HS STAC Intelligence & Infrastructure Protection Analyst 2017

Grant Announcement

Applications must be submitted through Egrants on or before November 30, 2017

STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

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ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy: Shannon Ladwig (608) 242-3231
shannon.ladwig@wisconsin.gov

Budget/Fiscal: Rebecca Thompson
Rebecca2.Thompson@wisconsin.gov

Egrants Assistance: Weekdays, 7:30am – 4:00pm
Email: WEMEgrants@egrants.us
Phone: 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 STAC Intelligence & Infrastructure Protection Analyst 2017

Description: Wisconsin Emergency Management (WEM) will provide grant funds to the Southeastern Threat Analysis Center (STAC) to hire a new Intelligence & Infrastructure Protection Analyst.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: November 30, 2017

Project Start Date: January 1, 2018

Project End Date: December 30, 2018

Anticipated Funding Amount: As approved by the WEM Administrator, the amount available under this funding opportunity is $152,000.

Match/Cost Sharing Requirement: None

Eligibility: Only the Southeastern Threat Analysis Center (STAC) is eligible to apply.

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 personnel, employee benefits, supplies and operating, and travel and training 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.

HS STAC Intelligence & Infrastructure Protection Analyst 2017

Program Description
WEM will provide grant funds to the Southeastern Threat Analysis Center (STAC) to hire a new Intelligence & Infrastructure Protection Analyst.

A recognized Urban Area Security Initiative (UASI) Fusion Center typically provides information sharing and analysis for a major urban area. The STAC is one of 79 fusion centers recognized by the United States Department of Homeland Security and is considered to be an all crimes, all threats, qualified events fusion center, who serves as a focal the eight southeastern Wisconsin counties and to the state as a whole.

The STAC provides support in the form of analytical, technical, and major homeland/criminal investigative aid to law enforcement, fire service, emergency management, public health, military, and key private sector security partners protecting citizens.

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/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.

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.

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: 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 <u>not</u> go in this section. These expenses should be itemized under "Contractual.")

<u>Supplies and Operating Expenses</u>: 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.

5. **Project Narrative**
   Please provide an overview of the project as a whole including the current mission of the STAC.

6. **Program Objectives**
   The purpose of this section is to: 1) Describe the broad goals for the new Infrastructure Protection Analyst, 2) Present clear objectives designed to achieve those goals.

7. **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 document to your application in this section, if available a time of application:

   <u>Position Descriptions</u> for each funded or partially funded position

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. Sustainment Costs: Agencies that accept funding are responsible for all sustainment costs.

2. 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 Attachment.

3. 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.

4. Analyst Training: All fusion centers analytic personnel must demonstrate qualifications that meet or exceed competencies identified in the *Common Competencies for State, Local, and Tribal Intelligence Analysts*, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA and must be made available to the recipient's respective FEMA HQ Program Analyst upon request.
    - FY2017 Fusion Center Grant requirements are listed at http://www.dhs.gov/homeland-security-grant-program-hsgp.

    - DHS/FEMA approved analyst courses that meet the grant requirement are listed at http://www.dhs.gov/fema-approved-intelligence-analyst-training-courses

5. Assessment: State and major Urban Area fusion centers receiving SHSP and/or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS I&A through the annual Fusion Center Assessment.

6. Appendix B: Adherence to all other pertinent provisions identified in the "FY 2017 Homeland Security Grant Program (HSGP) Notice of Funding Opportunity (NOFO)"Appendix B – FY 2017 Program Priorities. Fusion Centers

    https://www.fema.gov/media-library-data/1496691855715-4d78d65ebb300900ce6c945931eff2c6/FY_2017_HSGP_NOFO_20170601v2014_605.pdf

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Additional Resources

Additional information about fusion centers is available as follows:

- https://www.dhs.gov/state-and-major-urban-area-fusion-centers

- https://www.dhs.gov/fusion-center-locations-and-contact-information

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.

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