

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 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 53702

Jim Doyle  
*Governor*

David Steingraber  
*Executive Director*

Homeland Security  
**Exercise Grants 2008**

**Grant Announcement**

**Applications must be submitted through  
Egrants on or before 1/13/09**



### Important Contact Information for this Grant Opportunity:

Program: Mike Pohlman (608) 219-5195  
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Egrants Assistance: Weekdays, 8am – 4:30pm  
Email: [OJAEgrants@wi.gov](mailto:OJAEgrants@wi.gov)  
Local calls: (608) 267-9068  
Toll free: (888) 894-6607

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](http://www.oja.wi.gov). Additional help is posted to individual pages in the Egrants application.

## Grant Announcement Summary

**Program Area:** Homeland Security

**Grant Title:** Exercise Grants 2008

**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:**

This is funding for Exercise Grants. Important dates for this round:

- Application Deadline: 1/13/09
- Project Start Date: 3/1/09
- Project End Date: 6/30/10

**Anticipated Funding Amount:** Approximately \$300,000.00 will be available for exercises through 6/30/10.

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

- **Applicants interested in applying for an exercise grant must 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, backfill and overtime expenses for design team participants, backfill and overtime for all applicable personnel, and approved personnel/contractor costs associated with planning, conducting and evaluating an exercise. Detailed information on eligible expenses is provided in the full announcement.

## Exercise Grants 2008

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](http://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.

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.shtml> or through Wisconsin Emergency Management at <http://emergencymanagement.wi.gov/>.

Exercise scenarios must support the *State Homeland Security Strategy* and the *State Preparedness Report*, 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 the assessment of each area's ability to address applicable state and national priorities. They 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.

### **Submit Applications via Egrants**

**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 a 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](http://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](mailto: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**

The funds used to design, develop, conduct and evaluate an exercise can be reimbursable under this grant. These include the 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 required first to make use of Wisconsin Emergency Management (WEM) exercise officers and/or local agency expertise when developing and conducting exercises. When WEM exercise officers are not available to assist (documentation to contact must be made in the application) in the development and the conduct of the exercise, grant funds can be used to hire contractors/consultants to manage the development, and conduct and evaluate (AARs) the exercises. Every effort should be made to maximize grant dollars by assisting where applicable by the locals to limit contractor expenses. 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. The [Exercise Evaluation Survey](#) is available through this hyperlink or by going to the document search on the OJA website.

In general, the following guidelines apply for activities expected/allowable by WEM Exercise Officers, County/Tribal Emergency Managers and Contractors (when approved).

#### WEM Exercise Officer

- Assist in the development of the exercise to include needs assessment, scope of purpose, exercise schedule, target capabilities/objectives, and scenario narrative in accordance with the Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Assist County/Tribal Emergency Managers in the development of the exercise support budget and submission of the egrant application.
- Assist in exercise support, conduct, and evaluation in accordance with HSEEP requirements.
- Partner with the county emergency manager in the writing of the AAR in accordance with the HSEEP requirements.

#### County Tribal Emergency Manager

- Identify exercise funding requirements; develop support budget, and submission of the egrant application.
- Assist in the development of the exercise to include needs assessment, scope of purpose, exercise schedule, target capabilities/objectives, and scenario narrative in accordance with the Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Assist in exercise support, conduct, and evaluation in accordance with HSEEP requirements.
- Partner with the WEM exercise officer in the writing of the AAR in accordance with the HSEEP requirements.
- Submit the exercise AAR and all required close-out documentation.

#### Contractors (when approved)

- Assist in the development of the exercise to include needs assessment, scope of purpose, exercise schedule, target capabilities/objectives, and scenario narrative in accordance with the Homeland Security Exercise Evaluation Program (HSEEP) requirements.
- Assist County/Tribal Emergency Managers in the development of the exercise support budget and submission of the egrant application.
- Assist in exercise support, conduct, and evaluation in accordance with HSEEP requirements.
- Partner with the county emergency manager in the writing of the AAR in accordance with the HSEEP requirements (if not in accordance payments will be withheld).

#### Overtime and Backfill

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 awarding agency, whichever is applicable. In no case is dual compensation allowed.

**Overtime** – These expenses are limited to the additional costs which result from personnel working over and above 40 hours of weekly work time as a direct result of their performance of FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.

**Backfill-related Overtime** – Also called “Overtime as Backfill,” these expenses are limited to overtime costs which result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to FEMA-approved activities outside their core responsibilities. Backfill-related overtime only includes the difference between the overtime rate paid and what would have otherwise been paid to the backfilling employee for regular time.

Design team members who qualify under this grant and are eligible for overtime will be reimbursed 100% their applicable rate under the conditions of this grant. Emergency response personnel participating in the exercise who are identified in the scope as necessary will be reimbursed at 50% of their overtime.

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

#### 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).

#### Travel Costs

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 on way. State rates apply in all cases.

#### 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:**

*Personnel benefits are not allowed.*

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)261-7530 [MichaelJ.Pohlman@wi.gov](mailto:MichaelJ.Pohlman@wi.gov)

## 1. Main Summary

- You must complete this section before any other sections will be enabled.
- The Project Start Date can be no earlier than 3/1/09.  
The Project End Date can be no later than 6/30/10.
- **Please Note: No expenditures can be incurred until you have received your grant award documents.**

## 2. Approval Checklist

- Answer the questions by checking the boxes as appropriate.

## 3. Budget Detail

- **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

The following form that is linked in the Egrants application, Evaluation Criteria for Exercises FY 08, is required to be completed for each exercise included in this grant.

### **Application Review and Award Criteria**

Competitive grant applications will be reviewed by a multidisciplinary review committee involving WEM and OJA. Each grant will be assessed based upon its ability to identify and conduct an exercise project that will be assessed on its multi-jurisdiction and interoperability components, its use of local, mutual aid and state resources, its diversified public safety response and how it has built upon past exercises.

### **If You Are Awarded a Grant:**

Periodic progress and fiscal reports may be required. Please refer to your final award documents for the specific requirements for your grant.

**Additional Resources**

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

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

Help buttons are located on every page of the Egrants system.