



**STATE OF WISCONSIN**  
*DEPARTMENT OF MILITARY AFFAIRS*  
**DIVISION OF EMERGENCY MANAGEMENT**

Michael T. Hinman  
Administrator

Scott Walker  
Governor

**INFORMATION & GUIDANCE MEMO**  
**12-13-11**

**DATE:** December 13, 2011  
**TO:** County Emergency Management Directors, Tribes and State Agencies  
**FROM:** Brian M. Satula, Administrator  
**SUBJECT: POLICY FOR REQUESTING TRAINING**

Wisconsin Emergency Management (WEM) is implementing an updated policy for all Homeland Security funded training. This revised policy incorporates the all-hazards approach. The county will request all training on the “**Application for Training Funds**” form below. 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 WEM.

The reason for implementing this policy is 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**

Training may be requested by county emergency management, tribal emergency management, technical colleges, state agencies, and local agencies (i.e. fire, police, public health, etc.). All training requests, regardless of the agency requesting, will be sent to the County Emergency Management Director (county where training is being conducted) for signature and then forwarded 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 by WEM **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**

Applicants for training will utilize the attached 2 page form to ensure that all necessary information has been provided. Due to the various rotating federal funds as well as unexpended funds, applicants 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 to the requesting agency.

In order to efficiently track the actual use of training funds, all invoices for costs must be submitted to the Wisconsin Emergency Management Training Office within 30 days of course completion.

### **Budget -**

The budget section of the form should reflect all costs associated with delivery of the course including instructor fees and instructional materials. Reimbursement/payment will be provided only to the level requested in the application.

Allowable Instructor Costs:

**Time:** \$45 an hour not to exceed \$360 per day

**Travel:** \$0.51 Per Mile

**Lodging:** \$70 per night (\$80 if training is in Milwaukee, Waukesha or Racine Counties)

**Meals:** Breakfast \$8 (leave before 6am), Lunch \$9 (leave before 10:30 and return after 2:30pm), Dinner \$17 (return after 7pm)

### **Certification Statement/Assurances – (FOR COUNTY EMERGENCY MANAGEMENT ONLY)**

The grant assurances submitted by the county as part of the EMPG/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 EMPG/EPCRA grant process. Other specific assurances may be required.

### **Authorized - vs - Non-Authorized -**

It is the intention of 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
- Lodging and food costs for students
- Rental of training equipment
- Room rental

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

### **ELIGIBLE EXPENDITURES:**

- Instructor fees, travel, lodging and meals
- Course materials (i.e. student manuals)

### **REGISTRATION**

All courses will be placed on the Wisconsin Training Portal located at:

<https://www.trainingwisconsin.org> Registration for courses will be done solely through the training portal. Registration for training will generally close about a week prior to the training. At that time the roster will be provided to the course requestor and the instructor.

Once a course is approved, the WEM training office will upload it to the Wisconsin Training Portal on behalf of the requesting agency. If you have questions about this please contact David Nunley, 608-242-3213, or Steve Fenske, 608-242-3228.

Those persons who wish to register for a class will need to create an account and register through the training portal. The training portal will create all certificates and the students will be required to print their own certificates from the site. Once a course is completed it will appear in the student's transcript.

### **RECRUITMENT**

It is the responsibility of the course requestor to obtain a certified instructor for their course. A complete list of instructors is available on the WEM Training Website. To obtain instructor contact information please notify David Nunley. The WEM training section will work with course requestors to obtain a certified instructor.

Requesting agencies will be responsible for course 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.

Any Wisconsin Emergency Management-sponsored course that is expected to have fewer than 20 students or greater than 30 students must receive prior approval from the Wisconsin Emergency Management Training Section before the course is conducted. Wisconsin Emergency Management requires a minimum of fifteen 15 students in order to be eligible for reimbursement. All courses must be provided free of charge to students or funding reimbursement will not be provided (certain exceptions for HAZMAT course tuition may apply to private sector course attendees).

### **COURSE MATERIALS**

**It is the responsibility of the agency receiving training funds to print the training materials (i.e. student manuals).** In certain instances WEM will provide the course materials. If WEM provides course materials the course requestor will be notified. Once the materials are printed an invoice should be sent to the WEM training section for payment (2400 Wright St. Madison, WI 53707). For an electronic copy of the materials please contact David Nunley at 608-242-3213 or Sheryll Smith at 608-242-3306

## **CLOSE-OUT**

**All training claims MUST be submitted within 30 days after the class has been completed.**

Reimbursement will be a lump sum check for the total cost of the course and will reflect the total cost on the itemized invoice.

### **Instructors:**

Instructors **MUST** submit invoices directly to WEM for reimbursement. Instructors **MUST** include a copy of the sign in sheet for each day of the course as well as receipts for lodging in order to be reimbursed. Instructors are also responsible for submitting course evaluations. *(Standardized Sign-in-Sheets and Course Evaluations are available for download and printing on the WEM Training website)*

### **Course Sponsors:**

Course Sponsors **MUST** submit invoices directly to WEM for reimbursement. Course sponsors must include a cover letter requesting reimbursement. Invoices should include a receipt for printing course materials as well as a copy of the sign in sheet for each day of the class.

Reimbursement checks for county course sponsors will be made out to the County Treasurer, and mailed to the County Emergency Management Director. If the course is being conducted by a tribe, technical college or other agency please indicate on the invoice who checks should be made payable to, and where they should be sent. Reimbursement will be a lump sum check for the total cost of the course (i.e. materials) and will reflect the total cost on the **itemized** invoice. Reimbursement checks for instructors will be made out, and mailed directly to the instructor.

## **ELIGIBLE COURSES**

Eligible courses can be found on the WEM Training website, National Domestic Preparedness Consortium (NDPC) website <http://www.ndpc.us/> the Rural Domestic Preparedness Consortium (RDPC) website <http://www.ruraltraining.org/>, 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 Section as necessary.

All FEMA and Homeland Security courses (i.e. ICS and G-series courses) must be instructed by a Wisconsin Certified Instructor. A list of certified instructors can be found on the WEM Training Website. For instructor contact information please notify David Nunley at [david.nunley@wisconsin.gov](mailto:david.nunley@wisconsin.gov).

## **DISTRIBUTION:**

Maj. Gen Donald P. Dunbar, TAG  
WEM Staff  
Wisconsin Instructors  
County and Tribal Emergency Management Agencies



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**Wisconsin Emergency Management**  
**Application for Training Funds**

Course Title: \_\_\_\_\_

Requesting Agency/County Name(s): \_\_\_\_\_

Date of Request: \_\_\_\_\_

Estimate # of students: Fire: \_\_\_\_\_ Law Enforcement: \_\_\_\_\_ EMS: \_\_\_\_\_ Other: \_\_\_\_\_

Do you already have certified instructor(s) confirmed?  YES  NO

- If you answered YES please list their name(s): \_\_\_\_\_

- If you answered NO, the WEM training office will work to find certified instructors for you.

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**Course Provider Point of Contact:**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail: \_\_\_\_\_

Would you like to be admin on training portal?  YES  NO

*(by checking yes this would allow you to approve registrants, mark attendance and generate certificates)*

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**Course Location Information:** (must confirm location prior to application submittal)

Course Date(s): \_\_\_\_\_ Course Time Each Day(s): \_\_\_\_\_ until \_\_\_\_\_

Course Location Name: \_\_\_\_\_

Course Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

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**Comments/Course Description:**

\_\_\_\_\_  
\_\_\_\_\_

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**Course Expenses Estimated:**

Instructor(s) Fees: \$ \_\_\_\_\_ Materials Fees: \$ \_\_\_\_\_

**Total Estimated Course Costs:** \$ \_\_\_\_\_

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**THE COURSE SPONSOR/REQUESTOR AGREES TO THE FOLLOWING:**

A close-out report will be submitted to the Training Division of Wisconsin Emergency Management, **no later than 30-days after completion of your training.** The close-out report will include a **cover letter, a sign in sheet for each day of the course and an invoice for costs.**

In the event that a pre-approved training course is cancelled locally, the requesting agency is required to notify the 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.

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**Signature:**

**Course Requestor:**

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (signed):** \_\_\_\_\_

**County EM Director:**

**Name (printed):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name (signed):** \_\_\_\_\_

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***State Use Only:***

**Date Request received:** \_\_\_\_\_

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**Funding Source:** \_\_\_\_\_

**State Training Supervisor Signature:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(A copy of the two page application will be retained in the WEM Training Section Files)*