

HMEP Grant Application Questionnaire for: Rural Preparedness Esmeralda

Is application a Mid-Cycle grant? yes Was application received in time? E-Mailed?

What was the method of receipt for time compliance? NA

Was the Title Page signed by the LEPC Chair? no

Was the Title Page signed by the Governing Body? no

Were the Goals completed? yes

Notes: _____

Were the Objectives completed? yes

What to purchased _____ Who to purchase _____ When to purchase _____

Notes: _____

Do Consultant/Contract Services have two bids? NA Do Conference Costs have two bids? NA

Notes: _____

Do Planning Costs equal bid(s)? NA

Notes: _____

Do Training Costs have a decline letter from the State Fire Marshal's Office? NA

Do Consultant/Contract Services have two bids? NA Do Training Costs have two bids? _____

Notes: _____

Do Training Costs equal bid(s)? No

Notes: need corrected line item budget $819 + 459 + 178.96 = 1456.96$ 1459

Is Budget Narrative for Planning completed? NA

Notes: _____

Is Budget Narrative for Training completed? No

Notes: need completed

Were Certified Assurances signed by LEPC? NO

Were Certified Assurance signed by Governing Body? NO

Was Compliance Certification Completed? yes

Was Compliance Certification Signed? no

Was Activity Request Form Completed? yes

Notes: _____

Is the requestor in compliance with the SERC? Y

Were meeting minutes received? no
2/22/17 still need

Notes: _____

Possibly ~~HTOP~~ MLO
Stephanie L. Parker

From: Stephanie L. Parker
Sent: Monday, February 27, 2017 7:00 AM
To: 'RadioGoldfield Broadcasting'
Subject: RE: FY2017 mid-cycle grant for Rural Preparedness class in Fallon NV from Esmeralda County

Make sure you multiply by the number of vehicles too below.

From: Stephanie L. Parker
Sent: Monday, February 27, 2017 6:58 AM
To: 'RadioGoldfield Broadcasting'
Subject: RE: FY2017 mid-cycle grant for Rural Preparedness class in Fallon NV from Esmeralda County

Same on this one about the Budget narrative as I sent you in the mileage e-mail for the Ammonia application.

Also, you are shorting yourself. 167 miles x 2 = 334 miles round trip and that x .535 is \$178.69 but your application has \$18.09. You would need to add another \$160.60 on the line item and include it in the Budget Narrative for Training as well.

Why is there an amount in the row for using personal vehicle for personal reasons at .17? Are there an additional 2 vehicles? Is the rate for your county less than the current GSA rate for that category of .2675?

When you submit the final application in needs to reflect this information. Please prepare to be on the call for the Funding Committee this afternoon or make sure we connect and get these hammered out before 11:30am today.

Thanks,
Steph

From: RadioGoldfield Broadcasting [<mailto:pcbrownfield@gmail.com>]
Sent: Friday, February 24, 2017 6:03 PM
To: Stephanie L. Parker
Subject: FY2017 mid-cycle grant for Rural Preparedness class in Fallon NV from Esmeralda County

Hi Stephanie, here is the grant for the Rural Preparedness

--

Patricia Brownfield

KGFN.org
Radio Goldfield Broadcasting

Esmeralda County LEPC Committee Secretary

Phone: 775-485-9923 Cell: 702-493-6185

1302.
+ 160.60

1462.60

1463
next H70

Local preparedness

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

Applicant: Esmeralda County LEPC
Address: PO Box 547 - Goldfield, NV 89013

Local Emergency Planning Committee (LEPC) Chair:

Name: Ken Elgan Title: LEPC Chair
Address: PO Box 547 City/Zip: Goldfield, NV 89013
Phone: 775-485-6393 Fax: 775-485-3524
E-mail: esco@frontiernet.net

Fiscal Officer:

Name: Ken Elgan Title: LEPC Chair
Address: PO Box 547 City/Zip: Goldfield, NV 89013
Phone: 775-485-6393 Fax: 775-485-3524
E-mail: esco@frontiernet.net

Budget Summary:

Planning	Training	Total
0	\$1,302.000	\$1,302.000

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 and assurances 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

Name and Title

GOALS: For Rural Preparedness and Ready Training

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 would like to achieve with these funds during the grant period, ending September 30.

Click inside gray box to begin typing

Send County staff to Rural Preparedness Summit in Fallon Jun 6-7, 2017 for learning and training in hazardous materials situations and events for EMS, Fire, Healthcare, Police Healthcare Professionals, etc.

I. 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:

- 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?

Click inside gray box to begin typing

- learning and training in hazardous materials situations and events
- Dept. Head submit voucher to County Recorder - County Commissioners approve - County Clerk makes Reimbursement payment
- June 6-7, 2017 in Fallon, NV

II. 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 / Other	
Name	Amount requested
Total Services	\$0.00

Conference Costs					
Conference Title					
<input type="checkbox"/> Itemized Conference Costs List will be attached totaling					
Registration	Cost per Attendee		Number of Attendees		
	0		0		
Hotel	Cost per Night	Number of Nights	Number of Rooms		
	0	0	0		
Per Diem	Cost per Day	Number of Days	Number of Attendees		
	0	0	0		
Transportation	# of miles (round trip)	Agency	# of Vehicles		
	0	.575 / mile	0		
	# of miles (round trip)	Personal	# of Vehicles		
		.2875 / mile			
	Cost of Airline Ticket		Number of Tickets		
Cost of Ground Transportation		Number of Attendees			
Parking	Cost per Day	Number of Days	Number of Vehicles		
	0	0	0		
Total Conference Costs				\$0.00	

Total Planning	\$0.00
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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. State per diem rates (which generally follow the federal GSA rates; (<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 54 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 27 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.

If 3 @ Hendees, cont have 5 vehicles

Consultant / Contract Services / Other	
Name	Amount requested
Total Contract Training	
	\$0.00

Course / Conference Costs				
Course / Conference Title		Rural Preparedness Summit in Fallon, NV June 6-7, 2017		
<input type="checkbox"/> Itemized Course / Conference Costs List will be attached totaling				
Registration	Cost per Attendee		Number of Attendees	
	0.00		3	
Hotel	Cost per Night	Number of Nights	Number of Rooms	\$0.00
	91.00	3	3	
Per Diem	Cost per Day	Number of Days	Number of Attendees	\$459.00
	51.00	3	3	
Transportation	# of miles (round trip)	Agency	# of Vehicles	\$ 18.09
	335	.54/ mile \$35	3	
	# of miles (round trip)	Personal	# of Vehicles	\$ 5.70
	335 2.	.17/mile	2	
	Cost of Airline Ticket		Number of Tickets	
Cost of Ground Transportation		Number of Attendees		\$0.00
Parking	Cost per Day	Number of Days	Number of Vehicles	\$ 0.00
Total Course / Conference Costs				\$1,302.00

Total Training				\$1,302.00
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RETURN THIS SIGNED FORM WITH GRANT APPLICATION

III. 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 and describe how the service to be provided is essential to achieving established goals.

Click inside gray box to begin typing

Not Applicable

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. Provide an explanation of how the LEPC will use quality control measures to evaluate the effectiveness of the training provided. If applicable, attach a copy of the letter of declination from SFM.

Click inside gray box to begin typing

Send County staff to Rural Preparedness Summit in Fallon Jun 6-7, 2017 for learning and training in hazardous materials situations and events for EMS, Fire, Healthcare, Police Healthcare Professionals, etc.

*Need for update
this*

CERTIFIED ASSURANCES For LEPCs

Grant Title: FY 2017 HMEP 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 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. 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 # _____, 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 between now and the time of the award documents based on requirements for SERC, 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): _____ Title: _____

Signature: _____ Date _____

LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN

Name (print): _____ Title: _____

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: 11/17/17 | Submitted: 1/31/17 |
| Membership list reviewed/updated - | Date: 1/11/17 | Submitted: 1/31/17 |
- 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: 1/11/17 | Submitted: 1/31/17 |
| NRT – 1 update – | Date: 1/11/17 | Submitted: 1/31/17 |
| Level of Response Questionnaire update – | Date: 1/11/17 | Submitted: 1/31/17 |
| Letter of Promulgation update – | Date: 1/11/17 | Submitted: 1/31/17 |
- 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: | 9/30/16 | Submitted: 1/31/17 |
| 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: 1/26/17 and 2/2/17 | Affidavit Submitted: 2/21/17 |
|---|------------------------------|

As chairman of **Esmeralda** Local Emergency Planning Committee, I attest
County Name

all information provided on this Compliance Certification is accurate

LEPC Chair Signature

Date

RETURN THIS SIGNED FORM WITH GRANT APPLICATION

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

Complete a separate form for each activity requested

Section A – Requesting Organization

Organization: Esmeralda County LEPC
Street Address: PO Box 547
City / Zip Code: Goldfield, NV 89013

Section B – Point of Contact

First Name: Ken
Last Name: Elgan
Phone: 775-485-6393
E-Mail: esco@frontiernet.net
Position: LEPC chair

Section C – Grant Activity Request Information

Amount: \$1,302.00.00
Activity: Rural Preparedness Summit Fallon, NV Training
(Planning or Training)

Section D – Activity Description

Number of Participates: 3
(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:

Attend Rural Preparedness training for learning and training for hazardous materials events and situations

How does this further your organization's program mission?

Give EMS, Fire, Healthcare, Police training and be ready for rural preparedness for hazardous materials situations and events

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



Privately Owned Vehicle (POV) Mileage Reimbursement Rates

GSA has adjusted all POV mileage reimbursement rates effective January 1, 2017.

Modes of Transportation	Effective/Applicability Date	Rate per mile
Airplane*	January 1, 2017	\$1.15
If use of privately owned automobile is authorized or if no Government-furnished automobile is available	January 1, 2017	\$0.535
If Government-furnished automobile is available	January 1, 2017	\$0.17
Motorcycle	January 1, 2017	\$0.505

Relocation

Standard mileage rates for moving purposes	January 1, 2017	\$0.17
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* Airplane nautical miles (NMs) should be converted into statute miles (SMs) or regular miles when submitting a voucher using the formula (1 NM equals 1.15077945 SMs). You can also use the link to BoatSafe.com (a non-government website) to assist you in converting NMs to SMs or SMs to NMs.

For calculating the mileage difference between airports, please visit the U.S. Department of Transportation's Inter-Airport Distance web site.

QUESTIONS:

For all travel policy questions, e-mail travelpolicy@gsa.gov

The shortcut to this page is www.gsa.gov/mileage.

Items Needing Attention on FY2017 Mid-Cycle Grant Application

Quotes of how I came up with figures:

Acquired per diem and mileage from GSA site

Acquired distance for google maps

Google Maps showing mileage:

Attached

How I came up with .575 for mileage:

That was the amount that was listed on the Budgets page of the FY2017 Mid Cycle grant application that I downloaded from the SERC site, so I changed the amount on the Training page to match.

How I came up with \$5.00 per day for parking:

???

Complete Budget Narratives:

Done

Check GSA site for mileage and per diem:

Attached

Mileage on application in Planning section:

Fixed

Grant writing class is both locations why?

Are you asking about Budget and Training pages?

Include Clark County Training for transportation costs:

Included

Application for Ammonia Class:

Attached

Application for rural Preparedness:

Attached

Fallon, NV



teno

erson City

uth Lake
oe

IS
rest

Yosemite
National Park

Humboldt-Toiyabe
National Forest

ODyer, NV

 **2 h 45 min**
181 miles

 **2 h 39 min**
167 miles

