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HS Exercises 2017

Grant Announcement

**Applications must be submitted through
Egrants on or before December 18, 2017**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy: Michael Jordan (608) 242-3335
Michael.jordan@Wisconsin.gov

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

Egrants Assistance: Weekdays, 7:30am – 4:00pm
Email: WEMEgrants@egrants.us
(608) 242-3231

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 Exercises 2017

Description: This grant provides funds to design, develop, conduct and evaluate exercises to test the plans and capabilities of Wisconsin's emergency response community.

Opportunity Category: Competitive

Important Dates:

Application Due Date: December 18, 2017

Project Start Date: February 1, 2018

Project End Date: December 31, 2018

Funding Amount: As approved by the WEM Administrator the total funding available for grant award is \$140,000.

Match/Cost Sharing Requirement: None

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.

Eligibility: County or tribal emergency management offices are the only eligible applicants. Applicants interested in applying for an exercise grant must first contact Wisconsin Emergency Management (WEM) to be assigned an exercise officer who will help determine the appropriate scope and expenses for the requested exercise.

Eligible Expenses: Allowable exercise costs include travel/training, supplies and operating expenses, and consultants/contractors.

Overtime and backfill is as not an eligible expense.

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.

HS Exercises 2017

Program Description

Exercises are a key element of Wisconsin's Homeland Security Strategy to improve emergency responder capabilities. Exercises assist agencies in achieving objective assessments of their response capabilities and help identify areas needing improvement prior to a real incident. Exercises also inform local and statewide planning activities by highlighting needs for future resource allocation. Homeland Security exercise grants are intended to support a statewide exercise program through direct support to tribes, counties and state agencies.

All exercises shall follow the state's current Homeland Security strategy which can be found at the following link: <H:\Common\HS Strategy\Wisconsin-Homeland-Security-Strategy-FINAL-20150710.pdf>

Due to limited funds, applicants must first make use of WEM exercise officers and/or local agency expertise when developing and conducting exercises. **Contact must be made with Gary Wieczorek and/or his designee at WEM to ascertain the availability/assignment of WEM's exercise officers (Gary.Wieczorek@Wisconsin.gov 608-242-3213).** When WEM exercise officers are not available to assist with the development and execution of the exercise event as determined by Mr. Wieczorek, grant funds may be used to hire contractors/consultants to manage exercise development, execution, evaluation and completion of after-action reports (AARs). Please note that documentation of the contact to WEM must be included in the Project Narrative section. Every effort should be made to maximize grant dollars through the coordination of participating agency resources.

If using contractors or consultants, these individuals must be trained in the Homeland Security Exercise and Evaluation Program (HSEEP), and must present evidence that they have prior success in performing the type of exercises they are being contracted to deliver.

A component of after-action reporting includes performance evaluations of contractors and WEM exercise officers. The Exercise Evaluation Survey is posted on the WEM website: <http://emergencymanagement.wi.gov/egrants/forms/Exercise%20Evaluation%20Survey.doc>

An important goal of exercises is to train and test the connections and coordination among local, regional, state and federal emergency response partners. In consultation with WEM, sub-grantees will include all appropriate partners in the exercise, including mutual aid partners, private sector whole community partners, state agencies, and the State Emergency Operations Center (SEOC), when appropriate to the scenario and scope of the exercise. It is the expectation of WEM that applicants would be willing to include the SEOC in the exercise to test connections between county and state agencies.

WEM encourages the inclusion of a State Emergency Operations Center element in all exercises that are funded with these grant funds. If it is the intent of the applicant to include this element it should be so noted and described in the "Implementation Plan" section of the application.

WEM also encourages the inclusion of a WI-CAMS state credentialing system element in all exercises that are funded with these grants. If it is the intent of the applicant to include this element it should be so noted and described in the "Implementation Plan" section of the

application. Contact WI-CAMS Support at wicams@wisconsin.gov for additional information on how this can be accomplished.

Note: WEM will award 1 point for the inclusion of a WI-CAMS element in an exercise which will be applied toward the total application score which in turn is used to determine award eligibility.

Award Information

Project funding will be provided from the 2017 Homeland Security grant program. The approximate total amount available for this grant is \$140,000. There is no match of any kind required.

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 <http://register.wisconsin.gov/AccountManagement/> 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://egrams.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.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 Michael Jordan at (608) 242-3335 or at Michael.Jordan@wi.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.

2. Approval Checklist

Answer Yes, No or NA to each question.

3. Performance Measures

Enter the number of tabletop, functional, and full-scale exercises that will be conducted during the performance period of this grant.

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.

Travel/Training: Any travel and/or training costs associated 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.); \$7/breaks

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees 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.

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.

In all remaining sections enter your response into egrants and do not write “see proposal

5. Project Narrative

Provide a clear description of the scenario and scope of the exercise. Be sure to note if this is a tabletop, functional or full-scale exercise. The scenario should be reasonable, realistic and appropriate for the jurisdiction.

Grant recipients must follow HSEEP requirements. Guidelines are published on the WEM website:

http://emergencymanagement.wi.gov/training/Exercise_Resource/HSEEP/HSEEP.asp

List the core capabilities that will be tested. *The best applications will be well-suited to test the desired capabilities.*

Applications that test the following core capabilities will be awarded additional points during the review process. These are capabilities that were identified in the 2015 Threat and Hazard Identification and Risk Assessment (THIRA) and State Preparedness Report (SPR) as a priority for training and exercising.

Primary:

Logistics and Supply Chain Management.

Mass Care Services

Operational Communications

Cybersecurity

Infrastructure Systems

Secondary:

Community Resilience

Intelligence and Information Sharing

Mass Search and Rescue Operations

Environmental Response/Health/Safety

Public Health, Healthcare and Warning

Critical Transportation

Health and Social Services

Housing

Public Information/Warning

Operational Coordination

For information about the core capabilities, please see FEMA's website at <http://www.fema.gov/core-capabilities>. If you have questions about core capabilities please contact the WEM exercise officers. **Appendix A** is a reference guide for a cross-walk between the prior Target Capabilities and Core Capabilities.

6. Evidence of Need

- Explain the need for this exercise in your jurisdiction. Explain how the exercise addresses the risks and capability gaps that have been identified by the jurisdiction. Describe the risk assessment and capability gap analysis that were done. *Best applications will clearly tie the capabilities and the scenario to the assessment.*

- Describe how the exercise is part of a multi-year strategy. Describe previous trainings or exercises that were done, corrective actions that were identified, and which ones have been implemented.

7. Implementation Plan

- List the expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.
- If it is your intent to include a WI-CAMS and/or SEOC element in your exercise scenario please indicated so and also briefly describe how this would be accomplished.
- Indicate whether or not you are willing to include a state role including the State Emergency Operations Center (SEOC) staff, in your exercise.
- Explain how the needs and requirements of persons with disabilities will be taken into account in the scenario. **Applications must address this requirement in order to receive funding.**
- Outline the timeline for this project including planning and design meetings and the development of the AAR. *Best applications may even outline a plan for how they will begin to address corrective actions.*

8. Required Attachments

- Attach an email that documents your communication with the WEM exercise section regarding the availability of exercise officers and compliance with state exercise priorities.
- Attach a quote if working with a contractor.

NOTE: to attach a document to your Egrants application, you must type “See Attached” in the text box to enable the document attachment tool.

9. Evaluation

Grant proposals for a Functional or Full-Scale Exercise must include a copy of the AAR Improvement Plan from the prior exercise.

This improvement plan will be reviewed to ensure that all critical corrective actions have been addressed, prior to your receiving funding for the exercise in the progressive series. *Best applications will provide an explanation of which corrective action items have been completed and how they will be tested in the new exercise.*

10. Other Funding

Describe any cost sharing that will be a part of this project. Clearly explain what sources of funding in addition to grant funds will be used to conduct this exercise.

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 and score applications in order to make funding decisions for this competitive grant opportunity. Please refer to **Appendix B** for scoring criteria. WEM staff will make recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

FEMA requires that all full-scale exercises complete an Environmental Historic Preservation (EHP) review process. If selected for award, full-scale exercise applicants will complete the EHP screening form, which WEM will submit to FEMA. Once FEMA approves the project, a sub-grant will be awarded. A hyper link for the EHP screening form is included below. WEM staff can provide a link to the electronic form and answer questions about the form and the process.

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.

1. **AAR and Improvement Matrix:** The exercise AAR is due to WEM within 60 days of completion of the exercise and must include an improvement action plan matrix.
2. **Exercise Officer Evaluation Survey:** Complete, submit and upload in Egrants the survey with grant close-out documentation.
3. **Consultant/Contractor Documentation:** A copy of all contracts related to consultants or contractors that are used for any activities funded through this grant must be submitted with grant close-out documentation prior to reimbursement. All contractual agreements must also be uploaded in Egrants.
4. **HSEEP for Exercises:** All exercises must follow the exercise methodology as directed by HSEEP.
5. **This grant is subject Environmental Planning and Historical Preservation (EHP) review.** No funds may be spent until the project is approved at the federal level. This may take up to 12 months. [.H:\OJA Data\Program Planning and Budget\EHP\GPD EHP Screening Form Instructions June 17.pdf](#)
6. Please provide a copy of the “Exercise Notification Memo” document to Michael Jordan at Michael.jordan@Wisconsin.gov

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants are 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>
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Link to WEM Exercise and training policy **Exercise Policy for Local/County/Tribal Agencies** 2014 (pdf)
- Link to WEM Training and Exercise Plan. [Multi year training and exercise 2016-18](#)
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

Email: WEMEgrants@wisconsin.gov

Telephone: (608) 242-3231

CORE CAPABILITIES CROSSWALK

Appendix A

PPD-8 introduced the concept of “Core Capabilities”, which are designed to provide an integrated approach to preparedness by incorporating several of the traditional “Target Capabilities” together or creating a new capability.

The following crosswalk identifies the relationship of the former Target Capabilities to the current Core Capabilities.

Core Capability	Prior Target Capability
Access Control & Identity Verification	None
Community Resilience	Community Preparedness & Participation
Critical Transportation	Citizen Evacuation & Shelter-in-Place
Cybersecurity	None
Economic Recovery	Economic & Community Recovery
Environmental Response/Health/Safety	Environmental Health Responder Safety & Health WMD/Hazmat Response & Decon
Fatality Management Services	Fatality Management
Fire Management and Suppression	None
Forensics and Attribution	None
Health & Social Services	None
Housing	None
Infrastructure Systems	Restoration of Lifelines Structural Damage Assessment
Intelligence & Information Sharing	Information Gathering Intelligence Analysis & Production Intelligence/Info Sharing & Dissemination
Interdiction & Disruption	Counter-Terror Investigation & LE
Long-Term Vulnerability Reduction	None
Logistics and Supply Chain Management	Volunteer Management & Donations Critical Resource Logistics & Distribution
Mass Care Services	Mass Care
Mass Search & Rescue Operations	Search & Rescue (land based)
Natural and Cultural Resources	None
On-Scene Security, Protection, and Law Enforcement	Emergency Public Safety & Security EOD Response Operations
Operational Communications	Communications
Operational Coordination	EOC Management On-Site Incident Management

Core Capability	Prior Target Capability
Physical Protective Measures	Critical Infrastructure Protection
Planning	Planning
Public Health , Healthcare, & Emergency Medical Services	Mass Prophylaxis Triage & Pre-Hospital Treatment Medical Surge Medical Supplies Mgmt & Distribution Epidemiological Surveillance & Investigation Isolation & Quarantine Laboratory Testing
Public Information & Warning	Public Information & Warning
Risk & Disaster Resilience Assessment	None
Risk Management for Protection Programs & Activities	Risk Management
Screening, Search, & Detection	CBRNE Detection
Situational Assessment	None
Supply Chain Integrity & Security	Food & Agriculture and Defense Animal Disease Emergency Support
Threat & Hazard Identification	None

Appendix B- FY 2016 Exercise Grant Application Scoring Worksheet

Budget

- Costs in accordance with guidelines for allowable expenses at correct reimbursement rates yes =1pt
- Math calculations are correct and there is detailed description of costs yes = 1pt
- If hiring a contractor, copy of quote attached yes = 1pt

Project Narrative

- Provides a clear description of the scenario Yes =1pt
- A functional exercise project follows and builds on a previous tabletop Yes = 1pt
- Full Scale exercise project follows and builds on a previous functional exercise Yes = 2 pts
- Award one point, with a maximum of three points, for each of the following core capabilities tested:

- | | |
|---------------------------------------|------------------------|
| Logistics and Supply Chain Management | Cybersecurity |
| Mass Care Services | Infrastructure Systems |
| Operational Communications | |

The scenario is well-suited to test the listed capabilities _____ pts
Yes = 1pt

Evidence of Need section

- Outlined the risk in the community Yes = 1pt
- Explained the risk assessment and gap analysis process conducted Yes = 1pt
- Clearly related the scenario to the assessment of risk and capabilities gap Yes = 1pt
- Described a multi-year exercise strategy including: Yes = 1pt
 - Description of previous exercises or training Yes = 1pt
 - Corrective actions that were identified in previous training or exercises Yes = 1pt
 - Described which corrective actions have been implemented Yes = 2pt

Implementation Plan section

- The exercise includes appropriate participants for the described scenario and capabilities tested Yes= 1pt
- The exercise includes a private sector player Yes = 1pt
- The exercise includes a volunteer organization Yes = 1pt
- The exercise includes a WI-CAMS element in the scenario and has been so noted/described in the "Implementation Plan" section of the application Yes = 1pt
- The exercise includes/tests a component for dealing with people with disabilities Yes = 2 pts
- The exercise provides access to people with disabilities to participate in exercise meetings Yes = 1pt
- Provided a timeline for the project that includes planning, design work, conducting exercise and AAR development Yes = 1pt
- Outlined a plan for how they will begin to address corrective action items Yes = 1pt

Completed **Required Attachment** section with evidence of email contact with WEM exercise section Yes =1pt

- Completed **Evaluation** section with a copy of the previous AAR (for FX or FS) Yes =1pt
- Explained steps taken to implement the AAR Improvement Plan Yes =1pt
- Explained how corrective action completed will be tested in new exercise Yes = 1pt

Other Funding section

The exercise project includes financial support (Cash/in kind) from other sources Yes = 1pt

Total Score _____