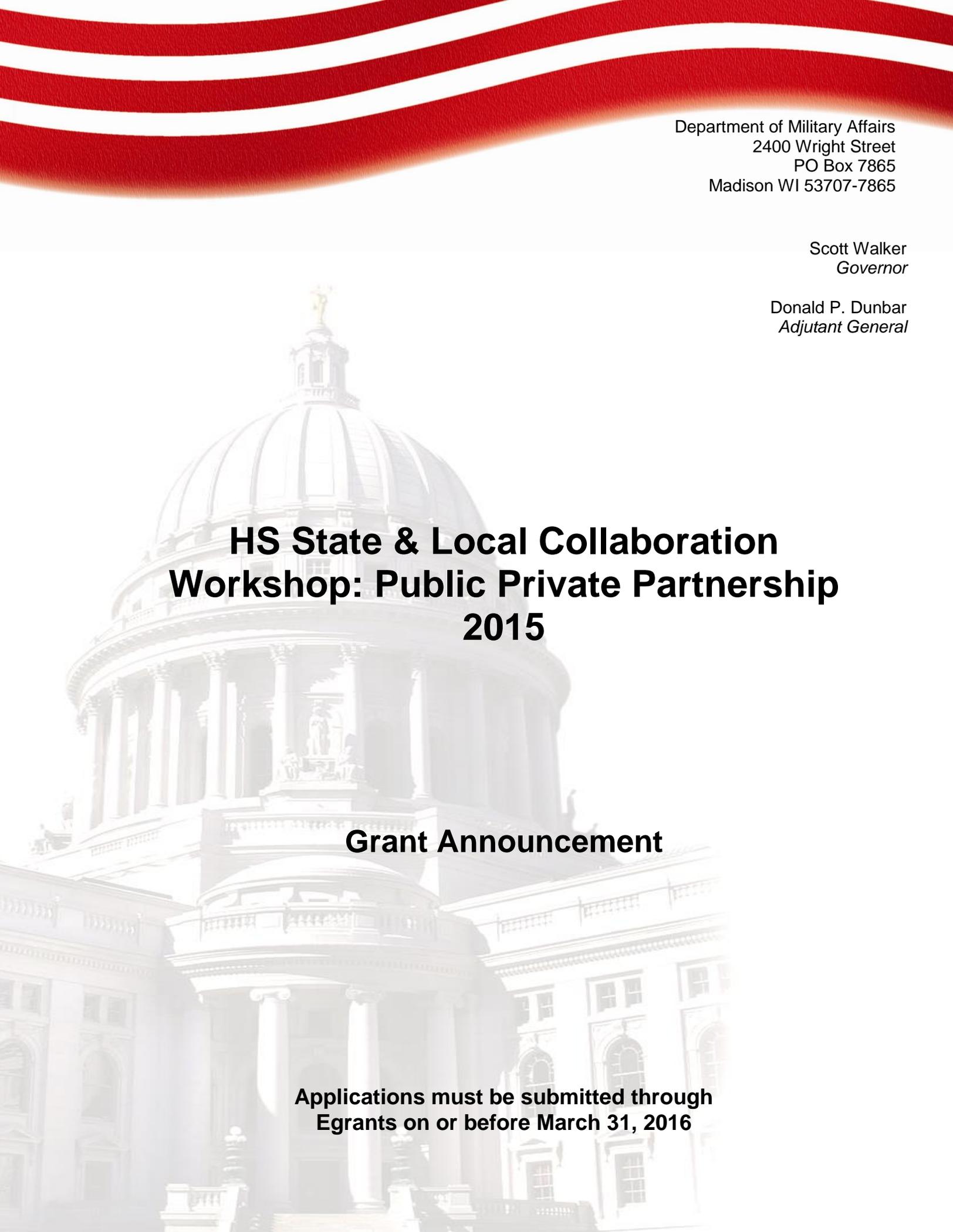




Department of Military Affairs  
2400 Wright Street  
PO Box 7865  
Madison WI 53707-7865

Scott Walker  
*Governor*

Donald P. Dunbar  
*Adjutant General*



**HS State & Local Collaboration  
Workshop: Public Private Partnership  
2015**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before March 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: Michael Jordan (608) 242-3335  
[michael.jordan@wisconsin.gov](mailto:michael.jordan@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 State & Local Collaboration Workshop: Public Private Partnership 2015

**Description:** Funding from this grant will provide the opportunity for three first responder agencies, county emergency management agencies and /or regional planning commissions to host a Business Disaster Preparedness/Public Private Partnership workshop for the private sector. The intent is to engage potential public and private sector partners in efforts at creating a sustainable local public/private partnership that can be used as a viable resource in a local response/recovery role during a disaster.

**Opportunity Category:** Limited Eligibility

**Important Dates:**

Application Due Date: March 31, 2016  
Project Start Date: May 1, 2016  
Project End Date: December 31, 2016

**Anticipated Funding Amount:** The total dollars to be awarded under this funding opportunity as approved by the Funding Advisory Committee is \$7,500. The maximum amount per grant is \$2,500. Only three applicants will be selected to receive a grant.

**Match/Cost Sharing Requirement:** None required, however sub grantee is encouraged to provide financial support for workshop enhancement purposes.

**Eligibility:** Emergency management, local first responder agencies and regional planning commissions that represent “startup” Public Private Partnerships are 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 travel/training and supplies. Funding may not be used for consultants/contractual.

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 State & Local Collaboration Workshop: Public Private Partnership 2015

## Program Description

Funding from this grant will provide the opportunity for three first responder agencies, county emergency management agencies and /or regional planning commissions to host a Business Disaster Preparedness/Public Private Partnership workshop for the private sector. The intent is to engage potential public and private sector partners in efforts at creating a sustainable local public/private partnership that can be used as a viable resource in a local response/recovery role during a disaster.

## 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://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 Michael Jordan at (608) 242-3335 or at [Michael.Jordan@wi.gov](mailto: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 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.

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.

## 5. Project Narrative

Provide a detailed description of the workshop including a timeline for the project and an expected workshop date. Also, include a draft agenda for the event and address the following in your narrative.

- Expected or planned participants for the event including local and state agencies, multiple disciplines and non-governmental organizations.

- Your plan for publicizing this workshop to businesses/non-profit organizations/government in your community
- Current activities undertaken that connect the private sector with business disaster preparedness information and resources
- Support in terms of responsibilities, time and staff you can commit to this project
- Your desired workshop outcomes
- Your ability to sustain future opportunities to engage the private sector and provide additional educational opportunities

Articulation of these topics will be used to select the final three grant recipients. A sample agenda is attached to this grant announcement document for your reference.

Final workshop date selection will be influenced and determined by the WEM training and exercising staff in accordance with staff availability.

## **6. Other Funding**

Describe other funding that would be used to support this project.

## **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. A hotwash (follow-up meeting) shall be convened and reported on in Egrants prior to the grant end date.
2. 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 DMA. Activities other than those expressly detailed in this grant are not allowable without prior approval from DMA.
3. This project will be subject to continuing program evaluation by DMA to measure progress, which may include the use of a survey tool or other assessment methodologies. The subgrantee agrees to participate in this evaluation effort and provide any information required.

4. A copy of all meeting/event materials must be submitted in Egrants.

### **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

## Public Private Partnership Workshop (**SAMPLE**) Agenda:

8:15-9:00 Registration, coffee, networking

9:00-9:45 Welcome and Introduction County Emergency Management

9:45-10:00 Introduction to Incident Command System

10:00-10:45 Introduction to Business Continuity

10:45-11:00 Break

11:00-11:45 Local Utility Presentation

11:45-12:30 Business Impacted by Disaster

12:30-1:30 Working Lunch--Individual and Employee Preparedness Presentation

1:30-1:45 Disaster Scenario and Facilitated Group Work Introduction

(move to breakout groups)

1:45-2:45 Facilitated Disaster Scenario in Small Groups

2:45-3:15 Hot wash and workshop wrap-up