OEC Grant Guide

Wisconsin Department of Military Affairs

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Contents

1. Introduction

The following guidance has been developed to assist local agencies in preparing their application for OEC grant funds. The information contained in this guidance document can be generally applied to all OEC grants, while specific application information and requirements can be found within the respective Grant Announcement document.

2. Funding Information

2.1. Budget Tips

Start thinking about your budget requirements early. Although the degree of specificity of any budget will vary depending on the nature of the project and grant requirements, a complete, well-thought-out budget serves to reinforce your credibility and increase the likelihood of your application being funded.

Keep in mind the following –

- A well-prepared budget should be reasonable and demonstrate that the funds being asked for will be used wisely.
- The budget should be as specific as possible in its projections. Make every effort to be realistic and to estimate costs accurately, including providing recent quotes from vendors.
- If the budget lists an equipment purchase, ensure that it is the type allowed by DMA under the specific grant program requirements.
- Facility construction costs and overhead costs are strictly prohibited under OEC Grant Programs.

While budget adjustments are sometimes made after the grant award, this can be a lengthy process. It is best to be certain that project implementation costs can be met with the budget you submit with the application. Only ask for the amount you need for your project, regardless of the maximum amount allowed in the grant announcement.

For equipment – List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. Thoroughly explain in the application form why the equipment needs replacement (e.g., existing equipment is/was at end of life by a certain date; current equipment is not NextGen-capable).

Promote free and open competition in awarding contracts. Local procurement policies must be followed. **If there are no local procurement policies in place, you must follow the State of Wisconsin procurement policies**. You must provide separate justification for sole-sourced contracts.

Remember to include computations that clearly show how the costs were derived for each list item.

2.2. Supplanting

Supplanting funds under the OEC Grant Programs may be allowable in appropriate circumstances. However, grant funds must be used to increase the amount of funds for the agency that would otherwise have been available from local resources. Agency base operating budgets shall not be reduced because of the award of grant funds. Grantees that are suspected of supplanting local funds will be scrutinized more closely and DMA may require additional documentation to ensure agency base budgets are not being reduced as a result of grant funds.

2.3. Local Cost Share/Match Requirement

A few important things to note if cost share is required:
- Records of all expenditures related to match/cost share must be kept in the same manner as your records for the grant funds.
- The source of the match funds must be identified in the grant application.
- Every item must be verifiable (i.e., tracked and documented).
- Matching funds must be an allowable expense.
- Any claimed cost share expense can only be counted once. Funds received through the grant program cannot be counted as match for another grant.
- Because these are reimbursement grants, you must be able to fund the full project upfront and not just the required match amount. Exceptions may be made in the event of extreme financial hardship.

Be sure to include information about the source and amount of your cost share in your application narrative and budget. Because of the type of grant program and eligible expenses, in-kind match will not be accepted.

How to calculate match amount –

1. Total Project Cost x 0.80 (80%) = Total State Share (reimbursement amount)
2. Total Project Cost x 0.20 (20%) = Required match amount

For example, for a total project cost of $10,000 and the required match is 20%, the calculation would be:

1. $10,000 x 0.80 = $8,000 total state share to be reimbursed
2. $10,000 x 0.20 = $2,000 minimum non-state or federal match amount required

3. Grant Conditions and Requirements

3.1. Basic Grant Conditions

All grant recipients must follow the basic grant conditions outlined below:

1. *Supplantation:* In appropriate circumstances, grant funds may be used to supplant local funds authorized for an Agency. However, grant funds must increase the amount of funds for the Agency that would otherwise be available from local resources and Agency base operating budgets shall not be reduced because of the award of grant funds. Grantees that are suspected of supplanting local funds will be scrutinized more closely and Department of Military Affairs (DMA) may require additional documentation to ensure Agency base budgets are not being reduced as a result of grant funds.

2. *Training:* All personnel who utilize equipment purchased with funds from OEC grants may be required to receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The grantee is required to maintain proper training records.

3. *Fiscal Compliance:* To be allowable under a grant program, costs must match the approved budget and must be obligated (purchase order issued, class scheduled) during the grant performance period. If obligated by the end of the grant period, payment must be made within 30 days of the grant period ending date. Reimbursement for travel (i.e., mileage, meals, and lodging) is limited to applicable state rates and timeframes. Taxes are not allowable.

4. *Allowable Costs:* Costs incurred shall be allowable and meet grant goals and objectives.

5. *Programmatic Changes:* Any changes to the grant require **prior** approval from DMA through a modification submitted and approved by the DMA Grant Manager. Changes requiring a modification may include but are not limited to Budget, Scope of Project, Period of Performance, Project Director, Fiscal Manager, and/or Performance Measures.

6. *Contracts and Procurement:* Grantees shall use their own procurement procedures and regulations, provided that the procurement conforms to applicable state law and procurement standards. Copies of legal agreements shall be submitted to the DMA Grant Manager as deemed necessary which may include Contracts, Interdepartmental Agreements and Memorandums of Understanding (MOU) among collaborating agencies.

7. *Conflict of Interest:* No staff member of the grantee organization may use their position to obtain financial gain or anything of substantial value for the private benefit of themselves or their immediate family, or for an organization with which they are associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. Wis. Stat. § 19.59(1)(a).

8. *Fiscal Control:* The grantee will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program, per Wis. Stat. § 16.41 (Agency and authority accounting; information; aid).

9. *Disbursement:* Grant funds will be disbursed by DMA upon completion of approved Program Report(s), Fiscal Report(s), Project Closeout, and satisfaction of Special Conditions. The Final Closeout Report is considered your Request for Reimbursement and must include copies of paid detailed invoices/receipts, necessary supporting documentation and a completed Request for Reimbursement Form signed by the Fiscal Manager for your agency.

10. *Program Income:* All income generated as a direct result of a grant-funded project shall be deemed program income. Program income must be used for the purpose and under the conditions applicable to the award. Program income should be used as earned and accounted for in your reimbursement request.

11. *Copyright, Acknowledgement, and Publications:* The grantee will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The Wisconsin Department of Military Affairs reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for DMA purposes: the copyright in any work developed under this grant; and any rights of copyright to which the grantee or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the DMA acknowledged. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the grantee shall clearly acknowledge the receipt of grant funds in a statement.

12. *Grant Compliance:* Grantee must comply with the Grant Announcement used to announce the funding opportunity. The grantee must cooperate with the DMA Grant Manager.

13. *Grant Reporting:* The grantee shall ensure that all grant reporting will be timely on a schedule established by the DMA. Grant reporting information provided to the DMA staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates.

14. *Cooperation with Evaluation or Audit:* The grantee shall cooperate with the performance of any evaluation or audit of the program by the State 911 Subcommittee, State Interoperability Council, DMA or by their contractors.

3.2.   Special Grant Conditions

Special conditions may be placed on individual grant awards. Grantees with special conditions on their awards may be prohibited from expending any funds until those identified conditions are met and approved by DMA/OEC. Typical special conditions may be, but are not limited to, compliance with audits, updated budget information, and trainings. Failure to comply with any and/or all special conditions may result in de-obligation of grant funding. Any special conditions will be communicated in the awards package.

3.3.   Grant Assurances

All grant recipients will be subject to the grant assurances outlined below:

1. **Wisconsin State Statute and Standards Compliance**

   The Grantee agrees to comply with the requirements outlined in the Wisconsin State Statute and Wisconsin Administrative Code. All awards funded under this Grant Announcement must comply with evolving state and national standards pertaining to NextGen9-1-1 systems or other interoperable communications systems as those standards are finalized and released statewide or at the national level.

2. **Grant Administration Training**

   The Grantee shall make every effort to participate in any applicable grant program conference calls or administrative trainings supplied by DMA. Grantees must participate in scheduled grant training events, allow a programmatic or financial site visit (if applicable), and accept technical assistance from DMA.

3. **Audit Requirements**

   a. The Grantee agrees to comply with all applicable Wisconsin State Purchases Law pursuant to Wis. Stat. Chapter 16; purchasing rules and regulations.

   b. The Grantee is prohibited from transferring funds between programs (i.e., NextGen9-1-1 Program, Homeland Security, Emergency Management Program Grant, etc.)

   c. The Grantee agrees to fully cooperate with compliance audits including periodic programmatic, fiscal monitoring, records review and site visits conducted by DMA. Grantees agree to submit timely and accurate Program Evaluation Reports to DMA as required and to participate in DMA sponsored surveys and all other required reports related to any DMA administered grant program. DMA reserves the right to deny payment to any approved programs for failure to comply with this provision.

4. **Matching Funds**

   This grant award requires a local match. Matching funds must be an allowable expense under the grant program and must come from a non-state or federal grant funding source. By accepting this grant award, the Grantee is certifying that it has the funding available to cover the total cost of the project prior to receiving reimbursement by DMA. The state reimbursement will be a one-time payment at the close out of the grant project when all funds for the project have been expended.

5. **Payment Methodology and Withholding Grant Funds**

   DMA shall only remit funds to Grantees upon receipt of a Grant Reimbursement Request Form at

the close out of the grant period, signed by the Signatory Official, and including the required supporting documentation. The Grantee fully understands that DMA has the right to withhold, suspend or terminate grant funds to any recipient that fails to conform to the requirements (general/special conditions, reporting) outlined in this award package. If the Grantee is deemed to be out of compliance with applicable Wisconsin State Statute, administrative rule or any grant conditions or requirements that would make the Grantee ineligible to receive grant funding, current grant funds may be held or de-obligated, and the approval of future grant funds may be impacted.

6. **Non-Appropriation**

   All awards are subject to the availability of appropriated state funds and to any modifications or additional requirements that may be imposed by law.

7. **Maintenance of Records**

   All grant documents including but not limited to invoices, purchase orders, packing slips, equipment make, model and serial numbers, must be maintained by the Grantee for a minimum of four (4) years after DMA closeout date.

8. **Property acquired with grant funds**

   DMA requires that property acquired with grant funds be tagged and tracked detailing the description of the property, serial or identification number, source of property, name of owner, acquisition date, cost, location, and condition. Title to property acquired in whole or part with grant funds shall vest in the Grantee, subject to divestment at the option of DMA, where its use for 9-1-1 purposes is discontinued. Grantees shall exercise due caution in the use, maintenance, protection and preservation of such property. Grantees that accept grant funding are responsible for all sustainment costs after the end of the grant period.

9. **Equal Opportunity, Non-discrimination and Affirmative Action Program Requirements**

   It is the responsibility of all Grantees to ensure that their employment practices comply with Equal Opportunity Requirements, s. 51.01 (5), Wis. Stats., s. 111.32 (13)(m), Wis. Stats., and Gubernatorial Executive Orders governing the promotion of a diverse workforce, equal opportunity and the prevention of sexual harassment and including where applicable, the requirement of Grantees to formulate, implement and file an Equal Opportunity Plan with DMA.

   In connection with the performance of work under this grant, the Grantee agrees not to discriminate against any employee or applicant of employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Grantee further agrees to take affirmative action to ensure equal employment opportunities.

   Pursuant to 2019 Wisconsin Executive Order 1, Grantee agrees it will hire only on the basis of merit and will not discriminate against any persons performing a contract, subcontract or grant because of military or veteran status, gender identity or expression, marital or familial status, genetic information or political affiliation.

10. **Ethical Standards/Prohibited Political Activity**

    It is the responsibility of all Grantees to comply with applicable provisions of Wis. Stats. Chapter 19, Subchapter III – Code of Ethics for Public Officials and Employees and the provisions of the Hatch Act, which limits the political activity of public employees.

11. **Collection of Unallowable Costs**

    Payments made for costs determined to be unallowable by either the awarding agency, cognizant

agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the State of Wisconsin in accordance with instructions from the state agency that determined the costs are unallowable unless state statute directs otherwise.

12. **9-1-1 Fee Diversion (only applicable for grant programs funded by the Police/Fire Protection Fund, renamed 9-1-1 fund as of July 1, 2024)**

In accordance with the Federal Communications Commission (FCC) regulation on 9-1-1 fee diversion, the Grantee agrees that as a taxing jurisdiction of the State of Wisconsin, the Grantee shall not use any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under 47 CFR § 9.23.

Grantee agrees that, as a condition of receipt of the grant, the Grantee will return all grant funds if the Grantee expends, at any time for the full duration of this grant, any portion of funds received under this grant program for a purpose or function other than those approved by DMA and designated by the FCC as acceptable under 47 CFR § 9.23.

3.4. Reporting Requirements

If awarded a grant, your agency will be responsible for completing a progress report on a quarterly basis which will be due by the deadlines listed in the award package. A progress report form will be provided based on the specific grant program. Additional reporting may be required depending on the type of award and expenses applied for.

3.5. Recordkeeping Requirements

Grant financial and administrative records shall be maintained by grantees for a period of no less than four (4) years following the date of the closure/audit of the grant award. Equipment records shall be maintained for a period of four (4) years following the final disposition, replacement, or transfer of the equipment. Grantees shall record all match earned by its agency, including all supporting documentation.

Grantees shall keep records of different state fiscal periods separately, identified, and maintained so that backup documentation may be readily located. Grantees are also obligated to protect records adequately against fire or other damage. When records are stored away from the grantee's principal office, a written index of the location of records stored should be on hand and available.

4. Grant Application Tips

4.1. Preparing for the Grant Announcement

A few things you can start now to prepare for the Application Period:

- Ensure you are eligible to apply by reviewing the eligibility requirements in prior grant announcements or the statute that created the grant.
- Start collecting vendor quotes and drafting a project budget.
- Identify potential sources of funding to meet the match requirements.
- As a reimbursement grant, you must ensure that you budget for the full cost to complete the grant project(s) prior to final grant reimbursement. Exceptions may be made in the event of extreme financial hardship.

4.2. The Grant Announcement

The first step of the grants process is to download the grant announcement (when available) and review it carefully to learn the specific requirements of the grant opportunity. While some state agencies use a standard grant announcement template across all program areas, basic eligibility requirements, application forms, and procedures vary for each solicitation. Many have strict guidelines and fixed deadlines.

Deadlines are clearly stated on the front cover of the grant announcement. In most situations, applications that are not completed and submitted by the deadlines will not be considered for funding.

Please consider the following tips during the application process:

- Familiarize yourself with the grant announcement requirements and make sure you are eligible well before the application submission deadline.
- Consider your budget early, including allowable expenses under the grant announcement.
- After determining eligibility and the allowability of your budget, review all reporting requirements to make sure your agency can meet all grant requirements if your project is funded.

4.3. Examples of Allowable and Unallowable Expenses

PSAP Allowable and Unallowable Examples: PSAP Examples of Allowable and Unallowable Expenses
GIS Allowable and Unallowable Examples: GIS Examples of Allowable and Unallowable Expenses

4.4. The Application

Unless otherwise specified, grant applications will only be accepted during the grant application period identified in the formal grant announcement.

The Grant Application Form typically includes the following components:
1. General applicant information, including primary and secondary contact information.
2. A project narrative describing the allowable grant activities and timelines.
3. Project budget detailing the allowable expenses for the grant activities to be performed.
4. A sustainability plan for maintaining grant-funded project(s) after the grant period has ended.
5. Standards Compliance Certification (if applicable).
6. Additional applicant data.

A grant application is a formal, written request for funds to support a specific program or project. Although the exact content of a grant application is determined by specific program guidelines, most grant applications explain: (1) why the funds are needed, (2) what the funds will be used for, (3) how the funds will be managed.

The application process may be highly competitive, with numerous grant applications competing for the same funds. To increase your chance of receiving funding, your application must meet at least two goals: (1) inform the reader of your plans, and (2) persuade the reader that your project is

worthy of funding.

Sell the reviewers on the following points –

- The need that you will address with the grant money is significant and worthy of funding, and that your regular operating budget will not decrease as a result of receiving a grant award.
- The project is well planned, both from DMA's and your point of view, to ensure a successful implementation if funds are awarded.
- You are capable of successfully managing the funds, providing local matching funds (as required), completing the proposed project on schedule, and meeting your goals and objectives.

Be sure all items in your budget are allowable and reasonable –

- Make sure all calculations are accurate and based on recent vendor quotes.
- Justify the need for each expenditure; itemize and provide detail with computations.

Avoid common application mistakes –

- Sloppy writing.
- Not following directions.
- Failing to attach required documents.
- Waiting until the last minute to apply.

4.5. Grant Award

If you receive a grant award, you will be sent a grant award package signed by the Director of Emergency Communications. Your award documents will contain:

- Your grant number
- Your approved project period and budget
- Your financial and programmatic reporting schedule
- All general grant conditions and assurances
- Any special conditions placed on the grant

Your grant award package must be signed by your Signing Official identified in your grant application. Retain a copy of the signed award package for your records and email a copy back to DMA.

4.6. The Project Period

Your project may begin on the performance period start date listed on the award documents. Grant Programs are funded on a reimbursement basis, so during the grant period, you will track your expenditures and submit scheduled quarterly reports. No reimbursement will be allowed for any expenditures that were incurred or requested prior to or after the project period identified on the award documents. **Reimbursement will occur when you submit your final closeout report and materials.** Exact requirements for reporting will be further detailed in the grant announcement and award documents.

During your project period, you may also request modifications to your grant. Modifications must be submitted for the following changes:

- Any changes in approved budget that are more than 10% of the total project budget (e.g., A grant budget of $10,000 with a change of $1,000.01 or more would require a modification).
- Moving or adding funds to a cost category that was not previously approved.
- Changing project staff (i.e., Project Director, Signing Official).
- Requesting an extension to the grant project period. Extension requests must be submitted **before** the end date of your grant and will be reviewed by program staff on a case-by-case basis. There is no guarantee of an extension request approval and extensions may be contingent on state agency budget deadlines. *NOTE: The PSAP Grant project periods cannot exceed 18 months.*
- When switching from the vendor originally specified in the grant application to another vendor as a result of the purchasing process or some other reason.

Grant budgets may not be changed ninety (90) days prior to the end of grant performance period. If you think you will have unspent funds at the end of your grant period, you must notify OEC grant staff as soon as possible.

4.7. Closeout

After the project period of your grant has ended, you will need to submit all closeout documents and complete closeout requirements within 60 days after the end of the grant.

In order to closeout a grant, DMA generally requires submission of:

- Grant Reimbursement Request Form – expenditures on the Grant Reimbursement Form must have been incurred within the approved period of performance listed on your award documents.
- Invoices and proof of payment for each invoice.
- A final equipment inventory form – this form is required for any equipment purchased with a single per unit cost in excess of $5,000.

Upon completion of the closeout process, DMA/OEC will send a Closeout Letter to grantees, advising the grant is closed. Exact requirements for reporting and closeout will be further detailed in the grant announcement and award documents.

5. Resources

5.1. Contact Information

For general questions related to OEC Grant Programs, please send an email to grant.grywalsky@widma.gov. If you experience difficulties with the email address above, please call [608] 888-5501.

5.2. Important Links/Documents

Below are a few important links for your reference:

- U.S. Department of Homeland Security SAFECOM Grant Guidance, page 65: https://www.sdao.com/files/5adc037fa/fy23_safecom_guidance.pdf
- Chapter DMA 2 of the Wisconsin Administrative Code: https://docs.legis.wisconsin.gov/code/admin_code/dma/2
- NGSP.1 NG911 GIS Grants Policy: 2024 NG911 GIS Grants Policy

5.3. Definitions

The following terms and definitions are used within all OEC grant documents. DMA uses the common dictionary definition for terms that are not defined below or in applicable Wisconsin State Statute and Administrative Code. The following commonly used terms shall have the following meanings:

Basic Training: The minimum level of training for a telecommunicator who performs 9-1-1 call taking or emergency services dispatching.

Customer Premise Equipment (CPE)/Call Handling Equipment (CHE): 9-1-1 call processing/handling equipment (e.g., 9-1-1 phone system, 9-1-1 answering equipment, etc.), some equipment may be located at the PSAP or hosted at another facility.

Department: Wisconsin Department of Military Affairs (DMA)

Designated PSAP: A public safety answering point identified as the one public safety answering point in a given county that is eligible to receive grants under the PSAP grant program.

Emergency services: Includes public or private organizations that provide law enforcement, emergency medical, or firefighting services and that at the request of a public safety answering point or dispatch center respond to and manage emergencies, calls for service, or critical incidents when they occur.

Emergency Services IP-based Network (ESInet): A managed Internet protocol network that is used for emergency services and can be shared by all public safety answering points.

Equipment and software expenses: The expenses incurred to purchase and maintain technology and data required for a public safety answering point and telecommunicator to communicate, locate, and dispatch emergency services to a 9-1-1 caller.

Land Information Office: The entity established by the county board under Wis. Stats. § 59.72 (3).

NENA i3: The National Emergency Number Association (NENA) Next Generation 9-1-1 standards and requirements. "NENA i3 call routing" refers to the ability to use GIS data in a standardized format to route and validate a 9-1-1 caller's location.

NextGen9-1-1 (NG9-1-1): A statewide emergency number system regardless of technology platform that does all of the following: (a) provides standardized interfaces from requests for emergency assistance; (b) processes all types of requests for emergency assistance, including calls and nonvoice and multimedia messages; (c) acquires and integrates data useful to the delivery or routing and handling of requests for emergency assistance; (d) delivers requests for emergency assistance and

data to appropriate public safety answering points and emergency responders; (e) supports data and communications needs for coordinated incident response and management; (f) provides a secure environment for emergency communications.

NextGen-capable: For the purpose of the OEC grant programs, PSAP equipment is considered "NextGen- capable" if it can interface to and be able to operate with minimal configuration change when connected to a NextGen9-1-1 system. Equipment must be able to process data sent via Session Initiation Protocol (SIP) and meet applicable industry standards including the National Emergency Number Association (NENA) i3 Standard.

OEC: Wisconsin Office of Emergency Communications

Project Director: An individual from the applying entity that has the level of authority and responsibility to direct the project supported by the grant.

Public Safety Answering Point (PSAP): A facility to which a call on an emergency number system is initially routed for response, and on which a public agency directly dispatches the appropriate emergency service provider, relays a message to the appropriate emergency service provider or transfers the call to the appropriate emergency service provider.

Signatory Official: An individual that has the level of authority to certify that the applying entity can meet the grant requirements/assurances and the entity has the funding available to meet any reimbursement and cost share requirements (e.g., elected official, financial officer, county board chair).

State: State of Wisconsin

Grantee: An eligible grant applicant that has been awarded grant funding by the Department of Military Affairs to be reimbursed for eligible expenses under the PSAP Grant Program.

Telecommunicator: An emergency response coordination professional trained to receive, assess, and prioritize requests for emergency assistance.