

State of Nevada
Emergency Response Commission

SERC Grant Application
Planning, Training, and Equipment
Fiscal Year 2022

For Local Emergency Planning Committees

The completed application must be delivered or
postmarked by

Due: April 12, 2021



State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711
(775) 684-7511

STATE EMERGENCY RESPONSE COMMISSION (SERC)

SERC Grant Application Kit

FY2022

For Local Emergency Planning Committees

The SERC has developed this application kit as a template for Local Emergency Planning Committees (LEPCs) to apply for the SERC Planning, Training, and Equipment Grant. Application and award of grants are managed pursuant to SERC policy 8.2. The source of funding is derived from fees collected from SARA Title III facilities within the State that store and/or produce hazardous materials in specified amounts. As these are State funds, there is no Catalog of Federal Domestic Assistance (CFDA) number associated with this grant.

The grant project period is July 2021 through June 2022. Grant funds will be distributed on a reimbursement basis. However, the LEPC may request advance funding for expenses over \$2,000. (SERC policy 8.5)

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. SERC policies may be reviewed at <http://serc.nv.gov>.

The 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. Provide detailed proposed planning, training and equipment needs for the period July 2021 through June 2022.
- II. **Objectives** - Identify the specific approaches to achieve the goals through prevention of, mitigation of and/or response to hazardous materials incidents. Objectives need to be specific and measurable.
- III. **Line Item Budgets** – List each item as a line item on the budget page. The grant request shall be for no more than \$25,000.

An additional \$4,000 of operation funds will be available if the LEPC is administratively compliant. The purpose of these funds is to provide for LEPC members to attend LEPC and SERC meetings, as well as operation costs. If requesting, up to 50% of operations funds for clerical assistance, include that amount in the line item budget.

- IV. **Budget Narrative** – Explain each item listed in the line item budget. If requesting up to 50% of operations funds for clerical assistance, include a detailed justification for the use of funds. Clerical assistance funding is no longer automatically awarded and will be subject to SERC approval.

Remember to comply with SERC Policy 8.2 related to the required quotes or sole source for appropriate purchases. If you have questions, please contact the SERC office.

Provide an explanation for items that do not correspond with the declared level of response due to formal agreements with other entities

After completing the application, you may open an e-mail and attach the completed and signed application with additional pages e.g. quotes, letter of denial, etc. Remember to follow up by submitting a signed copy of the entire application if your application and attachments exceed twenty (20) pages per SERC policy. All electronic submissions or questions must be sent to serc@dps.state.nv.us

Please call SERC staff at (775) 684-7511 if you need assistance.

The grant application must be delivered to this office or postmarked by **April 12, 2021:**

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 Sub-Committee and Funding Committee. The date and location of the meetings will be announced.

GRANT APPLICATION CHECK SHEET

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- Title Page
- Goals of this grant
- Objectives of this grant
- Line Item Budget
- Budget Narrative
- Certified Assurances
- LEPC Compliance Certification (signed by Chair)
- Electronic version e-mailed to SERC@dps.state.nv.us .
- Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes' submission process)

**The grant application must be delivered to this office
or postmarked by **April 12, 2021.****

**STATE EMERGENCY RESPONSE COMMISSION
2022 SERC GRANT APPLICATION
TITLE PAGE**

Applicant: **Clark County Local Emergency Planning Committee**

Address: **575 E Flamingo Rd, Las Vegas, Nv 89119**

Local Emergency Planning Committee (LEPC) Chair:

Name: **Billy Samuels** Title: **Deputy Fire Chief/LEPC Chair**

Address: **575 E Flamingo Rd** City/Zip: **Las Vegas, Nv 89119**

Phone: **702-455-5710** Fax: **702-455-5718**

E-mail: **BSamuels@ClarkCountyNv.gov**

Fiscal Officer:

Name: **Karen Taylor** Title: **Administrative Specialist**

Address: **575 E Flamingo Rd** City/Zip: **Las Vegas, Nv 89119**

Phone: **702-455-6183** Fax: **702-455-5718**

E-mail: **Karent@ClarkCountyNV.gov**

Budget Summary:

Planning	Training	Equipment	Operations	Total
		25,000.00	4,000.00	29,000.00

Round up totals only to the nearest dollar using the numbers from the Budget Worksheet

LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:

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

Billy Samuels, Deputy Fire Chief/LEPC Chair

Date

GOVERNING BODY APPROVAL: (i.e. County Commissioner, County Manager)

The LEPC has the approval to apply for funding through this grant.

Marilyn K Kirkpatrick, Clark County Commission, Chair

Date

I. GOALS:

Tell the SERC what you want to accomplish with this grant. This section contains a separate discussion of each goal. The goals are general statements of desired results and identify intended outcomes the program has established to achieve. Justification to prevent, mitigate and/or respond to hazardous materials incidents must be addressed.

Click inside gray box to begin typing

The Clark County Local Emergency Planning Committee(LEPC) goal is to obtain funding to help jurisdictions and agencies in Southern Nevada to support and enhance hazardous material preparedness and response efforts. The Clark County Local Emergency Planning Committee will sub-grant this funding in the following way:

- A. Clark County Fire Department would like to purchase 12 atmospheric monitors and gases to increase the urban area's ability to monitor toxic chemical hazardous materials released in the air by hazardous spill, industrial manufacturing, roadway travel. The goal is to reduce exposure to any hazardous material in the air which can lead to debilitating and life threatening problems.**

II. OBJECTIVES:

How do you plan to achieve the goals listed above? 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:

- ✓ *WHAT will be purchased with these grant funds?*
- ✓ *WHO will complete the purchases awarded?*
- ✓ *WHEN will the purchases be made and the activity implemented?*

Click inside gray box to begin typing

The atmosphere monitors and gases will be purchased by Clark County Fire Department to detect hazardous materials and chemicals. When the award letter is received Clark County Fire Department will update quotes and issue purchase order to procure this equipment.

***Subject to Change during performance period please refer to SERC WEBSITE**

III. 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.

Training:

All training requests other than conferences must first be made through the State Fire Marshal's office (SFM). If the SFM is unable to provide the training, the request may be included in the grant application along with the letter stating the response from the State Fire Marshal.

Requests to contract 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.

State per diem rates (which generally follow the federal GSA rates; (<http://www.gsa.gov>) will prevail unless local rates are less. Travel eligibility requirements and rates are further defined in SERC policy 8.5. The rates listed below are for calendar year 2021 only and are subject to change.

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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

Double click on any box to open an embedded Excel Spreadsheet to enter your data, when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!

Course / Conference Costs				
Course / Conference Title:				
Registration	Cost per Attendee	# of Attendees		\$0.00
Hotel	Cost per Night	# of Nights	# of Rooms	\$0.00
Per Diem	Cost per Day	# of Days	# of Attendees	\$0.00
Transportation	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	\$0.00
		\$0.56		
	# of Miles (Round Trip)	Personal Convenience	# of Vehicles	\$0.00
		0.28		
	Cost of Airline Ticket	# of Tickets		\$0.00
Parking	Cost per Day	# of Days	# of Vehicles	\$0.00
Total Course / Conference Costs:				\$0.00
Total Training Costs:				\$0.00

Note: Clerical assistance cannot be more than 50% of the category. Justify clerical assistance in the budget narrative section.

Operation Costs:	
<i>Item</i>	<i>Amount Requested</i>
Operations	\$4,000
Clerical (up to 50% of the total operation award)	
Total Operation Costs:	\$4,000

IV. 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 -

Explain the basis for selection of each consultant and describe how the service to be provided is essential to achieving established goals. Provide an explanation if the planning request does not correspond with the declared level of response due to formal agreements with other entities.

Click inside gray box to begin typing

Training -

Explain the purpose of the training and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. If applicable, attach a copy of the letter from the SFM. Provide an explanation if the training request does not correspond with the declared level of response due to formal agreements with other entities.

Click inside gray box to begin typing

Equipment -

Describe the equipment and how it will benefit the project, and why it is necessary to achieving established goals and objectives. Provide an explanation if the equipment request does not correspond with the declared level of response due to formal agreements with other entities

Click inside gray box to begin typing

Clark County Fire Department is requesting funding of \$ 25,000.00 to purchase 12 atmospheric monitors and gas to assist in mitigating any chemical agents released in the air.

Operations -

A detailed Justification is necessary if requesting funds for clerical assistance. Describe how salaries will be determined. Funds for clerical assistance are not automatic and are subject to SERC approval.

Click inside gray box to begin typing

CERTIFIED ASSURANCES For LEPCs

Grant Title: 2022 SERC Grant

Upon acceptance of funding from the State of Nevada 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 compliance with the Nevada Administrative Code (NAC) 459.9912 et seq. and SERC policies found at <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 and could result in a denial of reimbursement of funds expended. Failure to comply with this requirement can result in the delay or denial of future reimbursements.

- 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 non-federal funds or resources 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 30 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. Once the final report is processed there will no additional draws allowed for the sub-grant. If reporting is not in by the final date, the remaining funds will be de-obligated.
- C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC must report to the SERC by January 31st of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every year with every key element of the plan being implemented in the exercises within three years.
- D) **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. Requests 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).
- E) The applicant must comply with the provisions for sub-awards stipulated at 2 *CFR* 200.311. 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.
- F) 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 total award amount.
- G) 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.
- H) The applicant will give the SERC, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant or grant requirements. The Uniform Guidance/OMB Guidance provides greater clarity to the role and expectations for pass-through entities conducting oversight of sub-recipients. The Uniform Guidance/OMB Guidance expands on the responsibilities of pass-through entities by providing a more robust system of

oversight and monitoring. (see section 200.330 and section 200.331)
<http://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-331.pdf>

- 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 2 *CFR 200.212 and 180, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government, any of its participating agencies, are potential vendors, contractors or providers debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- L) The applicant assures that it will comply with Administrative Requirements 2 *CFR part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* appropriate to the award 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* (now contained in 2 CFR 200)
 - 5. 49 CFR 20, *New Restrictions on Lobbying*
 - 6. 49 CFR 32, *Government wide Requirements for Drug-Free Workplace*
- M)
 - 1. 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.
 - 2. 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*.
- N) 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 # **22-SERC-__-__**, 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)”

The applicant must provide a copy of any such publication to the SERC for the sub-grant file.

- O) The applicant fully understands the State Emergency Response Commission has the right to suspend, terminate or de-obligate grant funds to any recipient that fails to conform to the requirements or the terms and conditions of its grant award.
- P) **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 or local government. The applicant will comply with provisions of Federal law, which limit certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. *(5 USC 1501, et seq.)*
- Q) 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.
- R) All activities and purchases utilizing any SERC administered sources of funding must comply with all local, state and federal laws and regulations as well as grant specific requirements. It is the responsibility of sub-grantees to be familiar with any such laws, regulations and requirements.
- S) Applicant understands that an updated addendum to the grant may be required based on the federal guidelines or state requirements between now and the time of the award documents based on requirements for State of Nevada or the federal sponsoring agency.

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): Marilyn K Kirkpatrick Title: Clark County Commission, Chair

Signature:

Date

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

Name (print): Billy Samuels Title: Deputy Fire Chief, LEPC Chair

Signature:

Date

RETURN THIS SIGNED FORM WITH 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: **12/17/20** Submitted: **1/28/21**
Membership list reviewed/updated - Date: **1/28/21** Submitted: **1/28/21**
- 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-1A, 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: **1/20** Submitted: **1/28/21**
NRT-1A update – Date: **1/19/21** Submitted: **1/28/21**
Level of Response Questionnaire update – Date: **1/19/21** Submitted: **1/28/21**
Letter of Promulgation update – Date: **1/2021** Submitted: **1/28/21**
- 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: Submitted:
Indicate the date of an incident report used
in lieu of an exercise: **7/4/2020** Submitted: **1/28/21**
- 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: **07/31/2020** Affidavit Submitted: **1/28/21**
As chairman **Clark** Local Emergency Planning Committee, I attest
of
County Name

all information provided on this Compliance Certification is accurate

LEPC Chair Signature

Date

RETURN THIS SIGNED FORM WITH GRANT APPLICATION