January 20, 2012

Re: FY 2013 SERC Grant Application

Nevada LEPCs,

The application kit for the FY 2013 SERC Planning, Training, Equipment, and Operations grant has been posted on the Nevada SERC website, http://serc.nv.gov. The grant period will be July 1, 2012 to June 30, 2013. Funds may only be used for obligations incurred during this time period.

Please read the entire application as changes have been made, 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.

The application is due in this office or postmarked by March 5, 2012. Failure to submit the application by the due date will result in denial.

The application not to exceed $30,000 should be prepared to include planning, training and/or equipment needs for the year. Application for funding must relate to prevention of, mitigation of, and/or response to hazardous materials incidents. Please round final totals up to the nearest dollar.

An additional $4,000 operations grant will be awarded if the LEPC is administratively compliant. Include the operations amount in the total amount of the grant request. 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. A copy of the LEPC meeting minutes approving said request and supporting the grant application must be submitted prior to preparation of a grant award (SERC policy 8.2).

Please do not hesitate to contact me if you need assistance or have questions.

Sincerely,

Karen J. Pabón
Karen J. Pabón
Executive Director
State of Nevada
Emergency Response Commission

**SERC Grant Application**
Planning, Training, and Equipment
Fiscal Year 2013

For Local Emergency Planning Committees

The completed application must be delivered or postmarked by
**March 5, 2012**

State Emergency Response Commission
107 Jacobsen Way
Carson City, NV 89711
(775) 684-7511
The SERC has developed this application kit as a template for Local Emergency Planning Committees (LEPC) 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 1, 2012 to June 30, 2013. 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 2012 through June 2013.

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 $30,000.

   An additional $4,000 of operation funds will be awarded 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.

The Standard Equipment Price List will be posted as soon as it is updated. As appropriate, the cost of shipping may be included in the grant request. Equipment requests exceeding the price on the list must be accompanied by a quote from the vendor and a justification for the increased cost. Equipment not on the list must be accompanied by a justification of need and quote from the vendor. Quotes must be dated/active within 30 days of the open grant cycle.
Please call SERC staff at (775) 684-7511 if you need assistance.

**The grant application must be delivered to this office or postmarked by March 5, 2012:**

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 (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)

☐ 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 March 5, 2012.
STATE EMERGENCY RESPONSE COMMISSION
2013 SERC GRANT APPLICATION
TITLE PAGE

Applicant: 
Address: 

Local Emergency Planning Committee (LEPC) Chair:
Name: 
Title: 
Address: 
City/Zip: 
Telephone: 
Fax: 
E-mail: 

Fiscal Officer:
Name: 
Title: 
Address: 
City/Zip: 
Telephone: 
Fax: 
E-mail: 

BUDGET SUMMARY:

<table>
<thead>
<tr>
<th>PLANNING</th>
<th>TRAINING</th>
<th>EQUIPMENT</th>
<th>OPERATIONS</th>
<th>TOTAL</th>
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</thead>
<tbody>
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<td>$</td>
<td>$</td>
<td>$</td>
<td>$ 4,000</td>
<td>$</td>
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Round totals up to the nearest dollar and include Operations in the total.

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 ___________________________ Date ___________________________

Print name and title ___________________________
**GOALS:**

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

Begin typing in this box.

*Goals:*

**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:

- X WHAT will be done with these grant funds?
- X WHO will complete the purchases awarded?
- X WHEN will the purchases be made and the activity be implemented?

Begin typing in this box.

*Objectives:*
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.

<table>
<thead>
<tr>
<th>CONSULTANT/CONTRACT SERVICES:</th>
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<tbody>
<tr>
<td>Name</td>
<td>Amount requested</td>
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<tr>
<td>TOTAL PLANNING (round up the total only)</td>
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TRAINING:
All training requests other than conferences 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.

State per diem rates (which generally follow the federal GSA rates; [http://www.gsa.gov](http://www.gsa.gov)) will prevail unless local rates are less. Travel eligibility requirements and rates are further defined in SERC policy 8.5.

If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently 55.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 27.75 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.

<table>
<thead>
<tr>
<th>TRAINING COSTS: Registration fees, per diem and travel costs should be included in this section.</th>
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<tbody>
<tr>
<td>Course title</td>
<td>Itemized travel expenses</td>
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<td>TOTAL TRAINING (round up the total only)</td>
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</table>
**EQUIPMENT:**
The Standard Equipment Price List will be posted as soon as it is updated. Equipment requests other than those on this list, or higher priced than those on this list, must be accompanied by a quote from the vendor and justification.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount requested</th>
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**TOTAL EQUIPMENT (round up the total only)** $  

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount requested</th>
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</thead>
<tbody>
<tr>
<td>Operations</td>
<td></td>
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<tr>
<td>Clerical (up to 50% of the total operation award)</td>
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<tr>
<td><strong>TOTAL OPERATIONS</strong></td>
<td><strong>$ 4,000.00</strong></td>
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</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 -**
*Explain the basis for selection of each consultant and describe how the service to be provided is essential to achieving established goals.*

*Begin typing in this box.*

**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 of declination from SFM.*

*Begin typing in this box.*
EQUIPMENT-
Describe the equipment and how it will benefit the project, and why it is necessary to achieving established goals and objectives.

Begin typing in this box.

OPERATIONS-
A detailed Justification is necessary if requesting funds for clerical assistance. Funds for clerical assistance are not automatic and are subject to SERC approval.

Begin typing in this box.
CERTIFIED ASSURANCES

Grant Title: 2013 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) **FINANCIAL REPORTS** – The grantee/sub-grantee 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 anytime 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 LEPC/state agency 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.

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, 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.

E) 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 and 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 grantee/subgrantee reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statue, 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.

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 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.

I) The applicant assures funds made available under this grant will not be used to supplant state or local funds.

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///
///
J) The applicant assures that it will comply with applicable federal cost principles and administrative requirements appropriate to the grant as follows:

1. OMB Circular A-87, *Cost Principles for State, Local & Indian Tribal Governments*
2. OMB Circular A-102, *Common Rule-Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
3. 28 CFR 66, *Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*
4. OMB Circular A-133, *Audits of States, Local Governments and Nonprofit Organizations*

K) The applicant and its contractors assure they will comply with the nondiscrimination requirements of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; and the American Disabilities Act of 1992.

L) 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)”

M) The applicant fully understands the State Emergency Response Commission 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.

N) **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.

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.
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): ____________________________  TITLE: ____________________________

SIGNATURE: ____________________________  DATE: ____________________________

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

NAME (PRINT): ____________________________  TITLE: ____________________________

SIGNATURE: ____________________________  DATE: ____________________________

RETURN THIS 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: _______________ Submitted: _______________
- Membership list reviewed/updated – Date: _______________ Submitted: _______________

☐ 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: _______________ Submitted: _______________
- NRT-1 update – Date: _______________ Submitted: _______________
- Level of Response Questionnaire update – Date: _______________ Submitted: _______________
- Letter of Promulgation update – Date: _______________ 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: _______________ Submitted: _______________
- 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: _______________ Affidavit Submitted: _______________

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