

# GRANT TRACKING FORM



## **PART #1: Notification of Grant Funds**

(email to [tony.saucerman@appleton.org](mailto:tony.saucerman@appleton.org))

**APPLICANT DEPARTMENT:** Appleton Fire Department **DATE:** 1 / 27 / 20

**APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE:** Ryan Weyers/Battalion Chief

**COMMITTEE OF JURISDICTION:** Safety & Licensing Committee

**NAME OF GRANT/FUNDING SOURCE:** WI Hazardous Materials Response System/WI Emergency Mgmt.

**AMOUNT OF GRANT REQUEST:** \$ 63,095 **LOCAL MATCH REQUIREMENT:** \$ 0

**SOURCE OF MATCH:**  General Fund  Non-General Fund  Not Applicable

**TIMEFRAME OF GRANT:** 02 / 01 / 2020 through 06 / 30 / 2020

**TYPE OF GRANT REQUEST:**  Monetary  Other (explain under 'purpose of grant')

**PURPOSE OF GRANT (summary):**


The purpose of the grant is to fund the replacement of equipment used in emergency responses to releases of hazardous substances.

**How does the grant meet City/Department/Program goals?**

The grant will be used to purchase a meter which will be utilized during haz-mat responses.

**What are the personnel requirements (include both existing and new staff) of the grant?**

There are no personnel requirements associated with this grant request.

**DEPARTMENT HEAD SIGNATURE:** 

## **PART #2: Request to Accept Grant Funds**

(complete after notification of grant award; email to [tony.saucerman@appleton.org](mailto:tony.saucerman@appleton.org))

**AMOUNT OF GRANT AWARD:** \$ \_\_\_\_\_ **FEDERAL/STATE ID #:** \_\_\_\_\_

**LOCAL MATCH REQUIREMENT:** \$ \_\_\_\_\_

**Please describe the source of match, if applicable:**

**Please describe any major changes in proposed grant-funded activities:**

<i>PART</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>	<i>TO:</i>	<i>DATE:</i>
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee



## Sharon Brochtrup

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**From:** Ryan Weyers  
**Sent:** Friday, January 24, 2020 10:25 AM  
**To:** Sharon Brochtrup  
**Subject:** RE: Request to complete Haz Mat Equipment Grant

Due date is March 2.

### FUNDING ANNOUNCEMENT SUMMARY

**Funding Annc. Title:** Wisconsin Hazardous Materials Response System Equipment Grant  
**Program Staff**  
**Person:** [Timothy M Haas](#)  
**Fiscal Contact**  
**Person:** [DeAnn McDermott](#)  
**Year:** 2020  
**Program Area:** Hazmat Regional Emergency Response  
**Funding Stream:** HRER  
**Funding Area:** Aids to Locals  
**Release Date:** 1/22/2020  
**Due Date:** 3/2/2020  
**Concept Papers Required?** No  
**Competitive/Non-Competitive:** Non-Competitive  
**Amount Announced:** 502,126.00  
**Status:** Open  
**Summary:** The Wisconsin Hazardous Materials Response System (WHMRS) Equipment Grant program was created by Wis. Stat. §323.70 (6m) which authorizes the division to award grants to local agencies with which the division contracts with for Hazardous Materials Response System Services. The purpose of the grants is to fund the replacement of equipment used in emergency responses to releases of hazardous substances pursuant to the Contract for Wisconsin Hazardous Materials Response System Services. The Wisconsin Hazardous Materials Response System (WHMRS) is a tiered system separated into three capability levels and typing designations of teams within the state. Each type of team has different capabilities (personnel, equipment, and training) and response assignments based on hazard risk. Each tier/type of team has representation on the equipment committee that advises Wisconsin Emergency Management (WEM) on resource needs to manage the hazardous materials risk in the state. The WHMRS Equipment Committee conducted an inventory of the assets of each team and developed the list of meters and detection equipment which have life cycles of 4 to 7 years that have exceeded their life cycle and need replacement.

**From:** Ryan Weyers  
**Sent:** Friday, January 24, 2020 10:24 AM  
**To:** Sharon Brochtrup <Sharon.Brochtrup@Appleton.org>  
**Subject:** Request to complete Haz Mat Equipment Grant

Please see the attached document. AFD Haz Mat would be applying for a \$63,095.00 grant for a meter purchase.

Let me know if you need anything else. Sooner the better. Need to close this out before March 28. Prices will change then.

Thanks.

Ryan Weyers  
Battalion Chief of Resource Development and Special Operations  
Appleton Fire Department  
Main: 920-832-2282  
Cell: 920-213-1129  
Email: Ryan.Weyers @Appleton.org

**Notice of Funding Opportunity**

***Wisconsin Hazardous Materials Response System (WHMRS)  
Equipment Grant  
2019-2021***

**Applications must be submitted through  
Egrants on or before March 2, 2020**

## Contact Information for this Notice of Funding Opportunity

Program Manager:	Tim Haas (608) 220-6049 Timothy.Haas@Wisconsin.gov
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Grants Specialist:	DeAnn McDermott (608) 242-3228 DeAnn.McDermott@wisconsin.gov
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### Submit 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 <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self-registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or [WEMEgrants@egrants.us](mailto:WEMEgrants@egrants.us)  
The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

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/EgrantsExternalUserGuideUpdated9-9-19-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 can be found there.

WEM Egrants website: <https://wem.egrants.us>

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**Notice of Funding Opportunity: Wisconsin Hazardous Materials Response System (WHMRS) Equipment Grant 2019-2021**

**Description:** The Wisconsin Hazardous Materials Response System (WHMRS) Equipment Grant program was created by Wis. Stat. §323.70 (6m) which authorizes the division to award grants to local agencies with which the division contracts with for Hazardous Materials Response System Services. The purpose of the grants is to fund the replacement of equipment used in emergency responses to releases of hazardous substances pursuant to the Contract for Wisconsin Hazardous Materials Response System Services.

The Wisconsin Hazardous Materials Response System (WHMRS) is a tiered system separated into three capability levels and typing designations of teams within the state. Each type of team has different capabilities (personnel, equipment, and training) and response assignments, based on hazard risk. Each tier/type of team has representation on the equipment committee that advises Wisconsin Emergency Management (WEM) on resource needs to manage the hazardous materials risk in the state. The WHMRS Equipment Committee conducted an inventory of the assets of each team and developed the list of meters and detection equipment which have life cycles of 4 to 7 years that have exceeded their life cycle and need replacement.

**Opportunity Category:** Limited Eligibility. The eligible local entities are identified in Attachment 1.

**Important Dates:**

Application Due Date: March 2, 2020  
Project Start Date: February 1, 2020 \*  
Project End Date: June 30, 2020

**Reporting Requirements:**

If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Report: Only a final Program Report is required.

Financial Report: Only a final Financial Report is required.

\* Note: Expenses cannot be incurred until award documents are executed by the applicant and returned to WEM.

**Anticipated Funding Amount:** Pursuant to Wis. Stat. §20.465 (3) (df), the sum of \$500,000.00 was appropriated for the grants to local agencies. WEM will provide grant funds to reimburse eligible local agencies for the purchase of the equipment specified for their department by the WHMRS Equipment Committee, up to the maximum identified for the particular type of equipment (See Attachment 1).

**Match/Cost Sharing Requirement:** None

**Eligibility:** Eligibility for this grant is limited to those local agencies that are part of the WHMRS and have been identified by the WHMRS Equipment Committee as having meters and detection equipment that have exceeded their life cycle and need replacement.

**Eligible Expenses:** The WHMRS Equipment Committee developed a list (Attachment 1) which identifies the WHMRS team requiring equipment replacement, the specific equipment items, and the cost of the equipment item. The costs were based on the WHMRS Equipment Committee conducting a pricing comparison across multiple vendors and identifying the lowest cost for the equipment items. The WHMRS Equipment Committee identified a preferred vendor which agreed to hold equipment pricing until March 27, 2020. **Note if equipment is purchased after the March 27, 2020 date the additional cost for the item will need to be paid for by the local team.**

WEM will provide grant funds to reimburse eligible local agencies for the purchase of the equipment specified for their department by the WHMRS Equipment Committee, up to the maximum identified for the particular type of equipment. Eligible applicants are encouraged to follow local procurement guidance, however, the authorized amount is the maximum the applicant will be reimbursed for the listed equipment.

**Notice of Funding Opportunity:** *Wisconsin Hazardous Materials Response System (WHMRS) Equipment Grant 2019-2021*

## **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 the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to state funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.



## **1. Main Summary**

This page asks for information about your agency and the individuals responsible for the application and grant award. 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. 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 improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

## **2. 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.

Equipment: All equipment purchased (regardless the cost) should be entered in this category.

## **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 compliance with this grant guidance and will make funding recommendations to the Administrator. All final grant award decisions will be made by the 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.

Please review all your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

## ***Equipment***

### 1. Title: Equipment Training

All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.

### 2. Title: Equipment subject to mutual aid agreements

Emergency response capabilities developed using these grant funds must be made available to other emergency response agencies regionally, as may be required for incident response purposes.

### 3. Title: Equipment Maintenance and Disposal

Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Staff to obtain the Equipment Disposition Form and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.

### 4. Title: Sustainment Costs

Agencies that accept funding are responsible for all sustainment costs.

### 5. Title: WHMRS Equipment

Agencies accepting funding understand that equipment is intended to support Wisconsin Hazardous Materials Response System (WHMRS) response efforts. In the event that an agency is separated from WHMRS, all equipment must be surrendered or transferred as directed by WEM.

## ***General***

### 6. Title: Grant modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in

order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason. All requests for modifications must be submitted via Egrants. Modifications are not considered final until WEM provides a signed modification approval notice; any related expenses incurred prior to receipt of a signed modification approval are not eligible for reimbursement.

## ***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 Program Manager listed on page one of this document.
3. Receipt of a completed and signed Reimbursement Request form (G-2).
4. Expenses are deemed eligible as outlined in the approved grant award.
5. At minimum, the following supporting documents are supplied and uploaded to Egrants:
  - a. Copy of original invoice(s) clearly identifying equipment that was purchased to include the cost of the equipment.
  - b. Evidence that the invoice was paid (i.e. copy of check or credit card receipt)

**Notice of Funding Opportunity: Wisconsin Hazardous Materials Response System  
(WHMRS) Equipment Grant 2019-2021**

**Attachment 1  
Eligible Applicants, Eligible Equipment, Eligible Amount**

The following list developed by the WHMRS Equipment Committee identifies the WHMRS team requiring equipment replacement, the specific equipment items, and the cost of the equipment item.

<b>Department/Equipment Item(s)</b>	<b>Eligible Amount</b>
Appleton Fire Department Raman URAD Plus-DoseRAE Total	\$62,000.00 \$1,095.00 \$63,095.00
Ashland Fire Department MultiRAE	\$4,220.48
Chippewa Fire Department MultiRAE URAD Plus-DoseRAE Total	\$4,220.48 \$1,095.00 \$5,315.48
Eau Claire Raman	\$62,000.00
Fond Du Lac MultiRAE Lite	\$2,483.36
Grant County MultiRAE Lite	\$2,483.36
Green Bay Fire Department MultiRAE	\$4,220.48
LaCrosse Fire Department Rapid Deployment Kit	\$69,211.00
Madison Fire Department Rapid Deployment Kit Gemini Total	\$69,211.00 \$101,000.00 \$170,211.00

Marinette Fire Department MultiRAE Lite	\$2,483.36
Marshfield Fire Department MultiRAE Lite URAD Plus-DoseRAE Total	\$2,483.36 \$1,095.00 \$3,578.36
Menomonie Fire Department MultiRAE Lite	\$2,483.36
Oneida County MultiRAE URAD Plus-DoseRAE Total	\$4,220.48 \$1,095.00 \$5,315.48
Oshkosh Fire Department Rapid Deployment Kit	\$69,211.00
Portage Fire Department MultiRAE Lite	\$2,483.36
Racine Fire Department MultiRAE	\$4,220.48
Rice Lake Fire Department MultiRAE Lite	\$2,483.36
Rock County MultiRAE Lite	\$2,483.36
Sheboygan Fire Department MultiRAE Lite	\$2,483.36
Superior Fire Department MultiRAE	\$4,220.48
Vernon County MultiRAE Lite	\$2,483.36
Washington County/West Bend MultiRAE Lite URAD Plus-DoseRAE Total	\$2,483.36 \$1,095.00 \$3,578.36

Waupaca County	
MultiRAE Lite	\$2,483.36
URAD Plus-DoseRAE	\$1,095.00
Total	\$3,578.36
Wausau Fire Department	
MultiRAE	\$4,220.48
Wisconsin Rapids Fire Department	
MultiRAE Lite	\$2,483.36
URAD Plus-DoseRAE	\$1,095.00
Total	\$3,578.36