



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

Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*



***HS ALERT SWAT WATER OPERATIONS  
Equipment 2015***

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before June 30, 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: Rod Stearns (608) 381-8010  
[rod.stearns@wisconsin.gov](mailto:rod.stearns@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 ALERT SWAT WATER OPERATIONS EQUIPMENT 2015**

**Description:** This grant will support the Aligned Law Enforcement Response Team (ALERT) initiative, specifically the Regional Tactical Response Teams, by providing funding for water operations equipment to supplement specialized training. Training will be conducted in Superior Wisconsin and equipment will be issued to ALERT teams attending the training.

**Opportunity Category:** Limited Eligibility

#### **Important Dates:**

Application Due Date: June 30, 2016

Project Start Date: July 11, 2016

Project End Date: October 4, 2016

**Anticipated Funding Amount:** As approved by the Wisconsin Emergency Management Administrator, the dollar amount available under this funding opportunity is \$17,788.

**Match/Cost Sharing Requirement:** None

**Eligibility:** The Superior Police Department has agreed to be the sub-recipient of these funds, acquire and distribute the equipment to the ALERT teams attending the training.

**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:** Funds may be used for equipment. 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 ALERT SWAT WATER OPERATIONS EQUIPMENT 2015

## Program Description

WEM will provide grant funds for the regional ALERT SWAT teams to acquire marine tactical equipment for teams to operate in high-risk water operations.

Based on the recommendations of the ALERT training Group and approved by the ALERT Executive Committee funding is intended for equipment to enhance or supplement teams in performing during water operations.

## 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://egments.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 Rod Stearns at (608) 381-8010 or at [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 oversee 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.

## 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. Agencies must notify the local county emergency management director upon acquisition of equipment.
3. Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. Sub-grantee seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further

directions. If approved, the sub-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 expenses.

4. Agencies accepting funding understand that equipment is intended to support the regional law enforcement response efforts with ALERT. In the event an agency is separated from the ALERT program, all equipment must be surrendered or transferred as directed by the Executive Committee.
5. All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment.
6. 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.
7. Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes. MABAS, SMART and mutual aid agreements will be used if applicable. The procedure for requesting this resource is to be on file with the County Emergency Management Director. By accepting this grant it becomes the responsibility of the agency that receives equipment to respond with the equipment as may be needed. Joint training and inter-agency collaboration for purposes of the sharing of equipment, facilities and expertise, and planning templates and documents is strongly encouraged. The grantee is required to maintain proper training and inventory records.
8. 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.”
9. Grant recipient must complete and file the Equipment Acceptance Agreement form with each agency accepting the equipment.

### **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