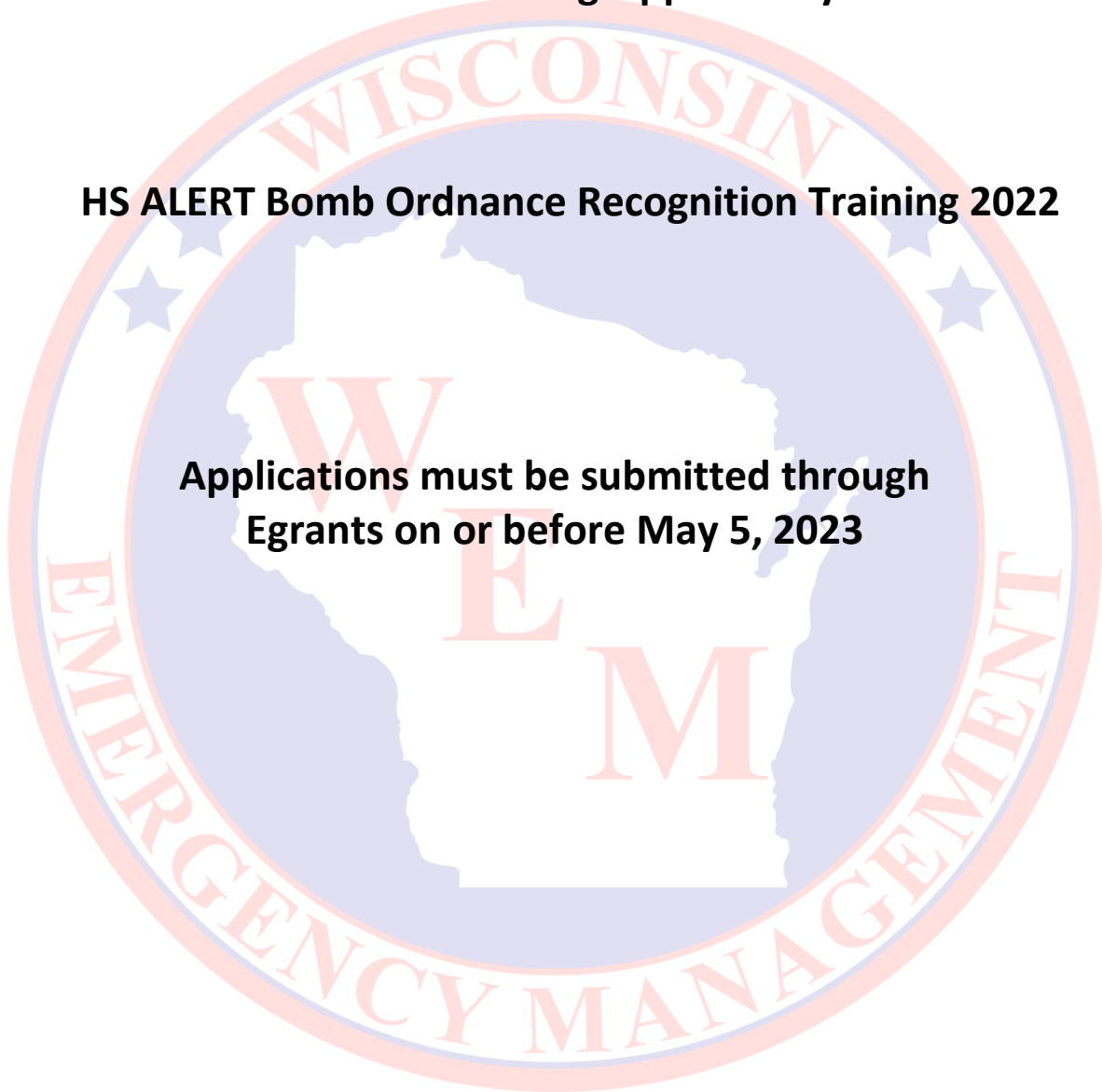**Notice of Funding Opportunity**

HS ALERT Bomb Ordnance Recognition Training 2022

Applications must be submitted through Egrants on or before May 5, 2023

Contact Information for this Notice of Funding Opportunity

Program Manager: Rod Stearns (608) 381-8010
           Rod.Stearns@widma.gov

Grants Specialist: Valerie Cargill (608) 242-3241
           valerie.cargill@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: 608-616-0020 or WEMEgrants@egrants.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.egrants.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.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.
https://wem.wi.gov/admin-tools/

WEM cannot award a grant until the applicant has complied with all applicable SAM requirements. Please contact the assigned Program Manager if need assistance.

Notice of Funding Opportunity: HS ALERT Bomb Ordnance Recognition Training 2022

Description: WEM will provide grant funds for the Marathon County Sheriff's Office to host an advanced ordnance recognition course for law enforcement. The course is for 15 Bomb Squads or SWAT personnel with the priority to Bomb Squads. The advanced course will train personnel in bomb recognition devices for a Two-week course.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: May 5, 2023

Project Start Date: May 30, 2023

Project End Date: March 30, 2024

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 as a quarterly only.

Financial Reports Frequency must be submitted as a final only.

Anticipated Funding Amount: As approved by the Homeland Security Funding Advisory Working Group, the total grant amount of $ 42,563 Marathon County Sheriff's Office will host and facilitate the training.

Match/Cost Sharing Requirement: There is no match, but the agency is responsible for any costs that are not covered for lodging, meals, and travel more than the amount provided**.**

Eligibility: The only eligible agency is the Marathon County Sheriff's Office on behalf of those agencies participating in the training.

Eligible Expenses: Funding may be used for Consultant/Contractual Expenses, Travel/Training expenses including tuition for the class, lodging for those attending the training, supplies, break items and water, and noon meals in the field.

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 ALERT Bomb Ordnance Recognition Training 2022

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.

   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**
   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.

   Travel/Training:
   Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Fuel costs are not eligible under this grant announcement.

   Lodging: The maximum lodging rates for this area is $90.00 for single-night stays in standard rooms and does not include tax. Please note, reimbursement of these items

does not include tax and must be verified by the original hotel receipt/folio that shows the name of the person(s) occupying that room.

Meals: The noon meal will be in the field environment and will be refunded at the rate of $11.00 per person. Please note, reimbursement of these items does not include tax and must be verified by a sign-in sheet and roster.

Break items: Break items including water are allowed up to an accumulative total of $7.00/person. Please note, reimbursement of these items does not include tax and must be verified by a sign-in sheet and roster.

Supplies and Operating Expenses: Includes consumables, rent for rooms and pools, and training supplies required during the training. 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.)

 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. Hourly rate for training and exercise contractors may not exceed $50.00/hour. 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 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 are associated with mileage, hotel, and meals the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

4. **Free Style Questionnaire- Core Capabilities**
   Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

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. Reimbursement for Travel
   Reimbursement for Travel and Training expenses must represent actual costs and contingent upon submission of an agenda, sign-in sheet, and actual itemized receipts to support each expense. Hotel receipts/folios must include the name of the person(s) occupying that room. Travel costs are reimbursed as listed in the Notice of Funding Opportunity and within current state rates in the uniform travel guidelines https://dpm.wi.gov/Documents/BCER/Compensation/PocketTravelGuide_2_2022.pdf. The Grants Specialist is available to answer questions before costs are incurred.   This grant will only cover the tuition, lodging for up to 13 participants for up to ten nights, double and some single occupancy, noon meals in the field during training, and break items such as water and snacks.

2. 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.

3. Course Registration
   The Marathon County Sheriff's Office, through the contracted organization will manage registration for the course or provide details for registering students.

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/wpcontent/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf.

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. The applicant must be current with WEM Fiscal and Program Reports in Egrants as well as provide a compelling justification for the modification to be considered.

All modification requests will be reviewed by Wisconsin Emergency Management (WEM) for approval and final 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.**