



STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT

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MADISON, WISCONSIN 53707-7865

Information & Guidance Memo
03-04-03

DATE: March 28, 2003

TO: All County Emergency Management Directors

FROM: Edward Gleason
Administrator

SUBJECT: **AUTHORIZED EQUIPMENT LISTING FOR THE FY 2003 STATE
HOMELAND SECURITY GRANT PROGRAM - LOCAL JURISDICTION
EQUIPMENT REQUESTS**

Wisconsin Emergency Management (WEM) will be working with the Office of Justice Assistance (OJA), who is the newly named State Administering Agency for the Office of Domestic Preparedness, State Homeland Security Grant Program for FY 2003 and beyond. We are requesting your assistance with a fast turn around request related to the FY 2003 State Homeland Security Program Grant Application.

The grant was announced on March 7 and the state's grant application for the FY 2003 funding is due in to ODP by April 22. In the past the state had been allowed to identify only the amount being allocated to a specific jurisdiction without having to indicate specifically what the jurisdiction intends to purchase with the funding and at what cost. However, this year the grant application requires that the state identify how each jurisdiction intends to spend what funding is being allocated to them before the funding can be accessed.

To relieve some of the pressure, we will prepare the grant application without the required detail budget worksheets. ODP will award the grant to the state without this information, initially, but will withhold access to those funds until the detailed budget worksheets are provided. **We are asking that you complete and submit this worksheet no later than Friday, May 2, 2003.** Upon receipt of this worksheet and approval by ODP of this portion of the grant application submission we will have access to the funds and can begin the award process.

You are being provided a tentative allocation figure for your county for purposes of preparing the Equipment Budget Detail Worksheets for your county. The total amount distributed in this allocation figure represents 75% of the total equipment grant funding available to the state. The remaining 5% of the local share is being set aside for local multi-jurisdictional response needs. Please note that these allocation figures are **tentative** and being so, are subject to change. Consequently, we request that no public release of these tentative figures be made at this time.

Attached is a copy of the FY 2003 Authorized Equipment List for the FY 2003 State Homeland Security Program Grant. This list has been expanded from the FY 2002 list both in equipment categories and in items. Also attached is the Equipment Budget Detail Worksheet form that addresses each of the equipment funding categories. To complete the budget detail worksheet you will need to reconvene your group of local officials and response discipline representatives. It is also important that you encourage participation by those agencies/response disciplines/Indian tribes who may not have participated when the initial equipment needs listings were compiled. As part of the equipment detail submission, we are requesting that you identify those local response agencies/ officials, including the disciplines they represent, who participated in the worksheet development process. A form is being provided for this purpose.

The "FY 2003 Authorized Equipment List" should be reviewed taking into consideration current risks and the ability to respond to those risks, as well as infrastructure protection needs. Those items necessary to enhance local response and/or security capabilities should be identified. A recommendation should be made back to the county relative to what items should be requested and for what response discipline or facility. A determination should then be made as to what equipment will be requested on behalf of the county and its jurisdictions. The equipment requests you submit will be considered as an addendum to your county's original equipment needs submissions.

The participate listing and the equipment request information should be entered on the attached forms and e-mailed back to the central staff person who typically works with your county on the ODP grants and to your respective regional director. The following list identifies those central office staff members who have been working with the counties in the ODP equipment grant process. Your worksheet submissions should be directed to one of these individuals. If you are unsure which staff member to e-mail your submission to, direct it to Bob Klinger. Questions regarding the completions of the forms should also be directed to one of these individuals.

Bob Klinger, 608-242-3238, e-mail: bob.klinger@dma.state.wi.us
Bob Host, 608-242-3241, e-mail: bob.host@dma.state.wi.us
Jan Grunewald, 608-242-3224, e-mail: janice.grunewald@dma.state.wi.us

Questions may also be directed to Christine Bacon at 608-242-3206 or christine.bacon@dma.state.wi.us

Attachments:

FY 2003 Authorized Equipment List
FY 2003 Equipment Budget Detail Worksheet and Instructions
Agency Participation Form

DISTRIBUTION:

MG Albert H. Wilkening, TAG
Governor's Legal Counsel
Office of Justice Assistance
WEM Staff

* Previous Information & Guidance Memo 03-03-03, Wisconsin Terrorist Threat Conditions.