Grant Administration tools: [https://wem.wi.gov/admin-tools/](https://wem.wi.gov/admin-tools/)
  - Online Help is available in many areas of the Egrants system – watch for the “Help” buttons. Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us
- Exercise forms and Policy Directives are available in WebEOC® > Advanced File Library > WEM External Policy Directives.
  - 5005.4.3 AAR and IP Template
  - 5005.4.4 Supplemental Exercise Form