

The background of the document is a faded, light blue image of the Wisconsin State Capitol building, showing its iconic dome and classical architectural details. At the top of the page, there are decorative wavy bands in red and white, resembling the stripes of the American flag.

Wisconsin Office of Justice Assistance
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Madison, WI 53703-3220

Jim Doyle
Governor

David Steingraber
Executive Director

Homeland Security
HS Intelligence and Information Sharing
(2009)

Grant Announcement

**Applications must be submitted through
Egrants on or before February 25, 2010**



Important Contact Information for this Grant Opportunity:

Program/Policy: Tony Peterson (608) 266-9565 or
tony.peterson@wisconsin.gov

Budget/Fiscal: Deb Hughes (608) 261-4375 or
deb.hughes@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Apply for a Grant page of our website: <http://oja.wi.gov>.

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

Program Area: Homeland Security

Grant Title: HS Intelligence and Information Sharing (2009)

Description: Funds will support staff and operations at the state of Wisconsin's two fusion centers: Southeastern Wisconsin Terrorism Alert Center (STAC) and the Wisconsin Statewide Information Center (WSIC).

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: February 25, 2010

Project Start Date: August 1, 2009

Project End Date: June 30, 2012

Anticipated Funding Amount: A total of \$1,565,000 is available.

Match/Cost Sharing Requirement: None

Eligibility: The City of Milwaukee Police Department, the Milwaukee County Sheriff's Office and the Wisconsin Department of Justice are the only eligible applicants for the following maximum award amounts:

Milwaukee Police Department: \$750,000

Milwaukee County Sheriff's Office: \$ 90,000

Wisconsin Department of Justice: \$725,000

Eligible Expenses:

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. For additional information about supplanting, visit: <http://www.ojp.usdoj.gov/recovery/supplantingguidance.htm> .

Grant funds may be used for personnel, employee benefits, equipment, supplies, travel/training, consultant/contractual assistance and other operating costs associated with the STAC and WSIC intelligence fusion center operations.

HS Intelligence and Information Sharing (2009)

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.

Program Description

Funds will support staff and operations at the state of Wisconsin's two fusion centers: Southeastern Wisconsin Terrorism Alert Center (STAC) and the Wisconsin Statewide Information Center (WSIC).

Award Information

A total of \$1,565,000 is available. Funding is provided through a combination of the 2009 Homeland Security Program Grant (\$725,000) and the 2009 Urban Area Security Initiative (\$840,000). These funds are a continuation of support for the WSIC and STAC. The funding period is August 1, 2009 through June 30, 2012 and there is no local match requirement for these grant awards.

Eligibility

The only eligible applicants are the Department of Justice/Division of Criminal Investigation, the Milwaukee County Sheriff's Office, and the City of Milwaukee Police Department.

Important Dates

- Application Due Date: February 25, 2010
- Start Date: August 1, 2009
- End Date: June 30, 2012

Submit Applications Using Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used OJA Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/AccountManagement/> and complete the 'self registration' process. On the account registration site, you will have a choice between the OJA Egrants and Commerce eGrants. Please take care to select **OJA Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The OJA help desk is open Monday-Friday 8am-4:30pm 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 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 during business hours.

Eligible Expenses

Grant funds may be used for equipment, supplies, travel/training, and other costs associated with the intelligence fusion center operations.

Grant funds may also be used towards the hiring of staff (personnel) and/or contractors (consultant/contractual) to serve as intelligence analysts to support information/intelligence capabilities. In order to be hired as an Intelligence Analyst, staff and/or contractor personnel must have successfully completed training to ensure baseline proficiency in *intelligence analysis and production*.

Application Components

Through Egrants, you will provide OJA 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 Tony Peterson at (608) 266-9565 or at tony.peterson@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, 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 OJA website, cited in OJA 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 or No to each question.

3. Performance Measures

Please enter your performance measure targets in this section. Performance measures related to this funding will include Major Event/Incident Support, number of CI/KR assessments completed, number of events in which E-Sponder is used, number of non-law enforcement TLO and number of requests for criminal case analytical/technical support.

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.

Personnel: Salary for non-contract grant-funded employees (includes overtime). Please note that this funding supports personnel for a limited term project to be completed during the grant period, and is not intended to support long-term staffing needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient.

Employee Benefits: Fringe benefits for grant-funded personnel including: FICA, Unemployment Compensation, Health Insurance, etc.

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: \$0.485/mile
- Lodging: \$70/night (\$80/night for Milwaukee, Waukesha and Racine Counties)
- Meals: \$8/breakfast; \$9/lunch; \$17/dinner; \$5 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 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. The allowable categories and equipment standards are listed on the web-based version of the Authorized Equipment List (AEL) at <https://www.rkb.us>.

Supplies and Operating Expenses: Includes consumables such as paper, postage, software, and operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/month x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole-source contracts, contracts should be awarded via competitive process. List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g. travel, lodging, meals, etc.). Attach detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly or daily fee (8 hour day); and estimated time on the project. Consultant fees in excess of **\$450 per 8 hour day** require additional justification (contact OJA). List all expenses to be paid from the grant to the individual consultant in addition to their fees (e.g., travel, lodging, meals, etc.). Show the basis of computation for each service requested. Within 30 days of grant award date, a signed contract must be received by OJA. No fund reimbursements will be made prior to receipt of the contract.

Other: Items that don't fit into specific categories. Examples: Indirect, Confidential Funds, Overhead (if allowed)

5. Budget Narrative

Please provide a detailed sustainment plan that identifies future anticipated budget needs and funding sources. This funding supports personnel for a limited term project to be completed during the grant period, and is not intended to support long-term staffing needs. Sustainment of long-term staffing needs beyond the grant period is the responsibility of the grant recipient. NOTE: Potential FY2010 HSGP funding can be factored into the agency's sustainability plan.

6. Project Narrative

Please provide detail on the project as a whole, including the project objectives, major milestones and activities and how the project impacts the safety and security of Wisconsin's communities.

Application Review and Award Criteria

All applications must be submitted on or before the due date and will be screened for completeness and compliance with the instructions provided in this announcement. OJA program staff will make recommendations to the OJA Executive Director who will make the final funding decision.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, recipients will be required to provide regular progress reports. The schedule for reports will be included in grant award materials. At that time, grant recipients should review all of grant award special conditions and Egrants reporting requirements. This grant will have the following special conditions:

- Sustainment - This funding supports personnel for a limited-term project to be completed during the grant period and is not intended to support long-term staffing needs. Sustainment of staffing needs beyond the grant period is the responsibility of the grant recipient. NOTE: Potential FY2010 HSGP funding can be factored into the agency's sustainability plan.
- Operations – The WSIC and the STAC will continue to be all-crimes intelligence fusion centers that operate within all federal Department of Homeland Security requirements and guidelines and will serve all communities in Wisconsin.
- Governance – The WSIC and the STAC will operate under its existing charter and continue to use a multi-disciplinary governance body of which the roster will be provided to OJA.
- Analyst Training – Analysts must successfully complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired or have previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the U.S. military, or a state or local law enforcement intelligence unit. A certificate of completion of required training must be submitted to OJA upon completion.

Additional Resources

Additional information about the Office of Justice Assistance and resources to assist with Egrants is available as follows:

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Apply for a Grant page of the OJA website. 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 8AM and 4:30PM.

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