

The background of the page features a large, semi-transparent 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 several wavy, horizontal stripes in red and white, resembling the top portion of the American flag.

Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 600
Madison, WI 53702

Jim Doyle
Governor

David Steingraber
Executive Director

Homeland Security
Exercise Grants 2007

Grant Announcement

• **Applications must be submitted through
Egrants on or before May 31, 2008
for the second round of reviews**



Important Contact Information for this Grant Opportunity:

Program:

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Please note that the Egrants Application Guide may help you to resolve problems using Egrants. You can find this guide on the Apply for a Grant page of our website: www.oja.wi.gov

Grant Announcement Summary

Program Area: Homeland Security

Grant Title: Exercise Grants 2007

Description: This grant program provides funds to design, develop, conduct, and evaluate exercises to test the plans and capabilities of Wisconsin's emergency response community.

Opportunity Category: Competitive

Important Dates:

There will be two rounds of grant review for this application.

- January 31, 2008 Application deadline for first round reviews
- May 29, 2008 Application deadline for second round reviews
- June 30, 2009 End of performance period for all grants

Anticipated Funding Amount: Approximately \$500,000 will be available for exercises through June 30, 2009.

Eligibility: Applications must be submitted by county or tribal emergency management offices, or by appropriate state agencies.

- Counties that were not awarded funding in the first round will receive **PRIORITY** over counties that have already received a grant award.
- Applicants interested in conducting an exercise should first contact WEM, which will assign an exercise officer to help the applicant determine the scope and the costs of the exercise.

Match/Cost Sharing Requirement: None

Eligible Expenses: Allowable exercise costs include costs related to meeting space, travel, supplies, equipment, overtime/backfill and approved personnel/contractor costs associated with planning, conducting and evaluating an exercise. Detailed information on eligible expenses is provided in the full announcement.

SECOND ROUND GUIDELINES:

The following are meant as clarifications related to grant parameters for this second round.

1. Counties that were not awarded funding in the first round will receive **PRIORITY** over counties that have already received a grant awards
2. Applicants interested in conducting an exercise must first contact WEM, which will assign an exercise officer to help determine the scope and the costs of the exercise.
3. Expenditures related to exercises will not be approved if those expenditures occurred **BEFORE** the grant has been awarded. Please note that it will take at least one month to process the applications so plan accordingly.
4. If a consultant is deemed appropriate as per the collaborative involvement of the WEM exercise office and emergency management the following are highly encouraged.
*Every effort should be made to use WEM exercise officers and WEM resources in combination with the consultants
*Grant submissions, budget management, any reporting, the AAR, room set up and copying fees are examples of items that should be the responsibility of the grantee in cooperation with the assigned WEM exercise officer.
6. Expenditures must be in line with the grant announcement guidance. State rates will apply where applicable.

Exercise Grants 2007

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Authority for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

In March 2006, we implemented Egrants – an online grants management system to help our customers apply for, and manage grants awarded by OJA. Prior to using Egrants, individuals must register through the OJA website (www.oja.wi.gov). Applicants are encouraged to register at least 10 days prior to the application due date to ensure access to the system.

Program Description

Exercises are a key element of Wisconsin's Homeland Security strategy to improve emergency responder capabilities. Exercises assist agencies in achieving objective assessments of their capabilities to identify strengths and areas for improvement, so that they can be corrected prior to a real incident. Exercises are also important to future local and statewide planning by highlighting needs for future resource allocation. Homeland Security exercise grants are intended to support a statewide exercise program through direct support to tribes, counties and state agencies.

Eligibility

Eligible applicants for this grant are county emergency management agencies, tribal emergency management agencies, and state agencies. Other local public safety agencies should coordinate their exercise needs through their county or tribal emergency management director. **Counties that were not awarded funding in the first round will receive PRIORITY over counties that have already received a grant award.**

Exercises must be managed and executed in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP Volumes I-III contains guidance for exercise design, development, conduct, evaluation and improvement planning. HSEEP Volume IV provides sample exercise materials. All four volumes can be found on the HSEEP website at <http://hseep.dhs.gov>.

Exercises must be NIMS compliant, as defined by the 2007 NIMS compliance matrices. More information is available online at the NIMS Integration Center, <http://www.fema.gov/emergency/nims/index.shtm> or through Wisconsin Emergency Management at <http://emergencymanagement.wi.gov/>.

Exercise scenarios must support the *2003 State Homeland Security Strategy* and the *2006 Capability Enhancement Plan*, both of which are available for download at <http://oja.wi.gov>. Acceptable scenarios include: chemical, biological, radiological, nuclear, explosive, cyber, agricultural and natural or technological disasters. If conducting a natural or technological disaster exercise, the scenario must be catastrophic in scope and size.

The scenarios must focus on validating existing capabilities and must be large enough in scope and size to exercise multiple tasks and warrant involvement from multiple jurisdictions and disciplines and non-governmental organizations. The exercises should fit within a cycle of activity that includes training and exercises of increasing levels of complexity that follows a building-block approach. Exercises should test improvement action plans from those previous exercises and test capabilities developed in prior funding cycles.

Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, conduct, and evaluation of an exercise. State disciplines and non-governmental organizations. The exercises should fit within a cycle of activity that includes training and exercises of increasing levels of complexity that follows a building-block approach. Exercises should test improvement action plans from those previous exercises and test capabilities developed in prior funding cycles.

Submit Applications via Egrants

Prior to submitting applications via Egrants, OJA and WEM will provide consultation on the development a plan for the exercise that will result in a qualified, competitive application.

Applicants interested in conducting an exercise should first contact WEM, which will assign an exercise officer to help the applicant determine the scope and the costs of the exercise.

Once this plan is developed, applications must be submitted through the OJA Egrants online grants management system. If you have never used Egrants before, you will need to register online at www.oja.wi.gov to receive access to the system. This can take several business days so please register at least 10 days before the application due date.

Applications for multiple exercises over the course of the grant period are strongly encouraged. Applicants are encouraged to plan ahead and apply for funds that support coordinated, long-term exercise activities that are integrated with state and county multi-year exercise plans.

Once your Egrants account has been approved, you may begin your online grant application. An Egrants Application Guide is posted on the OJA website (Apply for a Grant page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 any weekday between 8am and 4:30pm.

Eligible Expenses

Allowable exercise-related costs include:

- Funds Used to Design, Develop, Conduct and Evaluate an Exercise – Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies, travel, and documentation.
- Contractors/Consultants – due to limited funds, applicants are requested to make use of existing state and local staff expertise whenever possible in developing and conducting exercises. Applicants are also strongly encouraged to seek out other resources to support exercises, such as private sector resources that can be used when including private sector participants in the exercise.

WEM exercise officers are available to provide assistance to the grant recipient at no cost. During the consultation with WEM prior to submission of the application, the exercise officer will work with the applicant to determine if other contractor resources are needed to carry out the exercise. As determined through this consultation, limited contractor expenses will be allowable to cover those activities not complete by WEM or other local staff resources. In general, the following guidelines apply for activities expected/allowable by each participant:

- WEM Exercise Officer – will assist in scenario development, meeting facilitation, evaluation tool development and evaluation, and formatting of (After-Action Reports) AAR's to meet HSEEP requirements
- County/Tribal Emergency Management – will develop and submit application and all grant reporting documents via Egrants, administer the grant and manage the exercise by organizing

meetings and other activities, will be present at all major meetings and exercise activities, will work with WEM on the completion of the AAR

- Contractors – if determined to be necessary, may assist in scenario development, meeting facilitation, evaluation tool development and exercise evaluation

To approved, contractors must be HSEEP-trained, be experienced in planning, design, and evaluation of large-scale complex exercises (at least 15 prior exercises), and have satisfactory performance evaluations from prior exercises. As part of the grant reporting, applicants will submit performance evaluations of contractors and WEM exercise officers at the end of the exercise.

- Overtime and Backfill – Design Team members and exercise participants may receive overtime. Overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable.

In order to receive reimbursement for overtime or backfill, all eligible agencies **must** fill out the overtime/backfill form located on the OJA web site and submit the required documentation to support their request as part of the close out for the grant. Overtime qualifications:

- Design team members attending design team meetings that are eligible for overtime.
- Emergency response personnel participating in exercises who are identified in the scope document as part of the mechanism for meeting exercise objectives.
- Emergency managers submitting exercise closeouts must include sign-in sheets for design team meetings reflecting the signature of any qualifying attendee and a summary of overtime incurred. This benefit is available to full time personnel regardless of full or volunteer emergency organizational status. In order to receive reimbursement, the employee must be eligible for overtime.
- Funds may be used for reimbursement to part time, paid-for-call, paid-on-call and paid-per-call volunteer personnel. Travel costs (mileage, meals, hotel) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project. Lodging is allowable for any attendee traveling over 50 miles one-way. State rates apply in all cases.
- Supplies – Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment).
- Other Items – These costs include the rental of space/locations for exercise planning and conduct, rental of equipment (e.g., portable toilets, tents), food, refreshments, gasoline, exercise signs, badges, etc.

Unauthorized exercise-related costs include:

- Reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline and mileage.
- Equipment that is purchased for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs)
- Federal funds under this award are only to be used to *supplement*, not *supplant*, state or local funds. (Supplanting is the replacement of state or local funds with Federal funds.) Therefore, equipment purchases or planning/personnel costs previously planned in the agency's budget may not be included in this program.
- Activities conducted outside the grant performance period are not eligible.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make funding decisions. Questions on what is expected in each section can be directed to Mike Pohlman 608-219-5195 MichaelJ.Pohlman@wi.gov

1. Main Summary

- You must complete this section before any other sections will be enabled.
- **Please schedule all exercises at least 30 days out from the date you submit your application. OJA does not recommend conducting any projects before you receive the official award documentation.**

2. Approval Checklist

- Answer the questions by checking the boxes as appropriate.

3. Budget Detail

- **Personnel**: Salary for non-contract grant-funded employees. Overtime/ backfill should be included in this budget category.
- **Travel/Training**: Identify travel, lodging and meals in accordance with current State of Wisconsin allowances. Include as much detail as possible in the computations used to determine the budget amounts.
- **Supplies and Other Operating Expenses**: Identify supplies used and consumed during the exercise.
- **Consultants/Contractual**: Identification of contractor and fees. Contractor fees shall not be in excess of \$400 per 8 hour day.

4. Budget Narrative

Please provide a justification of the budgeted costs, including how the costs support the delivery of the proposed exercises, and why they are needed. If contractor costs are budgeted, please provide a detailed breakdown of the activities of the contractor and the division of the workload among county emergency management, WEM exercise staff, and the contractor. Please provide the name of the WEM exercise officer who has provided consultation on this exercise application.

5. Performance Measures

Enter the number of tabletop, functional, and full-scale exercises that will be conducted during the performance period of this grant.

6. Required Attachments

Please attach the completed exercise evaluation form FY 2007 form here. The form can be located on the OJA website by clicking on the Document Search link and searching under Homeland Security.

Application Review and Award Criteria

Competitive grant applications will be reviewed by a multidisciplinary review committee involving WEM and OJA and will be awarded based upon the following criteria:

- Degree to which the exercise evaluates multi-jurisdictional coordination and interoperability
- Degree in complexity to which the exercise utilizes all local resources and additional resources must be called through mutual aid, including state resources.
- Degree to which the exercise scenario exploits the need for a diversified public safety response including but not limited to: Tribes, schools, CERT Teams or other volunteers, and the private sector.
- Degree to which the applicant demonstrates how the exercise builds upon past training and exercises, tests improvement action plans from previous exercises, and tests capabilities developed in prior funding cycles.

Additional Resources

Office of Justice Assistance website: <http://www.oja.wi.gov>

Help with Egrants: A User Guide is posted on the Apply for a Grant page of our website.