STATE EMERGENCY RESPONSE COMMISSION (SERC)

Hazardous Materials Emergency Preparedness (HMEP)

Mid-Cycle Grant Application Kit – 2022

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 and 8.3.

The source of funding is derived from a federal grant from the U.S. Department of Transportation (USDOT) 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 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 the 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 sub-grant award. The federal grant expires September 30 each year through 2022. Any unexpended funds at the end of the grant period may be de-obligated.

Grant applications may need to be approved by the 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's 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 training needs.
- 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 requested. Please contact SERC staff for the current available amounts in the planning and training categories.
- IV. Budget Narrative Explain each item listed in the line item budget.



Examples of eligible and ineligible expenses can be found in

After completing the application and the Activity Request form completely, a <u>PDF version</u> e-mailed to the SERC is preferred with any additional pages included e.g., quotes, letter of denial, etc. or you may submit the entire application package with all attachments by mail.

If you submit electronically and do not receive confirmation electronically within 24 hours on business days, please follow-up with the SERC.

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

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 Funding Committee or full SERC Commission. The date and location of the meetings will be announced.

Nevada State Emergency Response Commission

Hazardous Materials Emergency Preparedness (HMEP) Grant Application – Mid-Cycle HMEP Planning & Training Fiscal Year 2022

Grant application for Local Emergency Planning Committees (LEPC)

The completed application must be delivered or postmarked by

N/A for Mid-Cycle

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

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
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)

STATE EMERGENCY RESPONSE COMMISSION HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) MID-CYCLE GRANT APPLICATION TITLE PAGE

Applicant: **Clark County Local Emergency Planning Committee** Address: Las Vegas, Nv 89119 575 E Flamingo Rd Local Emergency Planning Committee (LEPC) Chair: **Billy Samuels** Name: Title: LEPC, Chair Las Vegas, Nv 89119 Address: 575 E Flamingo Rd City/Zip: Phone: 702-455-5710 Fax: **702-455-5713** E-mail: BSamuels@ClarkCountyNv.gov Fiscal Officer: (Address must match for the appropriate vendor code for the County) Name: **Karen Taylor** Title: **Management Analyst** Address: City/Zip: 575 E Flamingo Rd Las Vegas, Nv 89919 Phone: 702-455-6183 Fax: E-mail: Karent@ClarkCountyNv.gov **Budget Summary:** Planning Training Total* **\$23**,926.00 \$23.926.00 Round up total* only to the nearest dollar 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. 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 of Governing Body Date

James B. Gibson, Chairman

Print Name and Title

I. GOALS:

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

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Clark County Local Emergency Planning Committee's (LEPC) goal is to obtain funding to maintain education and training needs for the Southern Nevada's Hazardous Material Teams and responders to maintain the ability to response to all Hazardous Materials Teams and responders to maintain the ability to response to all Hazardous Materials events that happen on roadways and railways in Southern Nevada. This request is to send (18) individuals to the FireShows West Conference in Reno NV in September 26-29, 2022; to continue the education of the Southern Nevada Hazardous Materials Teams and responders.

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 involving transportation. Objectives focus on the methods/activities to be used to achieve the goals they support.

Answer these questions in each objective:

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

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Send (18) individuals to the FireShows West Conference in Reno, NV. Six(6) from Clark County Fire Department, Three(3) Las Vegas Fire & Rescue, Three(3) from Henderson Fire Department, Two (2) North Las Vegas Fire Department, Two(2) Mesquite Fire Department, One (1) Boulder City Fire Department, One(1) Las Vegas Metropolitan Police Department. This conference is schedule for September 26-29, 2022. (https://www.FireShowsWest.com)

This grant request includes registration, hotel accommodation, meals, ground transportation, airline ticket, airport parking. Clark County is not requesting any advanced funding as all costs will be paid by the attendees. Reimbursement funding will be after attending the conference and with the appropriate receipts. Consequently, each traveler must get approval from their organization to attend this conference and they will need to make their own airline reservation, hotel reservations, and register for this conference. These purchases will not occur until the grant award has been received by the Clark

County LEPC. After the award letter is received, an email will be sent by Clark County to various agencies letting them know that they can start the process of selection individuals to attend this conference and starting the process of encumbering funds for these expenses.

III. BUDGETS:

Training:

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

All expenses must be itemized. State per Diem rates (which generally follow the federal GSA rates; (http://www.gsa.gov) will prevail unless local/negotiated 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 .575 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is .2875 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. All travel expenses are based on GSA rates and guidelines as well as the Nevada State Administrative Manual and mileage is based on the maximum allowed with the State of Nevada during the grant period of potential awards.

C	Amount Requested	
Name		
	Total Contract Training:	\$0.00

Course / Conference Costs					
Course / Conference Title: FireShows West Conference					
Dogistration	Cost per Attendee	# of Attendees			
Registration	\$195.00	18		\$3,510.00	
Hotel	Cost per Night	# of Nights # of Rooms			
notei	\$125.74	3	18	\$6,789.96	
Per Diem	Cost per Day	# of Days	# of Attendees		
Per Diem	\$71.00	4	18	\$5,112.00	
	# of Miles (Round Trip)	Agency Vehicle	# of Vehicles		
		0.575		\$0.00	
	# of Miles (Round Trip)	Personal Vehicle			
		0.2875		\$0.00	
Transportation	Public Transportation	Total \$ Amount			
				\$0.00	
	Cost of Airline Ticket	# of Tickets			
	\$425.00	18		\$7,650.00	
Darking					
Parking	\$12.00	4	18	\$864.00	
Total Course / Conference Costs:				\$23,925.96	
Total Training Costs:				\$23,925.96	

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!!!

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 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.

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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 SFM and DEM.

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Hotel Information-Grand Sierra Resort Hotel, Reno, Nv to location of the Conference, I have allocated above the GSA rate of \$83.00 per night plus room tax of \$42.74 totaling \$125.74 per night.

Registration to attend the FireShows West Conference Nevada LEPC rate is \$195.00.

Airline Ticket-This estimate was done using 6 month booking, I have allocated \$425.00 round trip.

Meals-I have followed the GSA rate for first and last day of the trip at \$51.75 and for the other full days Breakfast \$16, Lunch \$17, and Dinner \$31.00 totaling \$64.00. If meals are provided by hotel breakfast or conference lunch is provided reduce your daily allocation by that amount.

Parking at the Airport-I have allocated up to \$ 12.00 day for parking in the economy lot at the airport totaling \$48.00.

AFTER ATTENDING THE CONFERENCE

The reimbursement process works like this, each traveler must submit following forms for reimbursement of cost.

- 1. Travel Authorization from employee's agency, allowing the individual to travel. This can be a formal TRA or memo.
- 2. Receipts for hotel, airfare, ground transportation, parking, registration, and shuttle. The County and State of Nevada will not accept credit card statements.
- 3. Clark County Employee must fill out Travel Reimbursement Form.
- 4. All travelers must fill out SERC Travel Expense Form.
- 5. If your agency paid travel expenses, an invoice for all agency traveling employees must be included with financial system payments documented.
- 6. Traveler or agency must have all documentation to Clark County in two days after date of return which would be by close of business on October 2, 2022.

CERTIFIED ASSURANCES For LEPCs

Grant Title: HMEP Mid-Cycle Grant 2022

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.

- 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.
- 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 **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.
- 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 third year.
- 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. Request for a 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 assures compliance with 2 CFR 1200, Non-procurement 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 SERC will be managed and accounted for by the lead agency's chief comptroller. Internal control and authority to ensure compliance with the SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- G) The 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 at the total award amount.

- H) The applicant assures it shall maintain data and information to provide accurate financial reports to the SERC. Said reports shall be provided in form, by due dates and containing data and information as the 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 **30 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) 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*.
- N) Any publication (written, visual, or audio) issued by the sub-grantee 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)"

- O) The applicant fully understands the SERC has the right to suspend, terminate or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its grant award and/or non-compliance.
- P) **LOBBYING** No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, 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.
- 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 SERC.
- 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 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):	James B. Gibson	Title:	Chairman, Clark County Commissioners
Signature:			Date
LOCAL EMERGEN	NCY PLANNING COMMITTEE C	CHAIRMAN	
Name (print):	Billy Samuels	Title:	LEPC, Chair
 Signature:		· · · · · · · · · · · · · · · · · · ·	Date

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 che	ck mark in the sq	uares on the left will	indicate a	YES respon	se.	
X	Have changes in the LEPC Bylaws and Membership list been submitted to SERC?					
	Bylaws reviewed Membership list	d/updated - reviewed/updated -	Date: Date:	01/20/2022 01/20/2022	Submitted: Submitted:	1/31/2022 1/31/2022
X	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?					
X	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 hazmat portion of the jurisdiction's "all hazards" plan), NRT-1, Level of Responsion Questionnaire and Letter of Promulgation within the last year? Have the review and updates been submitted to the SERC in writing along with a copy of the LE meeting minutes documenting review of the Plan by January 31st?					nse ew results	
	Plan update – NRT – 1 update	_	Date: Date:	12/15/2021 01/31/2022	Submitted: Submitted:	01/31/2022 01/31/2022
	Level of Response	e Questionnaire update -	- Date:	01/31/2022	Submitted:	01/312022
	Letter of Promul	gation update –	Date:	01/2020	Submitted:	01/31/2022
X	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: 10/19/2021 Indicate the date of an incident report used in lieu of an exercise:				Submitted: Submitted:	01/31/2022
X	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: 08/02/2021 Affidavit Submitted: 01/31/2022					1/2022
	As chairman Clark Local Emergency Planning Comm					e, I attest
	of	County Name				
	all information	provided on this Com	npliance (Certification is	s accurate	
	LE	PC Chair Signature			 Da	te

RETURN THIS SIGNED FORM WITH GRANT APPLICATION

STATE EMERGENCY RESPONSE COMMISSION HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) ACTIVITY REQUEST FORM

REQUIRED: Complete a separate form for each separate activities on grant

Section A – Requesting Organization

Organization: Clark County Local Emergency Planning Committee

Street Address: 575 E Flamingo Rd

City / Zip Code: Las Vegas, Nv 89119

Section B - Point of Contact

First Name: Karen

Last Name: Taylor

Phone: **702-455-6183**

E-Mail: Karent@ClarkCountyNv.gov

Position: Management Analyst

Section C – Grant Activity Request Information

Amount: 23,926.00

Activity: Training

(Planning or Training)

Section D – Activity Description

Number of Participates: 18

(Enter "0" if funding is requested for planning activities without an associated number of participants such as plan updates and commodity flow studies).

Activity Description and Justification:

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

This grant will send 18 individuals to the 2022 FireShows West Conference. To provide valuable training to our public safety responders in order to better prepare them for their response and mitigation of hazardous materials incidents in a manner that provide the highest level of safety for the responder, receiver and the public.

How does this further your organization's program mission?

Include specific uses of this grant funding to prevent, mitigate and/or respond to hazardous materials incidents involving transportation. Objectives focus on the methods/activities to be used to achieve the goals they support.

Participating in education and training conferences has always been a high priority for the Clark County LEPC and Southern Nevada Hazmat.

Does this activity replace an item included in the approved application? If yes, what activity is being replaced and why?

No		