Notice of Funding Opportunity

HS STAC Public Health and Medical Intelligence Threat Analyst 2021

Applications must be submitted through Egrants on or before September 9, 2022
Contact Information for this Notice of Funding Opportunity

Program Manager: Garrison Ledbury (608) 242-3208
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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 http://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 applicable SAM requirements. Please contact the assigned Program Manager if need assistance.

National Cybersecurity Review (NCSR)
All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.
Notice of Funding Opportunity: HS STAC Public Health and Medical Intelligence Threat Analyst 2021

Description: This grant will fund a portion of a position to work with the Southeastern Wisconsin Threat Analysis Center (STAC), Southeast Wisconsin Health Emergency Readiness Coalition Inc. (HERC Region 7), public health, and emergency management partners to provide real-time medical information to regional stakeholders to prepare, plan, mitigate, respond, and recover from an incident that will require a community response. This position will serve as a liaison between the law enforcement, and healthcare sectors to communicate important real time medical information, assist with education in ongoing regional activities reliant to preparedness and response to potential threats, develop and distribute a regular medical threat intelligence reports, assist in developing a method to catalog and monitor public health capacity and capability in response to a threat, collaborate with local jurisdictions to potentially adopt a database for the ability to use geo-mapping technologies into daily situational updates, and participate in regional exercises to test systems. This position has a cost-share with HS funds paying for approximately half of the position and the Southeast Wisconsin Health Emergency Readiness Coalition, Inc. (HERC Region 7) covering the other half of the position.

Opportunity Category: Limited Eligibility

Important Dates:
- Application Due Date: September 9, 2022
- Project Start Date: January 1, 2023
- Project End Date: December 31, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.
- Program Reports Frequency must be submitted quarterly.
- Financial Reports Frequency must be submitted quarterly.

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the dollar amount available under this funding opportunity is $80,000.

Match/Cost Sharing Requirement: None

Eligibility: The City of Milwaukee Police Department is the only eligible applicant.

Eligible Expenses: Funding may be used for Consultants/Contractual, Supplies and Operating Expenses.

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.
Notice of Funding Opportunity: HS STAC Public Health and Medical Intelligence Threat Analyst 2021

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 one 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. Plain language that clearly describes the intent of the project is most effective.

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. 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.

- 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 the project or equipment improve safety in Wisconsin?)”

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**
   In your application, please establish benchmarks as listed below as a minimum requirement. You will report progress against these measures in your monthly reports. Once Performance Measures have been established, mark the section “Complete” and “Save”.
   - Number of Bulletins or Intelligence Projects to be disseminated monthly
   - Number of outreach/education presentations conducted monthly

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.

   **Consultants/Contractual:** Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project.
   - Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
   - Consultants/Contractual Product/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.
   - Consultants/Contractual Travel – these are costs associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

   **Supplies and Operating Expenses:** Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: $150/mo x 12 months = $1,800. (Please Note: Contractor expenses for supplies should not go in this section. Supplies purchased by a contractor should be itemized under Consultant/Contractual, Product & Services.)

4. **Project Narrative**
   Describe your program in detail, including how this position will continue to assist the STAC, HERC, and emergency management partners. Outline the goals for the project and a timeline for the position to meet those goals/objectivities.

5. **Core Capabilities**
   Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

6. **Other Funding**
   Describe other funding sources and how they will be used for this project.

7. **Required Attachments**
   Attach a copy of the current contract and position description for each funded position.
If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

Application Review and Award Criteria
All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements
If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials.

Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. Meal and Mileage Reimbursement
   Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the OSER website: http://oser.state.wi.us/docview.asp?docid=7365. The Grants Specialist is available to answer questions before costs are incurred.

2. Procurement
   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.

3. Publications Acknowledgement
   The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: “This document was prepared under a grant from the U.S. Department of Homeland Security.”

4. Grant modification
   Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be considered. Grant modifications will not be granted unless applicant provides a compelling reason.

5. Allowable Grant Activities
   This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents.
submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

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 contracts into Egrants within the Monitoring Section under Project Document Attachment.

7. **Project Coordination**
   The project is part of a partnership effort. Project activities, including outreach efforts, shall be coordinated with the WEM, HERC, and other partners as applicable.

8. **SAM Requirement**
   SAM.gov Requirement – Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.

9. **Governance**
   The WSIC will operate under its existing charter and continue to use a multi-disciplinary governance body of which the roster will be provided to WEM by uploading it into Egrants in the Program Report.

10. **Appendix A – Fusion Centers**
    State and major Urban Area Fusion Centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment. In addition, Fusion Centers will:
    ✓ Through the Program Performance Report (PPR), fusion centers will report on the compliance with measurement requirements within the fusion centers through the annual Fusion Center Assessment managed by DHS I&A and reported to FEMA
    ✓ Fusion Center will adhere to the grant requirements are listed at [http://www.dhs.gov/homeland-security-grantprogram-hsgp](http://www.dhs.gov/homeland-security-grantprogram-hsgp).
    ✓ DHS/FEMA approved analyst courses that meet the grant requirement are listed at [http://www.dhs.gov/fema-approved-intelligence-analyst-training-courses](http://www.dhs.gov/fema-approved-intelligence-analyst-training-courses).
    Upload all certificates of training conducted with the grant performance of period within the Monitoring Section under Project Document Attachment.
    ✓ Adherence to all other pertinent provisions identified in the “FY 2021 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO) ”Appendix A – FY 2021 Fusion Centers.