

The background of the document is a faded, grayscale image of the Wisconsin State Capitol building, showing its prominent dome and classical architectural details. At the top of the page, there is a decorative graphic consisting of several horizontal, wavy bands in red and white, resembling the stripes 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

HS Emergency Volunteer Management & Registry Pilot (2007)

Grant Announcement

**Applications must be submitted through
Egrants on or before April 30, 2009**



Important Contact Information for this Grant Opportunity:

Program Name: David Duecker (608) 261-7538 or
david.duecker@wisconsin.gov

Budget/Fiscal: Deborah Hughes (608) 261-4375 or
DeborahA.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: www.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 Emergency Volunteer Management & Registry Pilot (2007)

Description: This grant will be used to initiate an Emergency Volunteer Management & Registry Pilot program to extend over a period of three years. The program coordinator will produce a curriculum and deliver training and materials covering online volunteer registration, volunteer management fundamentals, and legal issues involving volunteers in emergency response and recovery, community coalition building, MOU templates, and checklists and recommended protocols for activation.

Opportunity Category: Non-Competitive

Important Dates:

Application Due Date: April 30, 2009

Project Start Date: Based on Washington County Board approval

Anticipated Funding Amount: Total amount of dollars to be awarded will be \$102,000. The number of individual grants anticipated is one. The maximum duration of program funding is for three years. Continued program funding beyond this plan year will be applied for separately.

Match/Cost Sharing Requirement: None

Eligibility: Washington County Emergency Management will apply for this funding and contract with the Washington County Volunteer Center to coordinate the program activities.

Eligible Expenses: All expenses must be new and cannot replace existing government funding. Funding may be used for personnel, employee benefits, travel/training, equipment, supplies and other operating expenses, consultants/contractual and other.

HS Emergency Volunteer Management & Registry Pilot (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 Agency 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

Through this grant announcement, OJA is seeking an application for a pilot program geared toward improving the use of emergency volunteers, and emergency volunteer organizations in support of all Emergency Support Functions (ESFs) for local, state and regional incidents.

A major objective of the State Citizen Corps Council is to enhance emergency management's ability to access and manage emergency volunteers in close collaboration with the voluntary organizations/agencies, before, during, and after an incident.

Award Information

Funds for this grant come from the state's Citizen Corps Grant Program. Total amount of dollars to be awarded will be \$102,000. The number of individual grants anticipated is one. The maximum duration of program funding is for three years. Continued program funding beyond this plan year will be applied for separately.

FY 2007 grant funds will begin on the award date and expire approximately one year later.

Submit Applications Using Egrants

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 3 business days before the application due date.

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.

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 David Duecker at (608) 261-7538 or at david.duecker@wi.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.

2. Budget Detail

Personnel: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Travel/Training: Any travel and/or training costs associated with the funded project. Examples: Mileage Reimbursement, Lodging, Airfare, Meals. Please note: All reimbursements will be made at current state-established rates.

Equipment: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. NOTE: Homeland Security equipment grants require that all equipment (even items <\$5,000) be entered in this category so that applicants can select from authorized equipment lists.

Supplies and Other Operating Expenses: Consumables such as paper, stationary, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. EXCEPTION: Any equipment purchased through a homeland security equipment grant (regardless acquisition cost) MUST be entered in the equipment category. (See Equipment above)

Consultants/Contractual: Consultants are individuals who provide professional advice or services. Contracts are entered into by recipients. With the exception of a few justified sole source situations, contracts are awarded via competitive processes to procure a good or service. Examples: Consultant, Trainer

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

3. Approval Checklist

Answer Yes or No to each question.

4. Performance Measures

Please open this section, establish your performance target goals as appropriate and add any additional measures you wish to track and change the page status to Complete; then save the page. Performance Measures will be collected during post-award quarterly reporting.

5. Project Narrative

Briefly describe your project and the organization contracted to implement it.

6. Goals and Objectives

Identify the Critical Tasks from the National Target Capabilities List you intend to address with this grant program. List any additional program objectives which are not covered in the NTCL.

7. Implementation Plan

List the steps you will take with this funding to accomplish each critical task or objective you identified in your program objectives.

8. Evaluation

Describe how you will track progress towards your noted objectives and continue to identify gaps for program improvements.

Application Review and Award Criteria

This application will be reviewed by internal OJA program and fiscal staff upon submission. The application review process will focus largely on the quality of the responses to the narrative requirements. The applicant will be notified of any funding decisions within 10 working days of submission.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide quarterly progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of 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. 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.
2. The program coordinator will provide OJA with copies of the program deliverables to include but not limited to the following: management training curriculum, training aids and materials covering online volunteer registration, volunteer management fundamentals, legal issues involving volunteers in emergency response and recovery, community coalition building, MOU templates, and checklists and recommended protocols for activation.

Additional Resources

- 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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