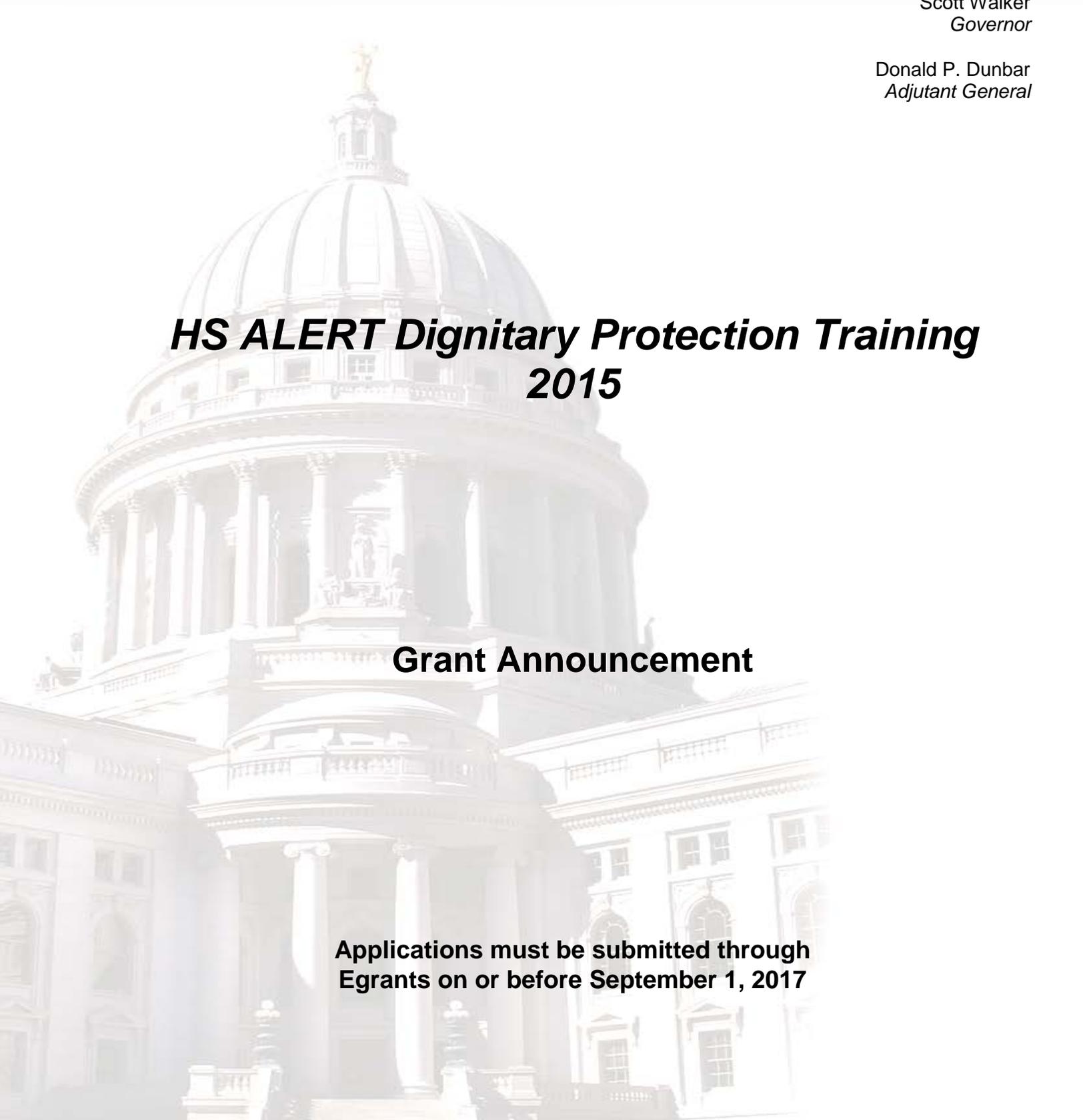




Department of Military Affairs  
2400 Wright Street  
PO Box 7865  
Madison WI 53707-7865

Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*



***HS ALERT Dignitary Protection Training  
2015***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before September 1, 2017**



## STATE OF WISCONSIN

### DEPARTMENT OF MILITARY AFFAIRS

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**SCOTT WALKER**  
GOVERNOR

**DONALD P. DUNBAR**  
ADJUTANT GENERAL

### Important Contact Information for this Grant Opportunity:

Program/Policy: Rodney Stearns (608) 381-8010  
[Rod.stearns@wisconsin.gov](mailto:Rod.stearns@wisconsin.gov)

Budget/Fiscal: Rebecca Thompson (608) 242-3236  
[Rebecca2.Thompson@wisconsin.gov](mailto:Rebecca2.Thompson@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)  
Telephone: (608) 242-3236

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 can be found there.

## Grant Announcement Summary

**Grant Title:** HS ALERT Dignitary Protection Training 2015

**Description:** The grant will fund a five-day dignitary protection training course for 20 Aligned Law Enforcement Regional Team (ALERT) personnel in need of such necessary training for high-profile protection. The five day demanding and physical course will be only for Special Weapons and Tactics (SWAT) personnel assigned to the regional teams. The training is designed to train tactical personnel in a variety of decisions, planning, and protecting dignitaries traveling in the State of Wisconsin

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: September 1, 2017

Project Start Date: September 11, 2017

Project End Date: October 31, 2017

**Anticipated Funding Amount:** As approved by the WEM Administrator and the Aligned Law Enforcement Response Teams (ALERT) training group, the total dollar amount available under this funding opportunity is \$11,900.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The Eau Claire County Sheriff's Office has agreed to be the fiscal agent on behalf of the ALERT teams, and will organize the training and assist with registering students.

**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.**

**Eligible Expenses:** Funding may be used for contractual costs (instruction and facility use), supplies and operating expenses (water, break food for field, etc).

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.

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.

## **Program Description**

The SWAT dignitary protection training is designed for SWAT operators that may be involved in any stage of dignitary protection in the State of Wisconsin. The training will be available and give priority to all ALERT SWAT teams.

## **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. 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.

An Egrants System User Guide is posted on the WEM website:

[https://egrants.emergencymanagement.wi.gov/egmis/Egrants%20ExternalUserGuide\\_12-1-2015WEM.pdf](https://egrants.emergencymanagement.wi.gov/egmis/Egrants%20ExternalUserGuide_12-1-2015WEM.pdf)

## **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 Rod Stearns at (608) 381-8010 or [rod.stearns@wisconsin.gov](mailto:rod.stearns@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 improve 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.

Class roster and an overview of the training critiques will be included in the final report.

## 2. **Approval Checklist**

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

## 3. **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.

## 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 course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

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.

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 or daily fee (8 hour day); and estimated time on the project. List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). 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.

## **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. At that time, please review all of 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. Training Roster Required: Reimbursement of costs will be contingent on submission of a course roster which must contain course name, dates, student name, and agency affiliation. Upload the correct roster into Egrants in the program report. Each roster must only contain one course.
2. Instructor Evaluation Summary: An instructor evaluation summary (by personnel other than instructors) is required for each course funded under this award. Upload each of the documents into Egrants in the progress report.
3. Copy of Contract Required: Copy of contract must be submitted to WEM. If hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables. Upload the contracts into Egrants within the Monitoring Section under Project Document Attachment.
4. Grant modifications must be approved by WEM in order to be considered. The applicant must be current with WEM fiscal and program reports for this. Grant modifications will not be granted unless applicant provides a compelling reason.
5. 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.”

### **Additional Resources**

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@egrant.us](mailto:WEMEgrants@egrant.us)  
Telephone: (608) 242-3236