Notice of Funding Opportunity

HS ALERT Leadership Course 2022

Applications must be submitted through Egrants on or before February 20, 2023

Contact Information for this Notice of Funding Opportunity

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

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Description: WEM will provide grant funds for Marathon County to host a National Tactical Officers Association SWAT Leadership Course designed for law enforcement personnel who are responsible for training and deployment of tactical teams.   Marathon County Sheriff's Office will host the training.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: February 20, 2023

Project Start Date: March 13, 2023

Project End Date: July 28, 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 as a final 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 $16,100.   Marathon County Sheriff's Office will host and facilitate the training.

Match/Cost Sharing Requirement: There is not match but the agency is responsible for any costs that are not covered for lodging, meals, and travel in excess of 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, 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.

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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. **Approval Checklist**
   Answer Yes, No, or N/A (not applicable) to each question.

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:
   Guidelines for Travel and/or training costs for an individual with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change.

Meals: The noon meal will be in 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 and training supplies required during the training such as lift devices. 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 and receipts to support each expense including fuel, meals, registration and hotels. Hotel receipts/folios must include the name of the person(s) occupying that room. Travel costs are reimbursed within current state rates and uniform travel guidelines as listed in the Notice of Funding Opportunity. The Grants Specialist is available to answer questions before costs are incurred. This grant will only cover the tuition, 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 consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

3. Course Completion
   Verification Required Reimbursement of costs will be contingent on submission of a certificate, email or other document demonstrating completion of the course. Upload the correct roster into Egrants in the program report. Each roster must only contain one course.

4. Course Registration
   Marathon County Sheriff's Office will manage registration for the course.