Notice of Funding Opportunity

Hazardous Materials Emergency Preparedness (HMEP) Grants

HMEP Planning Grant
Commodity Flow Study
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.
Notice of Funding Opportunity:
HMEP Planning Grant Commodity Flow Study FFY2021

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 could include such projects as developing, improving and implementing emergency plans for incidents involving transportation of hazardous materials by air, water, rail and/or roadway; or determining flow patterns of hazardous materials within a county and between counties.

To the greatest extent possible or applicable, commodity flow studies will follow the “Guidebook for Conducting Local Hazardous Materials Commodity Flow Studies” developed by the Hazardous Materials Cooperative Research Program. Commodity flow study will include, but is not limited to:

- Hazard assessments and gap analysis to determine HAZMAT safety risks within a jurisdiction, prioritizing commodity flow studies in specific high-risk transportation routes.
- Assess flow patterns of HAZMAT transportation within a jurisdiction; and the development of a system to keep information current.
- Provide a capabilities assessment of hazardous materials transportation incident response in the county.
- Review emergency plans required under EPCRA and the need to enhance emergency plans to address the hazard analysis outcome from EPCRA plan review, in addition to review of local response procedures for emergencies involving transportation of HAZMAT, including radioactive materials.
- Assessment of all local response capabilities and resources to a commercial transportation HAZMAT incident.
- General preparedness planning for improvement and implementation of hazmat transportation-related emergency plans.

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 Calumet, Jefferson, Marinette, Marquette, and Racine 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 $80,000.

<table>
<thead>
<tr>
<th>County</th>
<th>HMEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calumet</td>
<td>$16,000</td>
</tr>
<tr>
<td>Jefferson</td>
<td>$16,000</td>
</tr>
<tr>
<td>Marinette</td>
<td>$16,000</td>
</tr>
<tr>
<td>Marquette</td>
<td>$16,000</td>
</tr>
<tr>
<td>Racine</td>
<td>$16,000</td>
</tr>
</tbody>
</table>

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 or regional projects. Multi-county applications do not have to adhere to WEM region boundaries.

**Eligible Expenses**

Planning activities that are eligible for HMEP grant funding include consultant/contractor’s costs, travel, and supplies associated with commodity flow studies to determine flow patterns of hazardous materials through local communities and between jurisdictions. Commodity flow studies must include assessments of highway, rail, air and waterways. The project may include development and maintenance of a system to keep such information current.

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.
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?) [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**

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

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. Include appropriate statistics, if applicable. 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 a commodity flow study, hazard assessment and gap analysis, capabilities assessment, review local emergency plans as it relates to transportation of hazmat including radioactive materials, assess local response capabilities.

5. 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 in the attachments and identify when the authorizations will be submitted. WEM will not award the funds until these authorizations are received.

   1. Attach the quote or proposal, scope of work, or other documentation.
   2. 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. **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.”

2. **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 Attachments.

3. **Finished Product and Materials**
   Attach a completed commodity flow study and other materials as determined by the scope of the project. Upload under Project Document attachments.

**Request for Reimbursement**

In addition to the standard requirement of a signed Reimbursement Request form and itemized invoices/receipts, [additional documentation](https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf) 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/
- WEM Grant Administration tools: https://wem.wi.gov/admin-tools/
- Online Help is available in many areas of the Egrants program – watch for the buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us