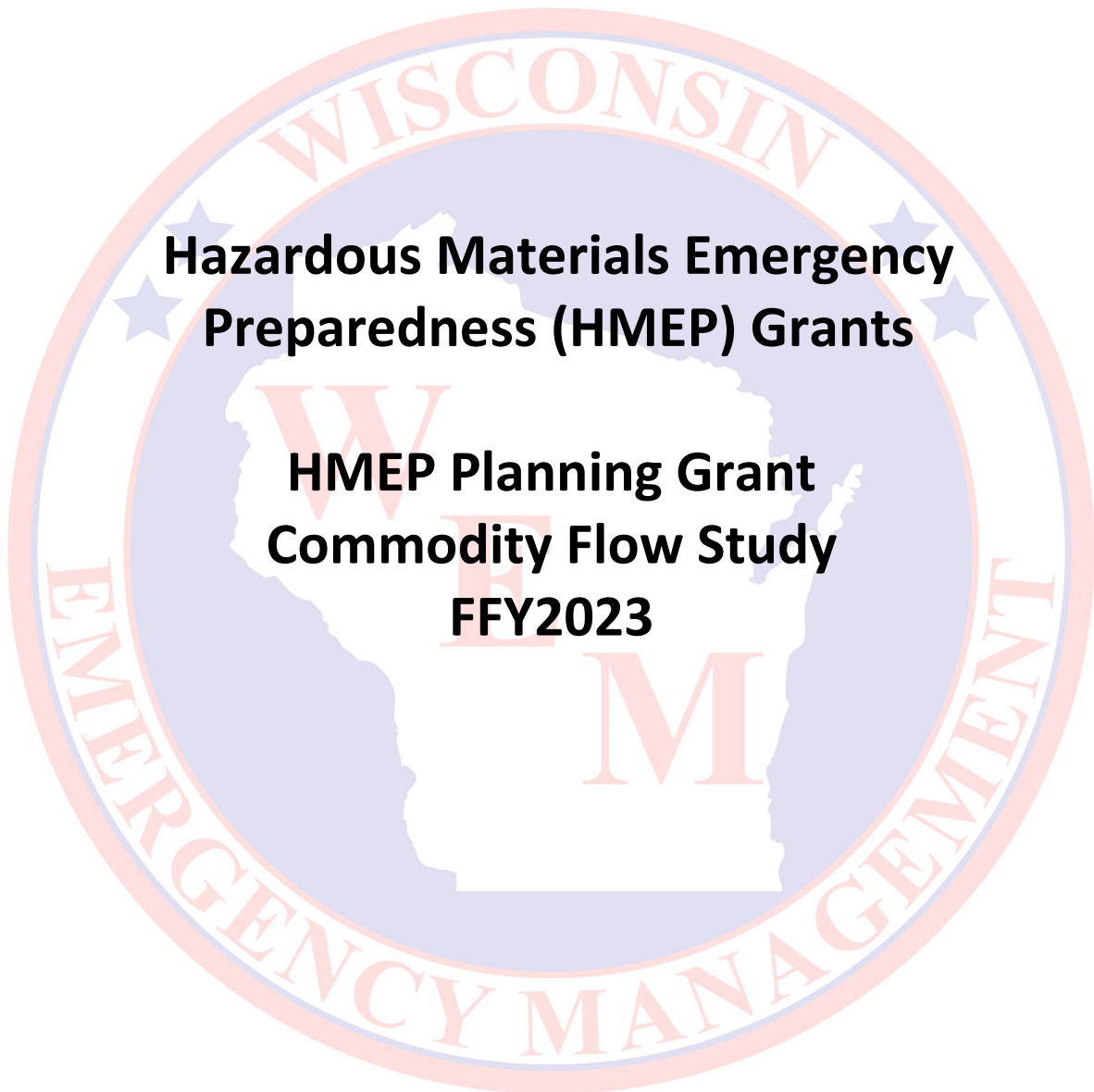


## **Notice of Funding Opportunity**



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

#### **HMEP Planning Grant Commodity Flow Study 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@egranets.us](mailto:WEMEgrants@egranets.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 Wisconsin Emergency Management (WEM) website:  
<https://wem.egranets.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.egranets.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 Planning Grant Commodity Flow Study FFY2023**

### **Description**

This grant will provide funds for county government planning activities in obtaining a commodity flow study to increase their jurisdictions' effectiveness in safely and efficiently handling accidents and incidents related to commercial transportation of hazardous materials. Funding from this grant opportunity will be used to hire a consultant/contractor to complete the study. **The FFY2023 Commodity Flow Study grant shall focus on local transportation routes, pipelines, and railroads within each Wisconsin Emergency Management region. WEM will provide Hazardous materials data to develop commodity flow patterns.** It is anticipated that future grant funding will be available for studies on navigable waterways and ports.

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:

- Assess flow patterns of hazmat transportation within a jurisdiction
- Assessment of local response capabilities and resources to a transportation hazmat incident.
- General preparedness planning for improvement and implementation of hazmat transportation-related emergency plans.

**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

All Local Emergency Planning Committees (LEPC)s are eligible for the grant. One county LEPC in each region will be designated as the lead to serve as the fiscal agent. Identified leads are Dane, Eau Claire, Marathon, Polk, Walworth, and Winnebago County.

### 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 the grant, your agency will be responsible for completing the following reports to receive reimbursement.

- Program Reports frequency 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 frequency 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 available under this funding opportunity is **\$48,000** and is dependent upon WEM's receipt of an executed federal award.

WEM Region	HMEP	WEM Region	HMEP
Dane County on behalf of Southwest Region	\$8,000	Polk County on behalf of Northwest Region	\$8,000
Eau Claire County on behalf of West Central Region	\$8,000	Walworth County on behalf of Southeast Region	\$8,000
Marathon County on behalf of Northeast Region	\$8,000	Winnebago County on behalf of East Central Region	\$8,000

### Match/Cost Sharing Requirement

None. However, any costs over the eligible amount will be the responsibility of the applicant.

**Eligibility**

County Emergency Management LEPCs are eligible for this grant and limited to one commodity flow study in each of six WEM regions. One county LEPC in each region will be designated as the lead to serve as the fiscal agent. The grant application will be submitted on behalf of the region incorporating all participating counties. The designated lead shall assure application, deliverables, and grant criteria are completed properly.

**Eligible Expenses**

Planning activities that are eligible for this grant include consultant/contractor's costs, travel, and supplies associated with a commodity flow study to determine flow patterns of hazardous materials through local communities and between jurisdictions.

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.

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

### **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.

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. Except for a few justified sole source situations, **contracts should be awarded via competitive processes**. Include detailed information to support the total cost of the quote. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time, or flat fee on the project. Contractor hourly rate should not exceed \$50.00/hour or flat fee is not to exceed the allocated award amount. 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.
  - Mileage: \$0.51/mile
  - Lodging: Maximum \$90/night (\$95/night for Milwaukee, Waukesha, or Racine County)
- Consultants/Contractual Products or Service – these costs are for items such as, but not limited to; duplicating, videotaping, and general office supplies the consultant/contractor has purchased.

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

Describe the project. Include the commercial transportation-related aspects of the project focusing on local transportation routes, pipelines, and railroads within the WEM region (this is a transportation industry funded grant), and the commodity flow study deliverable.

Clearly identify the:

1. Project objectives:
  - a) Assess flow patterns of hazmat transportation within a jurisdiction
  - b) Assessment of local response capabilities and resources to a transportation hazmat incident
  - c) General preparedness planning for improvement and implementation of hazmat transportation-related emergency plans
2. Benefit of the project to the LEPCs.
3. How this will improve the current county-wide hazmat teams.
4. Specific deliverables (as it relates to transportation and local hazmat response capabilities).
5. List counties participating.

#### **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.

1. Attach the quote or proposal, scope of work, or other documentation.
2. Attach HMEP grant application authorization or letter of intent for Lead County signed by the LEPC Chair and county Emergency Management Director. See Appendix A for a sample letter of intent.
3. Attach multi-county authorizations or letters of intent for participating counties signed by the LEPC Chair and county Emergency Management Director in each of the participating counties. WEM will not award the funds until these authorizations are received. See Appendix A for a sample letter of intent.

#### **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. Copy of Contract Required**

Copy of contract must be submitted to WEM. Submit Consultant/Contractual contract detailing job specifications and deliverables. Upload the contract into Egrants in the Project Document Attachment section when completing the first quarterly program report.

### **2. 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.”

### **3. Finished Product and Materials**

Attach a completed commodity flow study. Attach other materials as determined by the scope of the project. Upload in the Project Document Attachments section.

## **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>

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 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://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 (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

[PLACE ON YOUR LEPC LETTERHEAD]

*SAMPLE*

**LETTER OF INTENT FOR GRANT APPLICATION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS  
REGIONAL PLANNING GRANT COMMODITY FLOW STUDY FFY2023**

[DATE]

[COUNTY NAME] County authorizes [LEAD COUNTY NAME] County Emergency Management to apply and administer the **Hazardous Materials Emergency Preparedness (HMEP) Regional Planning Grant Commodity Flow Study FFY2023**. [COUNTY NAME] County Emergency Management fully intends to participate in the project.

Sincerely,

\_\_\_\_\_  
Head of County Emergency Management (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
LEPC Chair (Signature)

\_\_\_\_\_  
Date