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Governor



James M. Wright  
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Stephanie Parker  
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## State Emergency Response Commission

Stewart Facility  
107 Jacobsen Way  
Carson City, NV 89711  
(775) 684-7516 • Fax (775) 684-7519  
May 5, 2016

Nevada LEPCs,

The FY 2017 United We Stand (UWS) Planning, Training, Supplies and Equipment grant application kit has been posted on the Nevada SERC website, <http://serc.nv.gov>. The grant period is expected to be August 1, 2016 to June 30, 2017. Funds may only be used for obligations incurred during the grant period.

Nevada LEPCs are eligible to apply for this grant if they are compliant with Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC) and SERC policy requirements. Policies may be found on the SERC website, <http://serc.nv.gov>.

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 to the SERC office or postmarked by June 16, 2016.** Failure to submit the application by the due date will result in denial.

The application may not exceed \$25,000. Do not round the unit prices or the line item totals. Round up the grand total of each category to the nearest dollar.

Pursuant to NRS 459.735 (4), this grant is to provide financial assistance to state or local governments in this state to **support preparedness to combat terrorism** including, without limitation, planning, training, and purchasing supplies and equipment. The application **must** relate to activities that support preparedness to combat terrorism and requests must address one or more of the Nevada Commission on Homeland Security priorities (information attached and on the SERC website). Please include a prioritization of the items requested.

**Applications requesting communication equipment are required to complete the Communication Interoperability Questionnaire.**

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

Sincerely,

A handwritten signature in blue ink that reads "Stephanie Parker".

Stephanie Parker  
Executive Administrator

**State of Nevada  
Emergency Response Commission**

*United We Stand Grant Application*  
Planning, Training, Supplies & Equipment  
Fiscal Year 2017

*For Local Emergency Planning Committees*

The completed application must be delivered to the  
SERC Office or postmarked by  
**June 16, 2016**



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

# State Emergency Response Commission (SERC)

## *UNITED WE STAND* *FY2017 Grant Application Kit* For Local Emergency Planning Committees

This grant is provided to support preparedness to combat terrorism, including, without limitation, planning, training, purchasing supplies and equipment, pursuant to NRS 459.735(4). Application and award of grants from United We Stand funds are managed pursuant to SERC policy 8.2a. Funding is derived from fees collected from the sale and annual renewal of United We Stand specialty license plates. As these are State funds, there is no Catalog of Federal Domestic Assistance (CFDA) number associated with this grant.

The grant project period is expected to be August 1, 2016 to June 30, 2017. Grant funds are distributed on a reimbursement basis. However, the Local Emergency Planning Committees (LEPCs) 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 application must include justifications of use of funds to support preparedness to combat terrorism. NRS 202.4415 defines acts of terrorism.

Pursuant to SERC policy 8.2a, the grant application must address one or more of the Nevada Commission on Homeland Security priorities available 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 support preparedness to combat terrorism for the period August 2016 through June 2017.
- II. OBJECTIVES - Identify the specific approaches to achieve the goals through preparedness to combat terrorism. Objectives need to be specific and measurable.
- III. HOMELAND SECURITY PRIORITIES – Justify how each requested item or category of items addresses at least one of the Nevada Commission on Homeland Security priorities. If the grant application requests categories of items (i.e., PPE, communications, etc.), it is not necessary to list each item individually in this section.
- IV. 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**. Do not round the unit prices or the line item totals. Round up the grand total of each category to the nearest dollar. **Please include a prioritization of the items requested.**
- V. BUDGET NARRATIVE – Explain each item listed in the line item budget. Please use pricing from State Purchasing contracts for all equipment as applicable. State Purchasing's web address is <http://purchasing.nv.gov/contracts/>. As appropriate, the cost of shipping may be included in the grant request. Equipment requests exceeding the price on state contract must be accompanied by a quote from the vendor and a justification for the increased cost. Equipment not on state contract must be

accompanied by a justification of need and quote from the vendor. Quotes must be dated within 30 days of the open grant cycle.

- VI. COMMUNICATION INTEROPERABILITY QUESTIONNAIRE – Complete this questionnaire if requesting communications equipment in this grant application.
- VII. CERTIFIED ASSURANCES AND STATE AGENCY COMPLIANCE CERTIFICATION – Complete the Certified Assurances with signatures as appropriate. Complete the Compliance Certification with all required.

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

**The application must be delivered to the SERC office or postmarked by June 16, 2016:**

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

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

## 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)
- E-mail the application with quotes to [sparker@dps.state.nv.us](mailto:sparker@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

**The application must be received by SERC by e-mail and/or delivered to the SERC office or postmarked by June 16, 2016.**

STATE EMERGENCY RESPONSE COMMISSION  
 2017 UNITED WE STAND (UWS) 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 :**

PLANNING	TRAINING	SUPPLIES	EQUIPMENT	TOTAL
\$	\$	\$	\$	\$

**Round category totals up to the nearest dollar. Request may be for not more than \$25,000.**

**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

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

\_\_\_\_\_  
Signature of LEPC Chair

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name and title

**GOALS:**

*Tell the SERC what you want to accomplish with this grant to support preparedness to combat terrorism. 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.*

*Begin typing below.*

**OBJECTIVES:**

*How do you plan to achieve the goals? Include specific uses of these grant funds to support preparedness to combat terrorism. 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 purchased with the grant funds?*

X     *WHO will purchase the items awarded?*

X     *WHEN will the items be purchased and the activity be implemented?*

*Begin typing below.*

**NEVADA COMMISSION ON HOMELAND SECURITY PRIORITIES:**

*Identify how each item (or category of items) requested addresses at least one of the Nevada Commission on Homeland Security priorities.*

**BUDGETS:** Please prioritize your request as awards may need to be reduced based on available funding. Do not round the unit prices or the line item totals. Round up the grand total of each category to the nearest dollar.

**PLANNING:**

Requests to contract with a consultant must be accompanied by at least two competitive bids pursuant to SERC policy 8.2a. The bids must include an itemized quote and detailed scope of work from the consultant.

<b>CONSULTANT/CONTRACT SERVICES:</b>	
Name	Amount requested
<b>TOTAL PLANNING (round up the total only)</b>	<b>\$</b>

**TRAINING:**

All training requests other than for conferences must first be made through the Department of Public Safety, Division of Emergency Management (DEM). If the DEM declines the training, the request may be included in the grant application along with the letter of declination.

SERC per diem rates (which 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.

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 19 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 at the lowest/economy rate. Rental cars must be pre-approved by the SERC.

<b>TRAINING COSTS:</b> Registration fees, per diem and travel costs should be included in this section.			
Course title	Itemized travel expenses	Registration fees	Amount requested

<b>CONSULTANT/CONTRACT SERVICES TO PROVIDE TRAINING:</b>	
Name	Amount requested
<b>TOTAL TRAINING (round up the total only)</b>	<b>\$</b>

**SUPPLIES:**

*List supplies and, if applicable, identify what equipment it is used with.*

<b>SUPPLIES COSTS:</b>			
Item	Quantity	Unit Price	Amount requested
<b>TOTAL SUPPLIES (round up the total only)</b>			<b>\$</b>

**EQUIPMENT:**

*Please use pricing from State Purchasing contracts for all equipment as applicable. State Purchasing's web address is <http://purchasing.nv.gov/contracts/>. As appropriate, the cost of shipping may be included in the grant request. Equipment requests exceeding the price on state contract must be accompanied by a quote from the vendor and a justification for the increased cost. Equipment not on state contract must be accompanied by a justification of need and quote from the vendor. Quotes must be dated within 30 days of the open grant cycle. Communications equipment is subject to the completion of the attached Communications Interoperability Questionnaire.*

<b>EQUIPMENT COSTS:</b>			
Item	Quantity	Unit Price	Amount requested
<b>TOTAL EQUIPMENT (round up the total only)</b>			<b>\$</b>

## BUDGET NARRATIVE

*This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested 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. Please prioritize your request as awards may need to be reduced based on available funding.*

### **PLANNING SERVICES-**

*Explain the basis for selection of each consultant and describe how the service to be provided is essential to achieving established goals and objectives to support preparedness to combat terrorism.*

*Begin typing below.*

### **TRAINING-**

*Explain the purpose of the training/travel and how it relates to achieving established goals and objectives to support preparedness to combat terrorism. Provide location of training, duration, itemized transportation and per diem expenses. If applicable, attach a copy of the letter of declination from DEM.*

*Begin typing below.*

### **SUPPLIES-**

*Explain the type of supplies requested & how it relates to achieving the established goals and objectives to support preparedness to combat terrorism.*

*Begin typing below.*

### **EQUIPMENT-**

*Describe the equipment and how it will benefit the project and why it is necessary to achieving established goals and objectives to support preparedness to combat terrorism. . Communications equipment is subject to the completion of the attached Communications Interoperability Questionnaire.*

## **COMMUNICATIONS INTEROPERABILITY QUESTIONNAIRE**

SERC policy currently requires applications to fund communications equipment be in compliance with the Nevada State Communications Interoperability Plan. To assist in ensuring compliance with this plan, the following guideline questions have been developed. Complete this questionnaire for applications which include communications equipment.

### **1. Will the equipment requested be used in accordance with the Nevada State Communications Interoperability Plan (SCIP) and applicable Tactical Interoperability Communications Plan (TICP)?**

All funded equipment must be intended for operation within the guidelines of the SCIP and its regional TICPs.

### **2. Does this request improve interoperable communications?**

Request must advance interoperability, not just provide equipment replacement or expansion. Intercommunication partner agencies beyond the applicant must be identified. Requests for narrowbandin7 upgrades will not be considered.

### **3. Is the equipment requested legal for sale and operation within the jurisdiction and service intended?**

Radios must be FCC certified and/or type accepted for sale and use in the service intended.

### **4. Have all appropriate FCC licenses been issued to permit legal operation by this jurisdiction/agency?**

Requestor must demonstrate a valid license for the requested radios, including specific notation for narrowband emission for any radios intended for voice communications.

### **5. Is the requested equipment P-25 capable?**

Request must be for P-25 capable radios. Actual operation using the P-25 digital mode is not a requirement at this time. Radios that are P-25 “ready” do not qualify if the capability has not been installed.

### **6. Is the requested equipment complete and ready to use?**

Requested equipment must constitute a complete, functioning unit as purchased. No additional hardware, software or modifications should be necessary to operate the equipment when delivered. This does not mean a radio must be delivered to the requestor pre-programmed in the instance where the requestor has pre-existing programming and configuration tools.

## CERTIFIED ASSURANCES For LEPCs

**Grant Title:** 2017 UWS 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 recipient and the lead governmental unit assure 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.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.

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

**October 31** - for reporting period July 1 to September 30;

**January 31** - for reporting period October 1 to December 31;

**April 30** - for reporting period January 1 to March 31; and

**July 31** - for reporting period April 1 to June 30

- 5) **Final report:** There will be no further expenditures, the grant is closed and no further reports are necessary. This report is due within 45 days after the end of the award period, or any time prior to the end of the award period if no further funds will be spent.
- C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC/state agency must report to the SERC by January 31<sup>st</sup> 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 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, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- F) The applicant assures the fiscal accountability of the funds received from the State Emergency Response Commission will be managed and accounted for by the lead agency's chief comptroller and internal control and authority to ensure compliance with SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- G) SERC will reimburse the recipient reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified in the total award amount.

- H) The applicant assures it shall maintain data and information to provide accurate financial reports to SERC. Said reports shall be provided in form, by due dates and containing data and information as SERC reasonably requires to administer the program.
- I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within 45 days of the end of the grant period and shall be current and actual.
- J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.
- K) The applicant assures 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*
- L) 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.
- M) 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)”
- N) 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.
- O) **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.

- P) 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.

**ORIGINAL SIGNATURES REQUIRED**

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 and State laws and regulations, and SERC 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 31<sup>st</sup>?  
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 31<sup>st</sup>?  
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  
County Name

Committee, I attest all information provided on this compliance certification is accurate.

\_\_\_\_\_ Date: \_\_\_\_\_

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LEPC Chair Signature

RETURN THIS FORM WITH THE GRANT APPLICATION