Notice of Funding Opportunity

HS Southeast Wisconsin Threat Analysis Center (STAC) Intelligence & Infrastructure Protection Analyst 2020 (2021)

Applications must be submitted through Egrants on or before August 18, 2021

Contact Information for this Notice of Funding Opportunity

Program Manager: Garrison Ledbury (608) 242-3208
Garrison.Ledbury1@wisconsin.gov

Grants Specialist: Rebecca Thompson (608) 242-3236
Rebecca2.Thompson@wisconsin.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

Data Universal Numbering System (DUNS) Number:
The federal government 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.

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://dma.wi.gov/DMA/divisions/wem/egrants/How_to_Register_in_SAM.GOV.pdf

WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.

Notice of Funding Opportunity: HS Southeast Wisconsin Threat Analysis Center (STAC) Intelligence & Infrastructure Protection Analyst 2020 (2021)

Description: WEM will provide grant funds to Southeastern Threat Analysis Center (STAC) for the Critical Infrastructure Protection (CIP) Intelligence Analyst position.

This position will collect, research, and analyze threats relating to critical infrastructure for the STAC Area Of Responsibility and surrounding area; present briefings to key personnel and agency partners; provide support to the STAC's public and private sector partners; assist in Terrorism Liaison Officer fundamental training, production of STAC intelligence products, and other various information and intelligence briefings. In addition, this position will coordinate with local, public, and private sector facility representatives with site visits and assessments to provide vulnerability assessments and related resources in the furtherance of the National Preparedness Goals Core Capabilities of Prevention, Protection, Mitigation, and to further the information sharing mission of the STAC.

Opportunity Category: Limited Eligibility

Important Dates:

- Application Due Date: 8/18/2021
- Project Start Date: 9/1/2021
- Project End Date: 8/31/2022

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

- Program Reports must be submitted quarterly in Egrants.
- Financial Reports must be submitted quarterly in Egrants.

Anticipated Funding Amount: As approved by Funding Advisory Work Group, the dollar amount available under this funding opportunity is $115,000.00.

Match/Cost Sharing Requirement: None

Eligibility: The City of Milwaukee Police Department is the only eligible applicant.

Eligible Expenses: Funding may be used for Personnel, Employee Benefits, Travel/Training, and Supplies & Operating Expenses.

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 Southeast Wisconsin Threat Analysis Center (STAC) Intelligence & Infrastructure Protection Analyst 2020 (2021)

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. 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.

- 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 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.

   Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Only personnel costs of the agency applying for the grant funds should be included under "personnel."

   Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

   Travel/Training:
   Guidelines for Travel and/or training costs for an individuals with the funded project. Only actual expenses will be reimbursed. 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: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under "Contractual.")

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. 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.)

4. **Project Narrative**
   Please provide an overview of the STAC as a whole including how this position will assist the current mission of the STAC.

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

6. **Required Attachments**
   Please attach the following documents to your application in this section:
   - Position Description
     - If the documents are not available at the time of application, you will be required to upload the documents into the Monitoring section of Egrants under the Project Document Attachment section. Submission of documents is required prior to WEM making reimbursement.

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. Meal and Mileage Reimbursement
   Reimbursement for meals and break items for meetings are contingent upon submission of agenda and roster or attendance list and must support the expense. All meals and break materials are reimbursed at current state rates and uniform travel guidelines. Information about rates and mileage is on the OSER website: https://dpm.wi.gov/Documents/BCER/Compensation/Section_F_19-21.pdf. The Grants Specialist is available to answer questions before costs are incurred.

2. Procurement
   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.

3. Publications Acknowledgement
   The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."

4. Grant Modification
   A grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must also 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.

5. Allowable Grant Activities
   This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

6. Position Description Required
   Positions funded by this grant must have a position description. Submit the position description and name of employee in Egrants within the Monitoring Section under Project Document Attachments.

7. SAM Requirement
   Pursuant to 2 CFR Part 25.200, the applicant must be registered in the System for Award Management (SAM.gov) prior to submitting an application for federal funds and they must certify that they will maintain an active SAM registration at all times during which it has an active federal award.

8. Appendix A – Fusion Centers
   State and major Urban Area Fusion Centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment. In addition, Fusion Centers will:
   - ✓ Fusion centers will comply with the annual Fusion Center Assessment managed by DHS I&A and reported to FEMA.
   - ✓ Fusion Center will adhere to the grant requirements are listed at https://www.dhs.gov/homeland-security-grant-program-hsgp.
   - ✓ DHS/FEMA approved analyst courses that meet the grant requirement are listed at https://www.dhs.gov/fema-approved-intelligence-analyst-training-courses.

Upload all certificates of training conducted with the grant performance of period within the Monitoring Section under Project Document Attachment.

- ✓ Adherence to all other pertinent provisions identified in the " FY 2020 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO)" and the FY 2020 FEMA Preparedness Grant Manual.

9. Grants Manual
   Adherence to FEMA Preparedness Grants Manual Homeland Security Grant Program (HSGP).