Wisconsin Emergency Management
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Brian M. Satula
Administrator

Hazardous Materials Emergency Preparedness (HMEP) Grants

HMEP Core HazMat Training 2019

Grant Announcement

Applications must be submitted through Egrants on or before October 31st, 2018

STATE OF WISCONSIN
Wisconsin Emergency Management

Scott Walker	**Brian Satula**
Governor	**WEM Administrator**

Important Contact Information for this Grant Opportunity:

Program/Policy:	Paul Cooke (608) 242-3204 Paul.Cooke@wisconsin.gov
Budget/Fiscal:	Rebecca Thompson (608) 242-3236 rebecca2.thompson@wisconsin.gov
Egrants Assistance:	Weekdays, 7:30am – 4:00pm Email: WEMEgrants@wisconsin.gov

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://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.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 may be found there.

Grant Announcement Summary

Grant Title: HMEP Core HazMat Training 2019

Description: This grant opportunity is available to provide funding for Wisconsin Emergency Management Hazardous Materials courses. The courses are comprehensive and exceed national training standards in the field of Hazardous Materials (HazMat) response training. Standards for the hazmat training program are found both in the Federal Code of Regulations, National Fire Protection Association 472 and in the Wisconsin Code of Regulation. For additional information on Wisconsin Emergency Management Hazardous Materials training please contact the WEM Response and Recovery Bureau Director (Paul Cooke).

Core courses include training in the following areas:

- Awareness
- Operations
- Hazmat Incident Commander
- Hazmat Officer
- Hazmat Safety Officer
- Hazmat Refresher
- Hazmat Technical Decontamination Refresher
- Developing a Plan of Action
- Chemistry of Hazmat-Part I
- Surveying a Hazmat Incident
- General Competencies
- Level A Personal Protective
- Level B Personal Protective
- ID of Methods and Procedures
- Hazardous Materials Monitoring Refresher

Opportunity Category: Competitive, Rolling

Important Dates:

Application: Application period closes October 31st, 2019

Project: Project Start Date: No earlier than November 1, 2018

Project End Date: No later than June 30, 2019.

Reporting requirements: Once grant is awarded, a Final program report and Final fiscal report will be due at within 30 days of the end of the grants performance period. Additional reporting will be required if partial payments are requested.

Anticipated Funding Amount: There is an anticipated total of $70,000 available for funding the HMEP Core HazMat training courses. All eligible requests for Core 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. All eligible applications will be awarded on a first-come-first-serve basis and applications will continue to be awarded pending availability of funds.

Match/Cost Sharing Requirement: None

Eligibility: The following are eligible to apply:

- City or County Hazardous Materials Teams
- State Sponsored Hazardous Materials Teams
- Counties, on behalf of local units of government

You can find additional information at: http://emergencymanagement.wi.gov/training/hazmat.asp

NEW REQUIREMNT as of 2018 – In order to be eligible for an award, the applying agency must register their DUNS Number in SAMS.gov and the registration must be active for the entire performance period of their award.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to http://fedgov.dnb.com/webform. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at http://fedgov.dnb.com/webform/displayFAQPage.do. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided and registered in SAMS.gov.

Eligible Expenses: Funding may be used for travel/training and consultants/contractual on a reimbursement basis only.

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 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.

All eligible expenses must have incurred within the performance period identified in the Award Documents which serve as the official contract for the award.

Additionally, any expenses that have incurred prior to notification from WEM of a fully executed award document are not eligible for reimbursement, regardless if they fall within the Performance Period identified in the Award Documents.

Any expenses that are submitted for reimbursement must match the trainings/projects outlined in the application and may not exceed the maximum award amount listed on the Award Documents. Please see "Submitting a request for reimbursement" for additional information.

HMEP Core HazMat Training 2018

Program Description

The Wisconsin Emergency Management (WEM) training program offers an extensive array of 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. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard # 472. As of October 2014, all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job.

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. The WEM help desk is open Monday-Friday 7:30am-4pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

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 Paul Cooke at (608) 242-3204 or via email at paul.cooke@wisconsin.gov.

1. **Main Summary**
   This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: 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 in 150 words or less. 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 improves safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]"

   Responses to this section will be used on the WEM website, cited in WEM reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

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

3. **Performance Measures**
   Indicate the number of persons who will successfully complete the training session. WEM requires a minimum class size of 15 persons. Exceptions will be considered on a case-by-case basis and must be approved prior to the start of the training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be placed on the Wisconsin Training Portal at the discretion of program staff.

   A per student cost may also be considered as an exception but must include a proposal with justification in the application and break down in the Budget Detail section.

4. **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 cost calculations.

   If requesting the opportunity to be considered for a per student cost, the cost calculation must reflect the break down by student.

   Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed. Travel will be reimbursed with mileage and meals per the state travel policy rather than on an hourly basis. Requested funds must be reasonable and meet state travel guidelines. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

   - Mileage: $0.51/mile
   - Lodging: Maximum $82/night ($90/night for Milwaukee, Waukesha or Racine County)
   - Meals: $8/breakfast (leaving before 6 a.m.); $10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); $20/dinner (returning after 7 p.m.)

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

   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. 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 contractors may not exceed $45.00/hour or a daily reimbursement rate of $450.00/day (based on a full instruction day.) Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. No fund reimbursements will be made prior to receipt of the contract.

5. **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

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.

6. 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.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a 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. At that time, please review all your grant award special conditions and Egrants reporting requirements. In addition to any special conditions described in your award documents and reporting requirements contained in Egrants, you will need to provide the following:

1. **Summary** of the instructor evaluations (by personnel other than instructors.)
2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. Minimum class enrollment is 15 students, with a breakdown by discipline (minimally, emergency management, fire/EMS, law enforcement, public works, or other.) A per student cost may also be considered as an exception but must include a proposal with justification in the application. Any additional exceptions may be considered on a case-by-case basis and must be approved prior to the start of the training session.

4. A class roster is required for each course funded under this award. Upload the document into the Egrants program report.
5. A final Program Report is due at the close-out of the grant.
6. A final Fiscal Report/Reimbursement request is due in Egrants at the close-out of the grant.
7. Additional reporting will be required if partial payments are requested, please contact the Budget/Fiscal contact for more information.

Request for reimbursement

Payments will be made on a reimbursement basis only. All expenses submitted for reimbursement, must be paid by the agency prior to submitting the request to WEM.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants with required supporting documentation attached.

Fiscal Reports/Reimbursements will be approved by the Fiscal Contact upon the following conditions:

1. Program Reports are approved by the Hazmat Coordinator.
2. Expenses are deemed eligible as outlined in the Funding Announcement.
3. Receipt of a completed and signed Reimbursement Request form (G-2): http://emergencymanagement.wi.gov/egrants/forms/WEMG-2Form.doc
4. At minimum, the following supporting documents are supplied and uploaded to Egrants:
    a. Receipts and invoices
    b. Roster/Sign-in sheet

Request for award modification

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of the program contact/grant coordinator.
2. Requesting a change in the award amount or returning the award.
3. Requesting an extension of the performance period.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the Hazmat Coordinator and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed modification approval notice; any related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.

Additional Resources

- 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 at WEM.Training@wisconsin.gov.
- Wisconsin Emergency Management website: http://emergencymanagement.wi.gov/
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

  Email: WEMEgrants@wisconsin.gov