

## **Notice of Funding Opportunity**



### **Hazardous Materials Emergency Preparedness (HMEP) Grants**

**HMEP Core & Specialized HazMat Training  
FFY2023**

**Applications must be submitted through  
Egrants on or before August 31, 2023**

## Contact Information for this Notice of Funding Opportunity

Program Manager: Anita Smith (715) 635-2498  
[anita.smith@widma.gov](mailto:anita.smith@widma.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@egrannts.us](mailto:WEMEgrants@egrannts.us)  
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egrannts.us/egmis/documents/EgrantsExternalUserGuideUpdated9-9-19-Final.pdf>

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.egrannts.us>

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### 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 Core & Specialized HazMat Training FFY2023**

**Program Description:** Wisconsin Emergency Management (WEM) offers an extensive array of hazmat training opportunities for emergency managers, law enforcement, fire, EMS, public health, local officials and volunteer organizations. Wisconsin's Hazardous Materials courses are comprehensive and exceed national training standards in the field of HazMat response training.

This grant program is also being offered to those groups whose duties or functions require a special skill set. According to Occupational Safety and Health Administration, these individuals are individuals who respond with and provide support to hazardous materials technicians. Their duties parallel those of the hazardous materials technician; however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. Wisconsin's Hazardous Materials Specialist courses are comprehensive and exceed national training standards in the field of HazMat response training. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard 1072. All classes will be based on the NFPA 1072 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a Professional Qualifications standard. JPRs must be specific to indicate the attributes of successful performance on the job.

**A comprehensive list of examples of allowable training expenditures can be found in Appendix A.**

**ROUTES INITIATIVE** – The U.S. Department of Transportation's Priority: Rural Opportunities to Use Transportation for Economic Success (ROUTES). See ROUTES Fact Sheet at <https://www.transportation.gov/rural/routes-fact-sheet>.

ROUTES is an initiative to address disparities in rural transportation infrastructure. Specifically, rural transportation infrastructure's unique challenges need to be considered 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:** Competitive

### **Important Dates:**

Application Due Date: August 31, 2023

Project Start Date: October 1, 2023, or upon WEM's receipt of an executed federal award, whichever is later

Project End Date: March 31, 2024

**Reporting requirements:** If awarded a grant, your agency will be responsible for completing the following reports to receive reimbursement:

- Program Reports must be submitted quarterly by the 12<sup>th</sup> of the following month. A Final Program Report for closeout is due 30 days following the end of the grant.
- Fiscal Reports must be submitted quarterly by the 12<sup>th</sup> 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 for this funding opportunity is **\$114,558.25** for funding the HMEP Core & Specialized HazMat training courses and is dependent upon WEM's receipt of an executed federal award.

All eligible requests for Core & Specialized HazMat training will be reviewed and awarded based on your department's current response capability, level of training, and the needs of the State of Wisconsin.

**Match/Cost Sharing Requirement:** None. However, any costs over the eligible amount will be the responsibility of the agency.

**Eligibility:** Eligible applicants are Counties, on behalf of local units of government  
You can find additional information at: <https://wem.wi.gov/hazardous-materials-training/>

**Eligible Expenses:** Funding may be used for Travel/Training, Consultants/Contractual and Supplies/Operating Expenses on a reimbursement basis only.

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 are not eligible for reimbursement, regardless of if they fall within the Performance Period identified in the Award Documents. Any expenses that are submitted for reimbursement must be allowable, reasonable, match the trainings/projects detailed in the approved grant award and may not exceed the maximum award amount. Please see "Request For Reimbursement" for additional information.

## Notice of Funding Opportunity: HMEP Core & Specialized HazMat Training FFY2023

### 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. 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.

- 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]”*

## 2. Performance Measures

Indicate by hazmat response level the number of persons who will successfully complete the training session: Awareness, Operational, Technician, Specialist, or Other. Indicate the number of training courses to be conducted. WEM requires a minimum class size of 15 persons. Exceptions may be considered on a case-by-case basis and must be approved prior to the start of training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be posted on the Wisconsin Training Portal at the discretion of program staff.

## 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 grant period. It is important that you include specific details for each budget line item, including detailed cost calculation/computation for each item included in your request.

A detailed cost computation should include *Item x cost per unit x quantity and reflect a break down by persons trained.*

Travel/Training: Any travel and/or training costs when an individual is in travel status and more than 50 miles from their headquarters. Only actual, reasonable and necessary expenses will be reimbursed. All travel-related expenses will be reimbursed at current state rates.

- Mileage: \$0.51/mile or fuel for fleet vehicle
- Lodging: Maximum \$90/night (\$95/night for Milwaukee, Waukesha, or Racine County)
- Meals: \$9/breakfast (leaving before 6 a.m.); \$11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$21/dinner (returning after 7 p.m.)

Please note: Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under "Consultant/Contractual Travel."

Supplies & 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.

Please note: Contractor expenses for supplies does not go in this section. Supplies purchased by a contractor should be itemized under "Consultant/Contractual Products or Service."

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. **Quoted costs must be reasonable and allowable.** Include detailed information to support the total cost. Show the basis of computation for each service requested. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. **Include a cost per person trained.** Except for a few justified sole source situations, **contracts should be awarded via competitive processes.**

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or 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, and general office supplies the consultant/contractor has purchased.

#### **4. Project Narrative**

Describe the long-range training goals and objectives. Specifically address the:

- potential benefit regarding total population and total special population at risk
- number of facilities reporting extremely hazardous substances in the jurisdiction
- need to augment response capability based on existing gaps
- benefits rural training(s) offer for safety as they pertain to transportation related Hazardous Materials responses
- Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level.
- Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.

#### **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 each class, submit:

1. Course outline showing the objectives of the course.
2. Agenda of the training project.
3. A quote if hiring a contractor.
4. Resume, biography, or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

#### **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 state training policy 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. Position Description/Contract**

If funds are used to hire an independent consultant or contractor, submit a copy of the contract detailing job specifications and deliverables. If funds are used to hire personnel, submit the position description. Upload the document into the Project Document Attachment section when completing the first quarterly program report.

### **2. Minimum Enrollment**

Minimum class enrollment is 15 persons with a breakdown by discipline (minimally Emergency Management, EMS, Fire Service, Law Enforcement, or Other). Any exceptions may be considered on a case-by-case basis and must be approved prior to the start of training session. Indicate the number of persons trained by discipline in the Service Information report section.

### **3. Roster**

A class roster is required for each course funded under this award. Upload the document into the Attachments section in the Egrants program report.

### **4. Evaluations**

Class Evaluation forms or a summary of the Evaluation Forms (by personnel other than instructors) is required. Upload the documents into the Attachments section in the Egrants program report.

## **Request for Reimbursement**

Payments will be made on a reimbursement basis only. Requests for reimbursement are made by submitting a Fiscal Report in Egrants. 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>. **If actual class enrollment is 14 or less persons, a per person trained cost will be reimbursed.**

In addition to the standard documentation requirements of a signed Reimbursement Request form and itemized invoices/receipts, the specific **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 a signing official, fiscal officer, or project director.
2. Requesting a change in the award amount, returning the award, or moving funds between categories.
3. Requesting an extension of the performance period.
4. Changing the scope of the project including class type, class date, and number of participants.

Requests for modifications must be submitted via Egrants. 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 are not eligible for reimbursement.**

## Additional Resources

- Wisconsin Emergency Management 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>
- HMEP-funded courses are eligible to be placed on the Wisconsin Emergency Management Training Portal: <https://www.trainingwisconsin.org/index.aspx>. For assistance, please contact [chris.trossen@wisconsin.gov](mailto:chris.trossen@wisconsin.gov).
- Egrants (User Guide available on Log-in screen): <https://wem.egrants.us/>
- 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](mailto:WEMEgrants@egrants.us)

## **Appendix A: Allowable Training Expenditures**

Examples of allowable training expenditures are listed below.

### **National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) 29 CFR § 1910.120 Competency Requirement Suggested Courses**

Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training with transportation tie-in.

Hazmat Incident Command System (ICS), includes the following courses:

- ICS-100: Introduction to the Incident Command System
- ICS-200: Incident Command System for Single Resources and Initial Action Incidents
- ICS-300: Intermediate Incident Command System
- ICS-400: Advanced Incident Command System

- Hazmat Awareness, Operations, Technician, Specialist, and Refresher Courses
- Hazmat Incident Commander
- Hazmat Officer/Safety Officer
- Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
- Confined Space Rescue
- Hazmat Basic Life Support/Advance Life Support
- Chemistry for Emergency Responders
- Marine Operations - Ship-board rescue, firefighting, and hazmat
- Airport Rescue Fire Fighting (aircraft response and rescue)
- Explosive Ordinance Disposal/Explosives involving transport of explosives
- Radiological (sources in transportation, but not Weapons of Mass Destruction.)
- Tank Car Specialty
- Intermodal Tank Specialty
- Marine Tank Vessel Specialty
- Flammable Liquid Bulk Storage
- Flammable Gas Bulk Storage
- Radioactive Material Specialty in Transportation
- First Receiver Awareness Training
- Crude Oil Training
- Cargo Tank Specialty
- Ammonia, Ethanol, Chlorine Response
- Alternative Fuels, used in transportation
- Developing a Plan of Action
- Chemistry of Hazmat-Part I/II
- Surveying a Hazmat Incident

## **Allowable Training Expenditures, continued**

- Level A/Level B Personal Protective
- Hazmat for Emergency Management System (EMS)
- Hazmat for Dispatcher
- Hazmat Containers
- Hazardous Materials Monitoring Refresher
- Hazmat Level B Dress-out and Decon
- Hazmat Containment and Control
- Hazmat Technical Decon Refresher
- Haz-Cat Training
- Pro Board® Certification for Hazmat Training Courses
- Pipeline Incident in Transportation Response Training
- Haz Mat IQ Training (Above and Below the line, Advanced IQ & Tox Medic, etc.)
- Emergency Medical Technician (EMT) Training for hazmat
- Employee Hazmat Emergency Response Readiness Training
- Creating and maintaining hazmat emergency response training websites
- CAMEO Training, particularly that related to transportation