Nevada State Emergency Response Commission (SERC)

Hazardous Materials Emergency Preparedness (HMEP)

Mid-cycle Grant Application Kit

For Local Emergency Planning Committees

This grant is to provide for planning and training to prevent, mitigate and respond to hazardous materials incidents. Application and award of grants from the HMEP funds are managed pursuant to SERC policy 8.2 and 8.5. SERC policies may be reviewed at http://serc.nv.gov.

LEPCs are eligible for funding through this grant if they are in compliance with the Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC) and SERC policies. Eligibility requirements can be found in SERC policies 8.1, 8.2 & 8.3.

The source of funding is derived from a federal grant from the U.S. Department of Transportation with a focus of preparation and response for incidents involving transportation of hazardous materials. Funds must be accounted for separate from all other grants. The Catalog of Federal Domestic Assistance (CFDA) number for this grant is 20.703.

Complete all forms and provide information in the format as outlined. All of the applicable sections of the template must be completed. Minor adaptations to the template may be made keeping the requirements and the purpose of the sections intact. Applications for funding must relate to prevention of, mitigation of, and/or response to hazardous materials incidents involving transportation.

Funds may only be used for expenditures incurred during the grant period specified on the subgrant award. The federal grant expires September 30 each year. Any unexpended funds at the end of the grant period will be deobligated.

Most grant applications will need to be approved by USDOT prior to preparation of a grant award. This process may take some time. Therefore, please consider the timing of the project request when submitting applications through the mid-cycle process. Please submit grant applications as soon as possible so we can start the federal approval process.

Grant funds are distributed on a reimbursement basis. However, the LEPC may request advance funding for expenses over $2,000 (SERC policy 8.5).

The application format is as follows:

I. **Goals** - Identify what the LEPC would like to accomplish with the requested grant funds to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Provide detailed proposed planning and training needs for the period ending September 30.

II. **Objectives** - Identify the specific approaches to achieve the goals through prevention of, mitigation of and/or response to hazardous materials incidents involving transportation. Objectives need to be specific and measurable.

III. **Line Item Budgets** - List each item as a line item on the budget page. The amount of remaining grant funds is the maximum amount that may be
IV. **Budget Narrative** – Explain each item listed in the line item budget.

USDOT examples of eligible and ineligible expenses are available on our website: [http://serc.nv.gov/expenditures_activity_guide%20April%202013.pdf](http://serc.nv.gov/expenditures_activity_guide%20April%202013.pdf). Mid-cycle grant applications will be considered on a first come, first served basis. Funding Committee meetings will be called as necessary to consider mid-cycle grant applications.

Submit applications to:

**State Emergency Response Commission**
**107 Jacobsen Way**
**Carson City, NV 89711**

Please be prepared to make a presentation of your grant application to the Planning & Training Subcommittee and the Funding Committee. The date and location of the meetings will be announced.

Please call SERC staff at (775) 684-7511 if you have questions or need assistance.
CHECK SHEET

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

☐ Title Page (original signatures)

☐ Goals of this grant

☐ Objectives of this grant

☐ Line Item Budget

☐ Budget Narrative

☐ Certified Assurances (original signatures)

☐ LEPC Compliance Certification (signed by Chair)

☐ Electronic version of application e-mailed to kpabon@dps.state.nv.us

To be submitted prior to preparation of the grant award:

☐ Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes submission process)

RETURN THIS FORM WITH THE COMPLETED GRANT APPLICATION
STATE EMERGENCY RESPONSE COMMISSION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
MID-CYCLE GRANT APPLICATION  
TITLE PAGE

Applicant: Clark County Office of Emergency Management & Homeland Security  
Address: 575 E. Flamingo Road, Las Vegas, NV 89119

Local Emergency Planning Committee (LEPC) Chair:  
Name: John Steinbeck  
Title: Deputy Fire Chief  
Address: 575 E. Flamingo Road  
City/Zip: Las Vegas / 89119  
Telephone: 702-455-5710  
Fax: 702-455-5713  
E-mail: John.Steinbeck@ClarkCountyNV.gov

Fiscal Officer:  
Name: Karen Taylor  
Title: Administrative Specialist  
Address: 575 E. Flamingo Road  
City/Zip: Las Vegas / 89119  
Telephone: 702-455-6183  
Fax: 702-455-5713  
E-mail: karent@ClarkCountyNV.gov

BUDGET SUMMARY:

<table>
<thead>
<tr>
<th>PLANNING</th>
<th>TRAINING</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$15,220.00</td>
<td>$15,220.00</td>
<td>$15,220.00</td>
</tr>
</tbody>
</table>

**Round the totals up to the nearest dollar**

LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:  
On behalf of the LEPC, I certify this body has reviewed the grant application and agrees to abide by the Federal and State procedures which are related to the acceptance of funds.

Signature of LEPC Chair ___________________________ Date ________________

GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)  
The LEPC has the approval to apply for funding through this grant.

Signature ___________________________ Date ________________

Steve Sisolak, Clark County Commission, Chair

Print name and title
GOALS:
Tell the SERC what you want to accomplish with this grant. Provide a separate discussion of each goal and justify its need towards prevention, mitigation and/or response to hazardous materials incidents involving transportation. The goals are general statements of desired result, and should identify intended outcomes and results the program has established to achieve with these funds.

Begin typing in this box.

Goals:

The Clark County LEPC intends to provide professional and technical training to the Henderson Fire Department Hazardous Materials Response Team members.

OBJECTIVES:
How do you plan to achieve your goals? Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents. Objectives focus on the methods/activities to be used to achieve the goals they support.

Answer these questions in each objective:

X WHAT will be done with these grant funds?
X WHO is responsible for making arrangements and payments for the activities of this grant?
X WHEN will the activity be implemented?

Begin typing in this box.

Objectives:

Send ten (10) individuals from the Henderson Fire Department Hazardous Materials Response Team to the Hazmat Workshop, The Continuing Challenge Conference in Sacramento, CA. This conference is September 8 – 11, 2015.
**BUDGETS:**

**PLANNING:**
Requests to contract with a consultant must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant.

**CONSULTANT/CONTRACT SERVICES:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of service</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**TOTAL PLANNING (round up total only)** $  

**CONFERENCE COSTS:**

<table>
<thead>
<tr>
<th>Conference title</th>
<th>Cost per attendee</th>
<th>Number of attendees</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per diem</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL COSTS (round up total only):** $  

**TRAINING:**

All training requests must first be made through the State Fire Marshal’s office (SFM). If the SFM declines the training, the request may be included in the grant application along with the letter of declination.

All expenses must be itemized. SERC per diem rates (which follow federal GSA rates; [http://www.gsa.gov/](http://www.gsa.gov/)) will prevail unless local rates are less. Hotel receipts are required for all lodging reimbursement requests, including in-state lodging. Meals included in registration fees will not be reimbursed. Travel eligibility requirements and rates are further defined in SERC policy 8.5.

Requests for a consultant/contractor to provide training must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant/contractor.

If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently 56 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28 cents per mile. If an agency vehicle is used, reimbursement may be made for fuel charges based on receipt or agency fuel logs. Airport parking and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.
## CONSULTANT/CONTRACT SERVICES:

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of service</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL TRAINING (round up total only)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## TRAINING COSTS:

<table>
<thead>
<tr>
<th>Course title</th>
<th>Hazmat Workshop, The Continuing Challenge Conference in Sacramento, CA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Cost per attendee</td>
<td>Number of attendees</td>
</tr>
<tr>
<td>$400.00</td>
<td>10</td>
</tr>
<tr>
<td>Hotel</td>
<td></td>
</tr>
<tr>
<td>Cost per night</td>
<td>Number of nights</td>
</tr>
<tr>
<td>$107</td>
<td>4</td>
</tr>
<tr>
<td>Per diem</td>
<td></td>
</tr>
<tr>
<td>Cost per day</td>
<td>Number of days</td>
</tr>
<tr>
<td>$61</td>
<td>4</td>
</tr>
<tr>
<td>Transportation</td>
<td># of miles (round trip) x .56/mile or .28/mile</td>
</tr>
<tr>
<td>Cost of airline ticket</td>
<td>Number of tickets</td>
</tr>
<tr>
<td>$400.00</td>
<td>10</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Cost per day</td>
<td>Number of days</td>
</tr>
<tr>
<td>$10</td>
<td>4</td>
</tr>
<tr>
<td>TOTAL TRAINING (round up total only)</td>
<td></td>
</tr>
</tbody>
</table>

## BUDGET NARRATIVE

This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested grant funds. Budget narratives must be included for each category for which there is a request for items/services. Justify the relationship between the items listed within each category and the goals and objectives of this grant request. The budget narratives must tie each item requested to the goals and objectives of this project.

## PLANNING SERVICES

Explain the basis for selection of each consultant or conference attendance and describe how the activity to be provided is essential to achieving established goals.

Begin typing in this box.
TRAINING-
Explain the purpose of the training and/or the consultant/contractor and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. Attach a copy of the letter of declination from the SFM.

Begin typing in this box.

The Hazmat Workshop, The Continuing Challenge Conference in Sacramento, CA is a well-established forum for the professional development of Hazardous Materials Technicians. The following information is detailed on the conference website: “Industrial chemical emergencies, alternative fuels, terrorism and the threat of CBRNE/WMD, drug labs, increasingly sophisticated detection and monitoring devices and new training standards...these are just some of the challenges faced by today's hazmat teams. To succeed in facing these challenges, you need real solutions presented by real experts. We've got what you need, including sessions on: Hazmat toxicology and chemistry; Response to radiological and nuclear material incidents; Current trends in hazmat/WMD operations; Threat-agent bio field sampling; Highway cargo tank and bulk hazmat emergency response; and Hazmat incident management.”
CERTIFIED ASSURANCES – LEPC

Grant Title: **HMEP Mid-cycle Grant**

Upon acceptance of funding from the Nevada State Emergency Response Commission (SERC), the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds:

A) The applicant assures they will comply with NAC 459.9912 et seq. and SERC policies found at [http://serc.nv.gov](http://serc.nv.gov).

B) **FINANCIAL REPORTS** – The recipient is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to or after the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

1) **Request for advance**: May be requested only if expenses total over $2,000.00 and is accompanied by a dated purchase order or quote. Complete and submit a financial report form with the appropriate “request for advance” box checked.

2) **Report on expenditure of advance**: Show the actual expenditure of the advanced funds. Complete and submit a financial report form with the appropriate “report on expenditure of advance” box checked. This report is due within 30 days of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.

3) **Request for reimbursement**: Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a match in the appropriate line on the report form.

4) **Quarterly report required**: If there are no expenditures within the quarter, a report with an explanation of why and the plan for future expenditures is due by the end of the month following the end of the quarter. Due dates for quarterly reports are as follows:

- **October 31** - for reporting period July 1 to September 30;
- **January 31** - for reporting period October 1 to December 31;
- **April 30** - for reporting period January 1 to March 31; and
- **July 31** - for reporting period April 1 to June 30.
5) **Final report:** There will be no further expenditures, the grant is closed and no further reports are necessary. This report is due within 45 days after the end of the award period, or any time prior to the end of the award period if no further funds will be spent.

B) **EXERCISE REPORTS** – To be eligible for grant funding, the applicant must report to the SERC by January 31st of each year on at least one tabletop, functional, full-scale exercise or drill and/or real event which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every third year.

C) **GRANT CHANGE REQUEST** – Grant expenditures are authorized for the purposes set forth in this application, as approved in the grant award, and in accordance with all applicable laws, regulations and policies and procedures of the State of Nevada and the applicable federal granting agency. Request for change in the project must be submitted to the SERC and approved in writing prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).

D) The applicant assures compliance with 2 CFR 1200, *Nonprocurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.

F) The applicant assures the fiscal accountability of the funds received from the State Emergency Response Commission will be managed and accounted for by the lead agency’s chief comptroller. Internal control and authority to ensure compliance with SERC’s documentation, record keeping, accounting and reporting guidelines will reside with that individual.

G) SERC will reimburse the recipient reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified in the award.

H) The applicant assures it shall maintain data and information to provide accurate financial reports to SERC. Said reports shall be provided in form, by due dates and containing data and information as SERC reasonably requires to administer the program.

I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within 45 days of the end of the grant period and shall be current and actual.

J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.
K) The applicant assures compliance with applicable federal cost principles and administrative requirements appropriate to the grant as follows:

1. 49 CFR 110, Hazardous Materials Public Sector Training and Planning Grants
2. 49 CFR 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments
3. 2 CFR 225, Cost Principles for State, Local and Indian Tribal Governments
4. OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations
5. 49 CFR 20, New Restrictions on Lobbying
6. 49 CFR 32, Government wide Requirements for Drug-Free Workplace

L) The applicant assures compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. The applicant assures compliance with 49 CFR 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964.

M) Any publication (written, visual or audio) issued by the recipient describing programs funded whole or in part with federal funds, shall contain the following statement:

“This program was supported by Grant #________, awarded by the Nevada State Emergency Response Commission (and, if an HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if an HMEP grant, U.S. Department of Transportation).”

N) LOBBYING - No grant funds appropriated will be paid, by or on behalf of the recipient, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.

O) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the State Emergency Response Commission.

P) The applicant fully understands the State Emergency Response Commission has the right to suspend, terminate or deobligate grant funds to any recipient that fails to conform to the requirements or the terms and conditions of its grant award.
The applicant acknowledges receipt of these Certified Assurances and hereby assures adherence to all the above conditions of a grant award from the SERC.

**GOVERNMENTAL UNIT (i.e., COUNTY COMMISSION, COUNTY MANAGER)**

**NAME (PRINT):** Steve Sisolak  
**TITLE:** CLARK COUNTY COMMISSION, CHAIR  
**SIGNATURE:** ___________________________  
**DATE:** ___________________________

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

**NAME (PRINT):** John Steinbeck  
**TITLE:** LEPC CHAIR  
**SIGNATURE:** ___________________________  
**DATE:** ___________________________

RETURN THIS FORM WITH THE COMPLETED GRANT APPLICATION
LEPC COMPLIANCE CERTIFICATION

The following requirements must be met by the LEPCs for compliance with federal, State and SERC laws, regulations and policies and procedures. This checklist must be completed, signed and returned annually by March 31, even if the LEPC is not a recipient of grant funds.

A check mark in the squares on the left will indicate a YES response.

☑ Have changes in the LEPC Bylaws and Membership list been submitted to SERC?

Bylaws reviewed/updated – Date: 11/14/2014 Submitted: _____
Membership list reviewed/updated – Date: 1/5/2015 Submitted: 1/5/2015

☑ Have LEPC meetings been held, at a minimum quarterly, and have agendas and minutes of all meetings, including special meetings, been forwarded to the SERC?

☑ Has the LEPC submitted all required reports which summarize the financial management of the active grants (i.e., copies of invoices and verification of expenditures)?

☑ Has the LEPC reviewed and updated its hazardous materials emergency plan (or hazmat portion of the jurisdiction’s “all hazards” plan), NRT-1, Level of Response Questionnaire and Letter of Promulgation within the last year? Have the review results and updates been submitted to the SERC in writing along with a copy of the LEPC meeting minutes documenting review of the Plan by January 31st?

Plan update – Date: 11/12/2014 Submitted: 1/30/2015
NRT-1 update – Date: 1/28/2015 Submitted: 1/28/2015
Level of Response Questionnaire update – Date: 1/28/2015 Submitted: 1/28/2015
Letter of Promulgation update – Date: Jan 2015 Submitted: ______

☑ Has the LEPC reported on at least one incident or exercise (exercise required at least every third year) of its hazardous materials emergency response plan by January 31st?

Indicate the date of the most recent exercise: 10/16/2014 Submitted: 1/28/2015
Indicate the date of an incident report used in lieu of an exercise: Submitted:

☐ Has the LEPC met the annual requirement of publishing the Emergency Planning and Community Right-to-Know Act “information availability” in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: 7/28/2014 Affidavit Submitted: 1/5/2015

As chairman of the Local Emergency Planning Committee, I attest all information provided on this compliance certification is accurate.

_________________________ Date: ______________________
LEPC Chair Signature

RETURN THIS FORM WITH THE GRANT APPLICATION
Complete a separate form for each activity requested

Section A - Requesting Organization

*Organization: Clark County Office of Emergency Management & Homeland Security

*Street Address: 575 E. Flamingo Road

*City: Las Vegas, NV

*Zip Code: 89119

Section B – Point of Contact

*First name: Richard

*Last name: Brenner

*Phone: 702-379-8623

*Email: rik@clarkcountynv.gov

*Position: Hazardous Materials Coordinator

Section C – Grant Activity Request Information

*Amount: $15,220.00

*Activity: Training

Section D – Activity Description

*Number of Participate: 10 individuals


*How does this further your organization’s program mission? The Clark County LEPC continues to provide professional and technical hazardous materials training to first responders and first receivers. This requested training will send ten individuals from the Henderson Fire Department Hazardous Materials Response Team to an educational program that focuses on chemical emergencies.

*Does this activity replace an item included in the approved application? No

*Required fields