

The background of the entire page is a faded, light-colored image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there is a decorative graphic consisting of three wavy, horizontal stripes in red and white, resembling the top portion of the American flag.

Wisconsin Emergency Management  
2400 Wright Street  
PO Box 7865  
Madison WI 53707-7865

Tony Evers  
*Governor*

Darrell L. Williams, Ph.D.  
*Administrator*

# **Hazardous Materials Emergency Preparedness (HMEP) Grants**

## ***HMEP Core HazMat Training FFY2020 (Second Edition)***

### **Grant Announcement**

**Applications must be submitted through  
Egrants on or before September 30<sup>th</sup>, 2020**



***STATE OF WISCONSIN***  
***Wisconsin Emergency Management***

---

**Tony Evers**  
**Governor**

**Darrell L. Williams, Ph.D.**  
**WEM Administrator**

**Important Contact Information for this Grant Opportunity:**

Program/Policy: Troy Klemstein (608) 982-6486  
[troy.klemstein@wisconsin.gov](mailto:troy.klemstein@wisconsin.gov)

Budget/Fiscal: Rebecca Thompson (608) 242-3236  
[rebecca2.thompson@wisconsin.gov](mailto:rebecca2.thompson@wisconsin.gov)

Egrants Assistance: Weekdays, 7:30am – 4:00pm  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)

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://wem.egrants.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.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 may be found there.

## Grant Announcement Summary

**Grant Title:** HMEP Core HazMat Training FFY2020 (Second Edition)

**Description:** This grant opportunity is available to provide funding for Wisconsin Emergency Management Hazardous Materials courses. The courses are comprehensive and exceed national training standards in the field of Hazardous Materials (HazMat) response training. Standards for the hazmat training program are found both in the Federal Code of Regulations, National Fire Protection Association 472 and in the Wisconsin Code of Regulation. For additional information on Wisconsin Emergency Management Hazardous Materials training please contact the REACT Center Director (Troy Klemstein).

Core courses include training in the following areas:

- Awareness
- Operations
- Hazmat Incident Commander
- Hazmat Officer
- Hazmat Safety Officer
- Hazmat Refresher
- Hazmat Technical Decontamination Refresher
- Developing a Plan of Action
- Chemistry of Hazmat-Part I
- Surveying a Hazmat Incident
- General Competencies
- Level A Personal Protective
- Level B Personal Protective
- ID of Methods and Procedures
- Hazardous Materials Monitoring Refresher

**NEW INITIATIVE as of 2020** – The U.S. Department of Transportation's Priority: Rural Opportunities to Use Transportation for Economic Success (ROUTES)

**ROUTES** is an initiative to address disparities in rural transportation infrastructure. Specifically, rural transportation infrastructure's unique challenges need to be considered in order to meet our Nation's priority transportation goals of safety and economic competitiveness.

The ROUTES Council will be collecting input from stakeholders on the benefits rural projects offer for safety and economic benefits, as well as the type and degree of assistance rural projects require. The council will also focus on improving the DOT's data driven approaches to better assess needs and benefits of rural transportation infrastructure projects. WEM will provide input as it pertains to the HMEP sub-grants awarded to rural communities.

**Opportunity Category:** Competitive, Rolling

**Important Dates:**

**Application:** Application period closes **September 30<sup>th</sup>, 2020**

**Project:** Project Start Date: No earlier than **October 1<sup>st</sup>, 2020**

Project End Date: No later than **May 31, 2021.**

**Reporting requirements:** Once grant is awarded; a Final program report and Final fiscal report will be due within 30 days of the end of the grant performance period.

**Anticipated Funding Amount:** There is an anticipated total of \$67,000 available for funding the HMEP Core HazMat training courses. All eligible requests for Core HazMat training will be reviewed and awarded based on your department's current response capability, level of training, and the needs of the State of Wisconsin. All eligible applications will be awarded on a first-come-first-serve basis and applications will continue to be awarded pending availability of funds.

**Match/Cost Sharing Requirement:** None

**Eligible Applicants:** Eligible applicants are Counties, on behalf of local units of government  
You can find additional information at: <https://dma.wi.gov/DMA/wem/training/hazmat>

**Eligible Expenses:** Funding may be used for Travel/Training, Consultants/Contractual and Supplies on a reimbursement basis only.

***New for 2020** – The Pipeline and Hazardous Materials Safety Administration (PHMSA) will allow HMEP funds to be used to purchase items related to the COVID-19 pandemic in order to facilitate a safe training environment. Examples include, but are not limited to: Disposable Gloves, Hand Sanitizer, Disinfectant Spray, Disinfectant Wipes, Soap, Paper Towels, Masks, Sneeze Guards, Disposable Coveralls, and Contactless Thermometers. Items purchased must be used for HMEP training activities related to class(es) in your application and not for operational use.*

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.

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 eligible expenses must have incurred within the performance period in the approved grant award. Additionally, any expenses that have incurred prior to notification from WEM of a fully executed award document are not eligible for reimbursement, regardless if they fall within the Performance Period identified in the Award Documents.

Any expenses that are submitted for reimbursement must be allowable, reasonable, match the trainings/projects detailed in the approved grant award and may not exceed the maximum award amount. Please see "Submitting a request for reimbursement" for additional information.

**Data Universal Numbering System (DUNS) Number:**

The federal government 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.

**Unique Entity Identifier and System for Award Management (SAM):**

All applicants for this grant opportunity must be registered in SAM before submitting an application and must continue to maintain an active SAM registration with current information at all times during the period of performance for the grant.

WEM's website has a helpful guide for SAM registration.

[https://dma.wi.gov/DMA/divisions/wem/grants/docs/03.SAM.gov\\_Registration.pdf](https://dma.wi.gov/DMA/divisions/wem/grants/docs/03.SAM.gov_Registration.pdf)

**WEM cannot award a grant until the applicant has complied with all applicable DUNS and SAM requirements.**

# HMEP Core HazMat Training FFY2020

## Program Description

The Wisconsin Emergency Management (WEM) training program offers an extensive array of training opportunities for emergency managers, law enforcement, fire, EMS, public health, local officials and volunteer organizations. Wisconsin's Hazardous Materials courses are comprehensive and exceed national training standards in the field of HazMat response training. Standards for the Hazmat training program are found both in the Federal Code CFR 29 and the National Fire Protection Association standard # 472. As of October 2014, all classes will be based on the NFPA 472 and tied directly to Job Performance Requirements (JPRs). JPRs are vital to the successful qualifying of an individual to a Professional Qualifications project standard. JPRs must be specific to indicate the attributes of successful performance on the job.

## 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.

## 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 Troy Klemstein at (608) 982-6486 or via email at [troy.klemstein@wisconsin.gov](mailto:troy.klemstein@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 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 improves 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. Performance Measures

Indicate the number of persons who will successfully complete the training session. WEM requires a minimum class size of 15 persons. Exceptions will be considered on a case-by-case basis and must be approved prior to the start of the training session. If it appears there may be difficulty achieving minimum class enrollment requirements the class may be placed on the Wisconsin Training Portal at the discretion of program staff.

A per student cost may also be considered as an exception but must include a proposal with justification in the application and break down in the Budget Detail section.

## 3. 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 grant period. It is important that you include specific details for each budget line item, including cost calculations.

If requesting the opportunity to be considered for a per student cost, the cost calculation must reflect the break down by student.

Travel/Training: Any travel and/or training costs associated with the funded project. Only actual expenses will be reimbursed.

- 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.)

(Please note: Travel and training for contracted employees does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies: COVID-19 PPE supplies must be directly related with the funded training activities and not for operational use. Provide detailed computation for the following /Supplies being utilized: Disposable Gloves, Hand Sanitizer, Disinfectant Spray, Disinfectant Wipes, Soap, Paper Towels, Masks, Sneeze Guards, Disposable Coveralls, and Contactless Thermometers. *Example of an acceptable detailed computation would be: Item x cost per unit x quantity.*

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. Except for a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. Hourly rate for contractors may not exceed \$45.00/hour or a daily reimbursement rate of \$450.00/day (based on a full instruction day.) Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by WEM. **No reimbursements will be made prior to receipt of the signed contract.**

## 5. Project Narrative

Describe the long-range training goals and objectives. Specifically address the:

- potential benefit regarding total population and total special population at risk
- number of facilities reporting extremely hazardous substances in the jurisdiction
- need to augment response capability based on existing gaps
- benefits rural training(s) offer for safety as they pertain to transportation related Hazardous Materials responses

*(Continues on next page)*

Indicate the current level of training that exists within the jurisdiction and criteria required to advance to the next level. Also, estimate the total number of students to be trained with this grant funding.

First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level.

Furthermore, cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds.

## **6. Required Attachments**

To attach a document to your Egrants application you must type “See Attached” in the text box to enable the document attachment tool.

Please attach the following documents to your application in this section:

1. E-Mail from applicant County to the WEM Regional Director notifying the Regional Director of the application
2. For each class, submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. This requirement will be waived for technical college courses instructed by internal staff or courses instructed by REACT Center instructors.

## **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 state training policy and make funding recommendations to the WEM Administrator. All final grant award decisions will be made by the WEM Administrator.



## 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 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. **Summary** of the instructor evaluations (by personnel other than instructors.)
2. If funds are being used to hire personnel, submit the position description and if hiring an independent consultant or contractor, submit a contract detailing job specifications and deliverables.
3. Minimum class enrollment is 15 students, with a breakdown by discipline (minimally, emergency management, fire/EMS, law enforcement, public works, or other.) A per student cost may also be considered as an exception but must include a proposal with justification in the application. Any additional exceptions may be considered on a case-by-case basis and must be approved prior to the start of the training session.
4. A class roster is required for each course funded under this award. Upload the document into the Egrants program report.
5. A final Program Report is due at the close-out of the grant.
6. A final Fiscal Report/Reimbursement request is due in Egrants at the close-out of the grant.

## Request for reimbursement

Payments will be made on a reimbursement basis only. All expenses submitted for reimbursement, must be paid by the agency prior to submitting the request to WEM.

Requests for reimbursement are made by submitting a Fiscal Report in Egrants with required supporting documentation attached.

Fiscal Reports/Reimbursements will be approved by the Fiscal Contact upon the following conditions:

1. Special conditions have been satisfied.
2. Program reports are approved by the Hazmat coordinator.
3. Receipt of a completed Reimbursement Request form (formerly G-2) signed by the contacts listed in Egrants: <https://dma.wi.gov/DMA/wem/grants/admin-tools>
4. Expenses are deemed allowable and reasonable as outlined by the Federal HMEP grant, this Funding Announcement and approved grant award.
5. At minimum, the following supporting documents are supplied and uploaded to Egrants:
  - a. Detailed Invoice(s)/Receipt(s)
  - b. Proof of payment by your agency
  - c. Roster/Sign-in sheet
  - d. A summary of instructor evaluations – a template is available on WEM’s website: [https://dma.wi.gov/DMA/divisions/wem/grants/docs/06.Exercise\\_Evaluation\\_Survey.doc](https://dma.wi.gov/DMA/divisions/wem/grants/docs/06.Exercise_Evaluation_Survey.doc)
  - e. Executed contract for all expenses listed under the Contractual budget category.

## Request for award modification

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of any contacts within the agency.
2. Requesting a change in the award amount, returning the award, or moving funds between categories.
3. Requesting an extension of the performance period.
4. Changing the scope of the project including class type, class date, and number of participants.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the Hazmat Coordinator and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered final until WEM provides a signed Grant Adjustment Notification (GAN); **any related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.**

## Additional Resources

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- The Reimbursement Request form (formerly G-2): <https://dma.wi.gov/DMA/wem/grants/admin-tools>
- HMEP-funded courses are eligible to be placed on the Wisconsin Emergency Management Training Portal: <https://www.trainingwisconsin.org/index.aspx>.  
For assistance, please contact at [WEM.Training@wisconsin.gov](mailto:WEM.Training@wisconsin.gov).
- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.  
Email: [WEMEgrants@wisconsin.gov](mailto:WEMEgrants@wisconsin.gov)