



STATE OF WISCONSIN
DEPARTMENT OF MILITARY AFFAIRS
DIVISION OF EMERGENCY MANAGEMENT

Michael T. Hinman
Administrator

Jim Doyle
Governor

INFORMATION & GUIDANCE MEMO
11-09-10

DATE: November 9, 2010
TO: County Emergency Management Directors
FROM: Michael T. Hinman, Administrator
SUBJECT: POLICY FOR REQUESTING TRAINING

Wisconsin Emergency Management is implementing an updated policy for all state-sponsored training at the county level. This revised policy will incorporate the all-hazards approach. The county will request all training on the “**Application for Training Funds**” form. Each request will be reviewed by the Wisconsin Emergency Management Training Supervisor for approval and a determination of the appropriate funding source. This policy covers all training funds available through the Division. Joint proposals from two or more counties are acceptable; however one county will need to be designated as being responsible for the project completion and follow-up paperwork.

The reason for implementing this policy has been to consolidate and simplify our current system. This policy is intended to eliminate any confusion with regard to what training can be requested, what funding source is available, and who the Division point-of-contact is for training requests.

GENERAL GUIDELINES

All training requests will be processed through the County Director, reviewed by the LEPC Chair or Oversight Committee as appropriate, and forwarded to the Wisconsin Emergency Management Regional Director. The Wisconsin Emergency Management Regional Director will then send the request to the Wisconsin Emergency Management Training Supervisor. The Wisconsin Emergency Management Training Supervisor will in turn determine the funding source based on each request.

All requests received by the Division that do not follow this policy will be returned with no action taken.

All requests must be approved **BEFORE** the training can be conducted. Written confirmation is the only acceptable authority of approval. Failure to comply may result in nonpayment of course expenses.

APPLICATIONS

The County Director will utilize the attached form in developing their applications to ensure that all necessary information has been provided. Due to the various rotating federal funds as well as unexpended funds, counties are allowed and encouraged to submit training application requests throughout the year. If funds are unavailable for a specific application, the request will be returned back to the requesting county.

In order to efficiently track the actual use of training funds, award letters will indicate a need for confirmed course dates within **30 days** of the date of the award letter. Failure to comply with this may result in reallocation of funds.

Budget -

The budget section of the form should reflect all costs associated with delivery of the course including, but not limited to, instructor fees, facility expenses, as well as any instructional materials and expendable equipment costs only. Funding will be made available only to the level requested in the application. Please keep in mind that meals are not eligible for funding.

Certification Statement/Assurances -

The grant assurances submitted by the county as part of the EMA/EPCRA grant program will be applied to all training awards. These assurances state that none of the expenditures identified are being funded in part, or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. Expenditures related to approved training(s) will be maintained separately for audit purposes.

The recipient of all training funds will also be in conformance with the provisions of the Civil Rights Compliance document submitted as a part of the County EMA/EPCRA grant process. Other specific assurances may be required.

Authorized - vs - Non-Authorized -

It is the intention of the Wisconsin Emergency Management to provide the most training possible with the limited funding that is available. In keeping with this intention, and the requirements of federal funding, we will adhere to the following:

INELIGIBLE EXPENDITURES:

- Expenditures funded under other grants or agreements.
- The purchase of operational equipment
- The purchase of training equipment
- The purchase of response equipment
- Personnel expenses, overtime, travel, meals, or per diem

- Administrative expenses including phone costs, fax, postage, wage & benefits.

ELIGIBLE EXPENDITURES:

- Instructor fees, travel, lodging and meals
- Course materials
- Rental of needed training equipment

RECRUITMENT

County Directors will be responsible for the recruitment. Recruiting for these courses should include all members of your local emergency management and disaster services team including: Elected officials, School officials, and representatives from Law Enforcement, Fire, Emergency Medical Services, hospitals, school systems, Public Works, and Highway Departments, volunteer agencies, Public Health Departments, Public Information agencies, and business and industry. Representatives from private industry are encouraged to attend Division training courses, however, certain hazardous material training courses may require a tuition payment.

Any Wisconsin Emergency Management-sponsored course that is expected to have fewer or more than the optimum number of students must receive prior approval from the Wisconsin Emergency Management point-of-contact, before the course is conducted. Wisconsin Emergency Management requires a minimum of fifteen (15) students present in a class in order to be eligible for reimbursement. This applies to courses that are provided with a contract for the entire cost of the course. Occasionally, technical colleges will elect to provide a course on a tuition or cost per student basis. In this case, the technical college's minimum attendance policy will prevail.

CLOSE-OUT

All training claims should be submitted within 60 days after the class has been completed. Invoices, class rosters and a cover letter requesting reimbursement should be sent to the Wisconsin Emergency Management point-of-contact that as listed in your approval letter.

In a county-sponsored class, the majority of the students should live within a 50-mile radius of the training locations, thereby eliminating the need for lodging. However, if overnight lodging is necessary, prior approval is required.

LODGING

Accommodations for large groups will be arranged by the Division through the Wisconsin Emergency Management point-of-contact. The local training coordinator will provide the names of those requiring overnight lodging and the dates of stay. If possible, a direct billing procedure will be established between the hotel and Wisconsin Emergency Management. Every effort should be made to keep overnight stays to an absolute minimum.

ELIGIBLE COURSES

Eligible courses can be found in the current edition of the EMERGENCY MANAGEMENT INSTITUTE CATALOG OF ACTIVITIES, and/or the US DOT GUIDELINES FOR PUBLIC SECTOR HAZARDOUS MATERIALS TRAINING. Other courses will be reviewed and approved by the Wisconsin Emergency Management Training Committee as necessary.

County Directors should negotiate the best cost per student/course with their course provider.

REGIONAL DIRECTORS

Regional Directors will receive and review all training requests from their respective counties to ensure that the requested training is in accordance with the goals of the County Plan of Work, the proper information is provided and all appropriate signatures are on the application form. The Regional Offices maintain the “Certification/Assurances” statement as a part of the County grant file. The Regional Directors will attach a cover letter to each application with a recommendation for review by the Wisconsin Emergency Management Training Supervisor.

If you should have any questions or concerns, or need more information, please contact either your Regional Director, the State Training Officer, David Nunley (608) 242-3213 or if HazMat related, the Hazardous Materials Training Coordinator, Steve Fenske (608) 242-3228.

DISTRIBUTION:

Brig Gen Donald P. Dunbar, TAG
WEM Staff

Previous I&G Memo 05-01-2010 EMPG Plan of Work



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**Wisconsin Emergency Management
Application for Training Funds**

Course Title: _____

County Name(s): _____ **Date of Request:** _____

County Point of Contact:

Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

E-mail: _____

Estimate # of students: Fire: _____ Law Enforcement: _____ EMS: _____ Other: _____

Course Dates: _____ **Course Location:** _____

Course Provider Point of Contact:

Name: _____ **Phone:** _____

Address: _____ **Fax:** _____

E-mail: _____

Comments/Course Description: _____

Course Expenses:

Instructor Fees: _____ **Materials Fees:** _____ **Other Fees:** _____

Total Course Costs: _____

I AGREE TO THE FOLLOWING:

A close-out report will be submitted to the Training Division of Emergency Management, through your Regional Director, **no later than 60-days after completion of your training**. The close-out report will include a **cover letter** from the county director, a copy of the **provider billing statement**, a **student roster**, and an updated copy of your county's summary sheet as provided.

All reimbursement checks will be made out to the County Treasurer, and mailed to your County Emergency Management Director. This training approval will expire on the last day of September for the year of the grant. Funds not expended by that time will be automatically withdrawn. As with any award/aid to a county, project activity and expenditure documentation should be maintained in accordance with the county fiscal document retention policy and audit requirements.

In the event that a pre-approved training course is cancelled locally, the county is required to notify Wisconsin Emergency Management Training Section, in writing, as soon as possible, making these funds available for other training opportunities. Training funds cannot be transferred and used for classes other than the class they were originally approved for.

Signature:

County Director: _____
Date

LEPC or Oversight Committee Chair: _____
Date

Regional Director: _____
Date

State Use Only:

Request received: _____ **Approved:** _____ **Not Approved:** _____

Funding Source: _____

State Training Supervisor Signature: _____

Comments: _____
