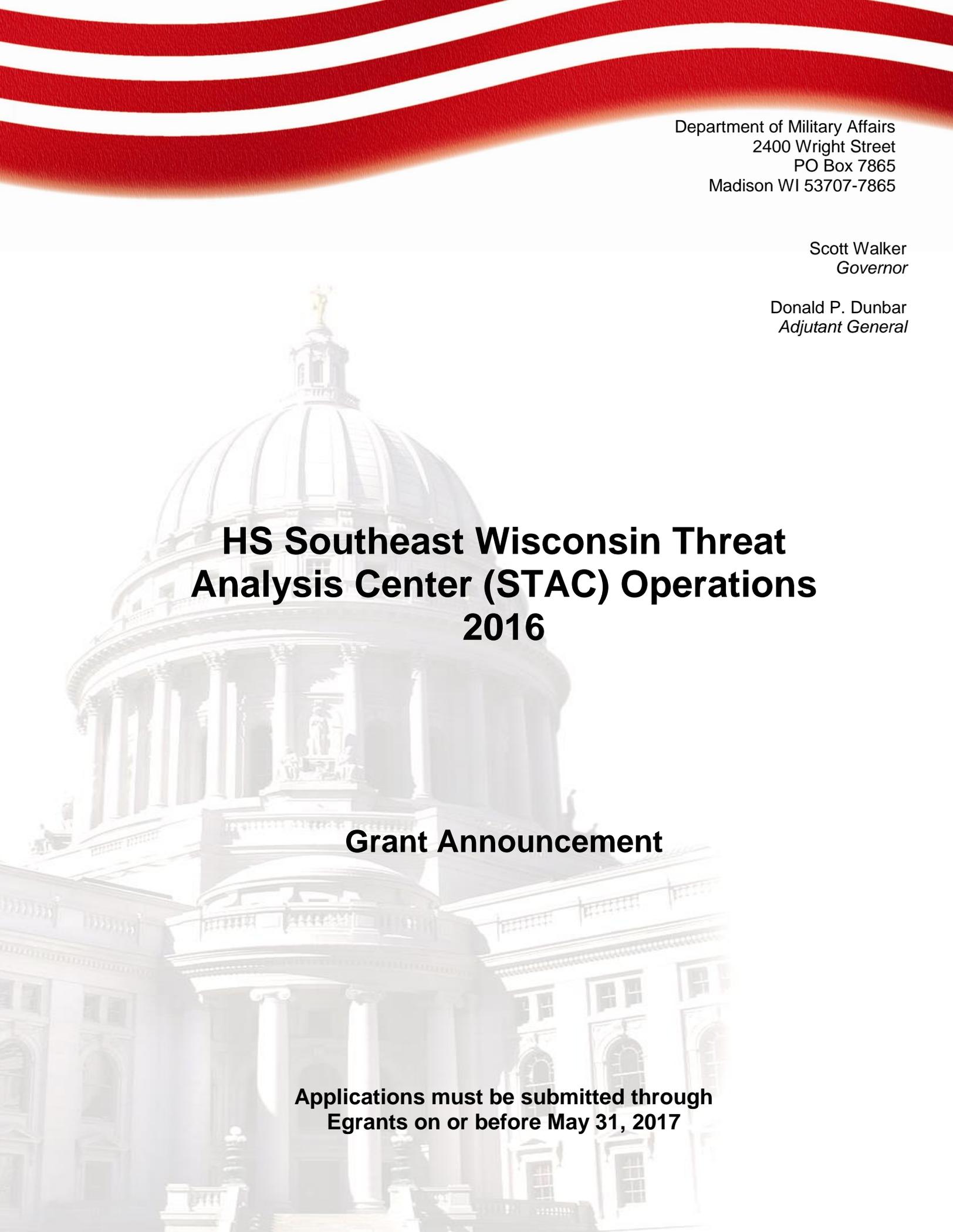




Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

Scott Walker
Governor

Donald P. Dunbar
Adjutant General



**HS Southeast Wisconsin Threat
Analysis Center (STAC) Operations
2016**

Grant Announcement

**Applications must be submitted through
Egrants on or before May 31, 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: Becky Thompson (608) 242-3236
Rebecca2.Thompson@wisconsin.gov

Egrants Assistance: Weekdays, 7:30am – 4:00pm
Email: WEMEgrants@egrants.us

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 Southeast Wisconsin Threat Analysis Center (STAC) Operations 2016

Description: Funding from this grant will be used for the purchase of technology and software and for staff to complete training and certifications necessary to maintain/improve STAC capabilities.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date:	May 31, 2017
Project Start Date:	June 15, 2017
Project End Date:	July 31, 2018

Anticipated Funding Amount: As approved by the HS Funding Advisory Work Group, the dollar amount available under this funding opportunity is \$30,000.

Match/Cost Sharing Requirement: None

Eligibility: Only the City of Milwaukee Police Department 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 travel/training, equipment and supplies and operating expenses.

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 Southeast Wisconsin Threat Analysis Center (STAC) Operations 2016

Program Description

Funding from this grant will be used for the purchase of technology and software and for staff to complete training and certifications necessary to maintain/improve STAC capabilities.

The STAC will act as an information and intelligence sharing hub for law enforcement and emergency response agencies, as well as, the private sector. STAC will provide service and support to Southeastern Wisconsin in the form of; Special Event Support, CIKR Threat and Vulnerability Assessments, Private Sector outreach and training, Critical Incident Response. While facility and personnel costs are covered by the Milwaukee Police Department, specialized equipment and technology are not. Without HSGP grant funding many of the STAC's capabilities will be lost due to aging equipment and need for updating certifications and specialized computer programs.

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 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 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.”)

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.

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

Describe your project in detail, including what objectives will be accomplished.

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. 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.
2. Agencies that accept funding are responsible for all sustainment costs.
3. Equipment purchased with this grant must be accompanied by appropriate vendor or manufacturer training. Personnel using the equipment must be properly trained on the use of the equipment before it is put into service.
4. 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 expenses.

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@egrants.us