

GRANT TRACKING FORM



PART #1: Notification of Grant Funds

(email to tony.saucerman@appleton.org)

APPLICANT DEPARTMENT: Appleton Fire Department **DATE:** 08/16/2016

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Ethan Kroll/Battalion Chief – Special Operations

COMMITTEE OF JURISDICTION: Safety & Licensing Committee

NAME OF GRANT/FUNDING SOURCE: HS Firefighting Foam for Crude Oil Response 2016/Dept. of Military Affairs

AMOUNT OF GRANT REQUEST: \$50,000 **LOCAL MATCH REQUIREMENT:** \$0

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

TIMEFRAME OF GRANT: 09/15/2016 through 02/28/2017

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

PURPOSE OF GRANT (summary): This grant will allow the AFD to purchase and store firefighting foam for a crude oil response involving accidental or intentional acts that effect a railroad car derailment, motor carrier transportation, or pipeline incident within the East Central region of the state.

How does the grant meet City/Department/Program goals? By providing this additional cache of foam, it assists the department in protecting the lives and properties of the citizens of Appleton and surrounding communities.

What are the personnel requirements (include both existing and new staff) of the grant? None.

DEPARTMENT HEAD SIGNATURE: *Lee Vande Vort*

PART #2: Request to Accept Grant Funds

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

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

LOCAL MATCH REQUIREMENT: \$ _____

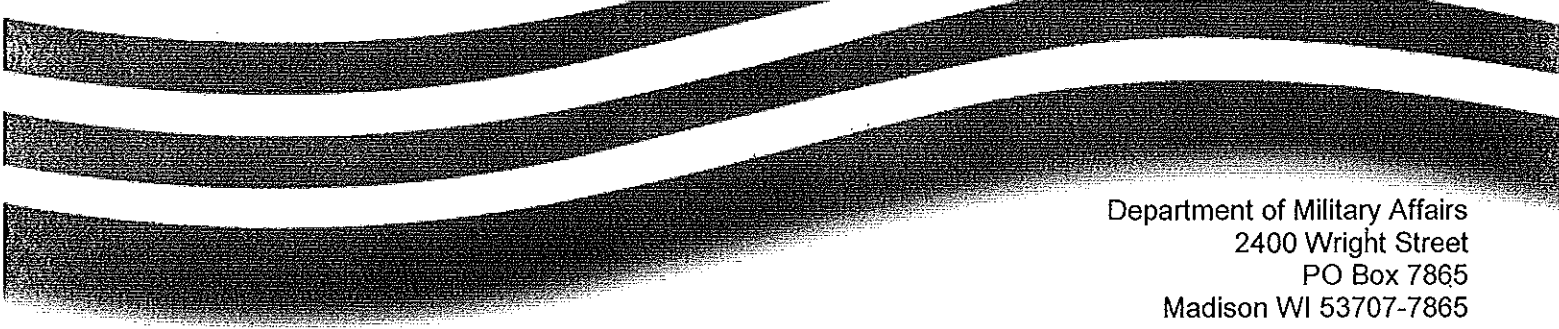
Please describe the source of match, if applicable: _____

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

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#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



Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865

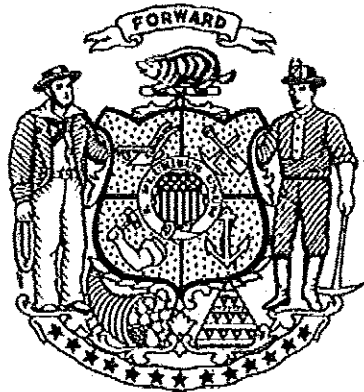
Scott Walker
Governor

Donald P. Dunbar
Adjutant General

HS Firefighting Foam for Crude Oil Response 2016

Grant Announcement

**Applications must be submitted through
Egrants on or before August 31, 2016**



STATE OF WISCONSIN

DEPARTMENT OF MILITARY AFFAIRS

SCOTT WALKER
GOVERNOR

DONALD P. DUNBAR
ADJUTANT GENERAL

Important Contact Information for this Grant Opportunity:

Program/Policy: Shannon Ladwig (608) 242-3231
shannon.ladwig@wisconsin.gov

Budget/Fiscal: Deb Hughes (608) 242-3236
deborah.hughes@wisconsin.gov

Egrants Assistance: Weekdays, 7:30am – 4:00pm
Email: WEMEgrants@wisconsin.gov
Telephone: (608) 242-3236

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://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.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.

Grant Announcement Summary

Grant Title: HS Firefighting Foam for Crude Oil Response 2016

Description: This funding will allow the City of Appleton Fire Department to purchase and store firefighting foam for a crude oil response involving accidental or intentional acts that effect a railroad bulk tanker car derailment, motor carrier transportation, or pipeline incident within the East Central region of the state.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: August 31, 2016

Project Start Date: September 15, 2016

Project End Date: February 28, 2017

Anticipated Funding Amount: As approved by the Homeland Security Funding Advisory Working Group (FAWG), the dollar amount available under this funding opportunity is \$50,000.

Match/Cost Sharing Requirement: None

Eligibility: Only the City of Appleton Fire Department is eligible to apply.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to <http://fedgov.dnb.com/webform>. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at <http://fedgov.dnb.com/webform/displayFAQPage.do>. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

WEM cannot award grant funds until an active DUNS number is provided.

Eligible Expenses: Funding may be used for equipment.

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR §§ 200.318-326.

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.

HS Firefighting Foam for Crude Oil Response 2016

Program Description

WEM will provide grant funds to purchase firefighting foam for the response to a crude oil event. Flammable and combustible liquids, in both bulk storage and in transport (pipe line, truck, rail), continue to present the greatest risk for hazardous substance release whether accidental or intentional requiring emergency response. Although many emergency services work to equip for a response to a release, there are a large number of communities that do not have the capability and/or capacity to deal with large spills.

The state of Wisconsin continues to be a major transportation corridor for the highly flammable Bakken crude oil from North Dakota and Canada. This project will continue to improve the capacity of resources to deal with bulk, flammable liquids being transported within/through Wisconsin (crude oil or other products).

Currently, West Central and Southeast regions of the state have bulk Class B foam for deployment within their respective regions. This purchase will fill the gaps within the East Central region.

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 <https://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process

Authorization to access Egrants can take several days depending on registration activity. The WEM help desk is open Monday-Friday 7:30am-4pm 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 WEM website:

<https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf>

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 Shannon Ladwig at (608) 242-3231 or at Shannon.Ladwig@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, pilot, 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 WEM website, cited in WEM 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, No, or N/A (not applicable) to each question.

3. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

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.

Equipment: Homeland Security equipment 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.

5. Needs Description

Describe the current gap identified that this grant funding will solve; include how this capability will enhance a crude oil response, any regional challenges that will be addressed, and foam storage location. Lastly, explain how this foam will be utilized by a statewide mutual aid request.

6. Implementation Plan

Describe regional planning efforts with state, and local agencies for the implementation of a crude oil foam distribution and rotational plan.

7. Required Attachments

Please attach the following documents to your application in this section:

- Crude Oil Foam Distribution Plan
- Crude Oil Foam Rotational Plan

Please note, any plan too large to upload into Egrants due to size limitation should be mailed to:

Department of Military Affairs
2400 Wright Street
PO Box 7865
Madison WI 53707-7865
Attn: Shannon Ladwig

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 consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

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. 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. Agencies that accept funding are responsible for all sustainment cost.
2. Equipment shall be maintained and available for use as intended by the grant for the duration of its useful life. Disposal of equipment must follow all applicable state, federal, and local guidelines. The grantee 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.
3. Municipalities receiving Class B foam for deployment under this project must sign a Memorandum of Understanding (MOU). Upload MOUs in Egrants within the monitoring section, under Project Document Attachment section.

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <http://emergencymanagement.wi.gov/>
- A helpful Egrants User Guide is posted on the Egrants page of the WEM website. <https://egrants.emergencymanagement.wi.gov/egmis/EgrantsExternalUserGuide9-12-2014WEM.pdf> 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 7:30AM and 4:00PM.

Email: WEMEgrants@wisconsin.gov

Telephone: (608) 242-3236