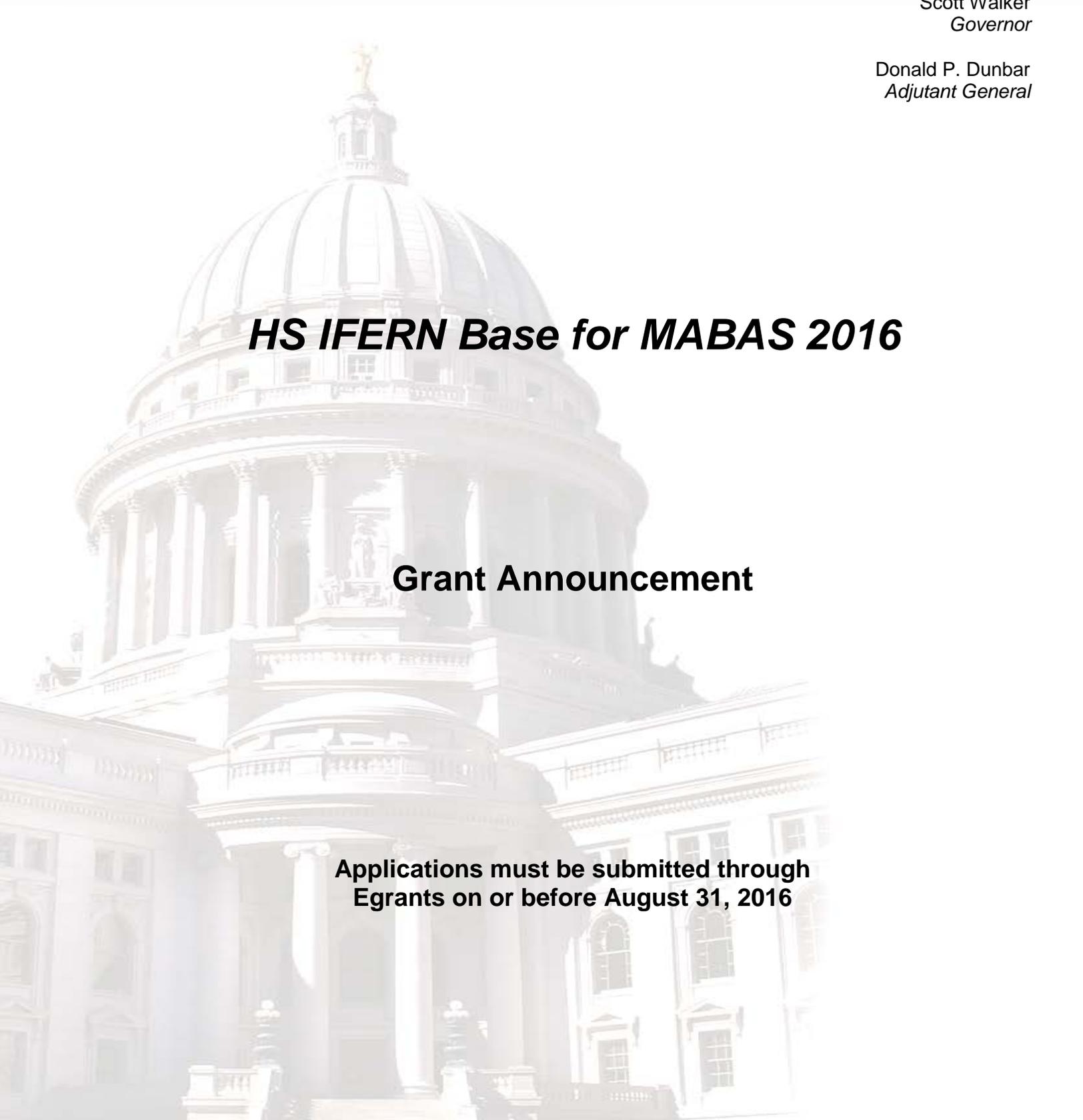




Department of Military Affairs  
2400 Wright Street  
PO Box 7865  
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Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*



***HS IFERN Base for MABAS 2016***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before August 31, 2016**



## 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: Shannon Ladwig (608) 242-3231  
[shannon.ladwig@wisconsin.gov](mailto:shannon.ladwig@wisconsin.gov)

Budget/Fiscal: Deb Hughes (608) 242-3236  
[deborah.hughes@wisconsin.gov](mailto:deborah.hughes@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)  
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 IFERN Base for MABAS 2016

**Description:** This funding will allow six Mutual Aid Box Alarm System (MABAS) Divisions to purchase an Interagency Fire Emergency Radio Network (IFERN) Base Station. This is the sixth round of funding for this program.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: August 31, 2016

Project Start Date: September 15, 2016

Project End Date: September 30, 2017

**Anticipated Funding Amount:** As approved by the Homeland Security Funding Advisory Working Group (FAWG), the dollar amount available under this funding opportunity is \$108,000.

**Match/Cost Sharing Requirement:** Grant funds will cover up to \$18,000 of the total cost of the equipment; additional costs will be considered a cost share and the responsibility of the sub-recipient.

**Eligibility** The following six agencies are eligible to apply for up to \$18,000 each.

1. Price County Emergency Management Office
2. Door County Emergency Management Office
3. Waupaca County Emergency Management Office
4. Buffalo County Emergency Management Office
5. Clark County Emergency Management Office
6. Trempealeau County Emergency Management Office

**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 Equipment and Consultants/Contractual expenses as identified in the budget section.

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 IFERN Base for MABAS 2016

## Program Description

WEM will provide grant funds for six Mutual Aid Box Alarm System (MABAS) Divisions to purchase, install, and implement an Interagency Fire Emergency Radio Network (IFERN) Base Station. The purpose of this project is to improve public safety answering point (PSAP), or dispatch centers, IFERN voice communication with emergency responders affiliated with the fire service's MABAS.

Grant funded base stations will improve capacity for response capability. In addition, the IFERN Base Station will assist Fire and EMS responders to overcome current communication barriers with Law Enforcement Dispatch Centers in a multi-agency, multi-jurisdictional situation.

This project is considered a priority in the State of Wisconsin Statewide Communications Interoperability Plan (SCIP), Interoperability Council (IC), and with the FAWG.

## 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/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 Shannon Ladwig at (608) 242-3231 or at [Shannon.Ladwig@wisconsin.gov](mailto:Shannon.Ladwig@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.

## 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.

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations.

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.

## 5. **Project Narrative**

Describe how the IFERN Base Station will enhance your capability to communicate across multi-agency, multi-jurisdictional responders.

## 6. **Implementation Plan**

Attach one of the following:

- Copy of the proposed implementation plan email communication between your agency and Wisconsin Emergency Management (WEM) Homeland Security

Planning Specialist, detailing how your agency will install the IFERN Base Station in your PSAP or dispatch center.

- Copy of the approved implementation plan.

### **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:

- Copy of your local plan to implement the Statewide Communications Interoperability Plan (SCIP)
- Copy of the agreement demonstrating that you are a part of a multi-county approach to interoperability
- Documentation that your agency is a MABAS Division member

### **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. This grant is subject to Environment Planning and Historic Preservation (EHP) review. No funds may be spent until the project is approved at the federal level.
2. Upload a copy of the approved EHP into Egrants Monitoring Section under Project Document Attachment.
3. All personnel who utilize equipment purchased with grant funds must receive training either through the equipment vendor or other competent source specific to that piece of equipment.
4. Communications projects and equipment purchases must comply with Wisconsin's Statewide Interoperability Communications Plan, including Annex K from the Statewide Mutual Aid Frequency Plan.
5. Equipment shall be maintained and available for use as intended by the grant for the duration of its useful life. Disposal of Equipment must follow all applicable state, federal, and local guidelines. The grantee must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of

equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expense.

6. Agencies that accept funding are responsible for all sustainment costs.

### **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@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

Telephone: (608) 242-3236