

# MINUTES

## Nevada State Emergency Response Commission (SERC)

### Funding Committee Meeting

**Monday, September 21, 2015 – 1:00pm**

NV Department of Transportation  
1301 Old Hot Springs Road  
Room 112  
Carson City

NV Department of Transportation  
600 South Grand Central Parkway  
Suite 143, 1<sup>st</sup> Floor Conference Room  
Las Vegas

#### Members Present

Richard Brenner, Chair\*  
Stacey Giomi  
John Helmreich\*\*

#### Members Absent

Tom Burns  
Susan Crowley

#### Staff

Stephanie Parker  
Tami Beauregard  
Nathan Hastings

#### Guests

None

\*videoconference

\*\*teleconference

#### **1. CALL TO ORDER**

Richard Brenner called the meeting to order at 1:03pm

#### **2. INTRODUCTIONS**

Members, staff and guests introduced themselves as shown above. A quorum was present.

#### **3. PUBLIC COMMENT**

Mr. Brenner called for public comment. There was none.

#### **4. APPROVAL OF AUGUST 06, 2015 MEETING MINUTES**

John Helmreich made a motion to approve the minutes of the August 06, 2015 Funding Committee meeting. Stacey Giomi seconded the motion which was approved unanimously.

**5. REVIEW THE TRAVEL FUNDS IN FY2016 AND FY2017 FOR BOTH COMMISSIONERS AND STAFF**

Stephanie Parker noted a worksheet was provided noting what the needs for FY2016 and FY2017 travel. Ms. Parker requested that this Committee make a recommendation to the full SERC on how many more face-to-face meetings will be in FY2016, not including the October meeting, where they will be held and an allocation of funds for the meetings.

A discussion ensued with regards to the funds needed depending on where the face-to-face meeting is to be held and where the funds would come from.

Mr. Giomi made a motion to recommend to the full SERC to hold two face-to-face meetings in Reno and two face-to-face meetings in Las Vegas, annually. Mr. Brenner seconded the motion.

Ms. Parker added she is asking to move funds out of the Personnel category, because there is expected to be salary savings.

Mr. Helmreich asked for clarification on whether the funds are available or not. Mr. Giomi amended his motion to be for the remainder of this fiscal year, to use the salary savings to fund one face-to-face meeting in Reno and one face-to-face meeting in Las Vegas. Tami Beauregard asked if it is allowed to move funds from Category 01 into any other Category before the end of the year. Ms. Parker stated it is allowed.

Mr. Giomi amended his motion to use salary savings, augmented by SERC reserves if necessary, to hold one face-to-face meeting in Las Vegas and one face-to-face in Northern Nevada for the remainder of the current fiscal year. Mr. Brenner seconded the amended motion.

Mr. Helmreich stated there is value in face-to-face meetings with the ability for LEPCs to attend and going North and South allows for this.

A discussion ensued with regards to how many meetings the Legislative approved budget covers. Ms. Beauregard noted although the budget for Commission travel was increased, it is likely not enough to cover two face-to-face meetings.

Mr. Brenner reiterated the motion is to have two face-to-face meetings for the remainder of the fiscal year and allocate funds for those meetings. Mr. Brenner called for the vote which was approved unanimously.

Nathan Hastings asked for clarification on this agenda item. Mr. Giomi clarified that the agenda item is to cover all travel for Commissioners and staff in the two specific fiscal years.

Ms. Parker noted the second part of travel is for the Planning and Training Subcommittee meetings. Ms. Parker added the Policy Committee is likely to make a recommendation that the Planning and Training Subcommittee be available throughout the year to review plans and/or exercises of a LEPC, if the LEPC did not meet the first deadline. Ms. Parker also noted this change would allow the LEPC to come into compliance for SERC funds; however additional funds will be needed if there are additional face-to-face meetings needed to review and approve submissions outside of the existing annual deadline.

Mr. Giomi clarified that staff is asking to add \$1,462 to the budget if an additional Planning and Training Subcommittee meeting is needed.

A discussion ensued with regards to how much was budgeted for this Subcommittee meeting, the SERC budget approved from the last Legislative session and why an additional face-to-face meeting would be necessary.

Mr. Giomi asked if someone from the Policy Committee or the Planning and Training Subcommittee is asking for the funds for two face-to-face meetings. Ms. Parker stated there is not.

Mr. Giomi made a motion to recommend to the full SERC to allocate SERC funds for the Planning and Training Subcommittee to meet one time. Mr. Helmreich seconded the motion.

A discussion ensued with regards to what has been recommended for approval so far. Mr. Giomi suggested the full SERC should discuss the FY2017 travel funds. Mr. Helmreich agreed.

Mr. Brenner called for the vote which was approved unanimously.

Ms. Parker stated the next item is travel for the monitoring of sub-grantees. Ms. Parker added staff is required to conduct eight in person monitoring visits a year, pursuant to existing SERC policy. Ms. Parker also added she is talking with Nevada Division of Emergency Management (NDEM) about working with them on the common sub-grantees, so that the sub-grantees only have to provide their information once.

A discussion ensued with regards to which sub-grantees SERC and NDEM would monitor together and the funds needed for SERC to monitor the others. Ms. Parker noted staff is requesting \$2,157 in funds for FY2016 to travel to LEPCs for monitoring.

Mr. Helmreich made a motion to recommend to the full SERC to allocate \$2,157 of SERC funds for staff to travel to review sub-grantees at various locations for the remainder of FY2016. Mr. Giomi seconded the motion.

Mr. Giomi asked why these items have come to the Funding Committee. A discussion ensued why staff is asking for these funds to come from SERC reserves instead of the funds being included in the budget. Ms. Beauregard stated she will supply the Committee with what was voted on in the past and suggested that the previous staff worded the requests differently. Ms. Beauregard also noted funds for staff to travel to the LEPCs for monitoring has not been discussed, because staff has not traveled to the LEPCs since the third person was lost.

Mr. Helmreich reiterated that about \$5,000 is being asked to increase travel funds for the remainder of FY2016, regardless of where the funds come from. Ms. Parker agreed.

Ms. Parker added she wanted to specifically discuss staff travel to the LEPCs, noting the workload put on staff. Mr. Giomi added the SERC will be on board to help with getting the third person back on staff, if they can.

Mr. Brenner called for the vote which was approved unanimously.

Mr. Giomi made a motion to direct staff to agendaize travel funds for Commissioners and staff for FY2017 to the full SERC at the next quarterly meeting. Mr. Brenner seconded the motion which was approved unanimously.

**6. REVIEW OF U.S. DEPARTMENT OF TRANSPORTATION, HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT ALLOCATION FOR SERC CO-CHAIR AND STAFF TO ATTEND THE NATIONAL ASSOCIATION OF SARA TITLE III PROGRAM OFFICIALS (NASTTPO) CONFERENCE**

Ms. Parker stated the funds being requested is for one Co-Chair and two staff members to attend the conference and funds would come from the HMEP grant.

Mr. Giomi made a motion to recommend approval to the SERC of an HMEP grant allocation to not exceed \$10,000 for the SERC Co-Chair and two staff members to attend NASTTPO. Mr. Helmreich seconded the motion which was approved unanimously.

**7. HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT APPLICATIONS**

Ms. Parker gave an overview of the HMEP grant award from US Department of Transportation (USDOT) noting the total award is for \$225,723 of which \$180,578 is federal funds and \$45,145 is SERC funds. Mr. Brenner added \$10,000 should be subtracted from the total due to the previous agenda item's motion and vote.

**Carson City LEPC** – is in compliance. The LEPC is requesting \$11,760 from Training for a Marijuana Management Symposium hosted by Denver, CO to learn about preparing to respond to incidents involving the transportation of Liquid Carbon Dioxide and N-Butane. The contingency items are: USDOT approval and Interim Finance Committee (IFC) grant acceptance.

Mr. Helmreich asked what the difference is between the Planning and Training. Ms. Parker noted Training typically contains some type of curriculum and/or receive credits and a symposium is usually a discussion and sharing of ideals with the intent of possible changes to response plans.

Mr. Giomi made a motion to recommend approval to the SERC for the Carson City LEPC grant application from Planning and contingent on noted contingency items. Mr. Brenner seconded the motion which was approved unanimously.

**Clark County LEPC** – is in compliance. The LEPC is requesting \$30,000 from Training for the International Hazardous Materials Response Team Conference in Baltimore, MD. The contingency items are: IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the Clark County LEPC grant application from Training and contingent on noted contingency items. Mr. Helmreich seconded the motion.

Mr. Helmreich questioned the LEPC increasing the registration amount to get as close to the \$30,000 as possible and if this has been done in the past. Mr. Giomi stated it has and regardless of the registration amount, no more than the grant awarded amount will be reimbursed to the LEPC.

Mr. Brenner called for the vote which was approved unanimously.

**Elko County LEPC** – is not in compliance. The LEPC is requesting \$29,571.58 from Training for a Hazardous Materials Safety Officer course presented by SIGNET North America and a HazCat/WMD Technician course presented by HazTech Systems. The contingency items are: submission of denial letter from the SFM, per policy an additional quote, final financial report for the SERC grant, final financial report for the UWS grant, USDOT approval and IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the Elko County LEPC grant application from Training and contingent on noted contingency items. Mr. Brenner seconded the motion.

A discussion ensued with regards to how many quotes are needed for training courses and how many quotes were submitted by the LEPC. Mr. Giomi amended his motion to withdraw his contingency for additional quotes.

Mr. Brenner called for the vote which was approved unanimously.

**Humboldt County LEPC** – is in compliance. The LEPC is requesting \$21,586 from Training for a Hazmat Technician Refresher and a Highway Emergency Response Specialist Training. The contingency items are: USDOT approval and IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the Humboldt County LEPC grant application from Training and contingent on noted contingency items. Mr. Brenner seconded the motion.

Mr. Brenner noted these classes can be paid for with Homeland Security funds and he would be happy to show anyone how to access the classes through the Homeland Security's website.

Mr. Brenner called for the vote which was approved unanimously.

**Mineral County LEPC** – is not in compliance. The LEPC is requesting \$30,000 from Planning for Spillman computer software to increase interoperability while responding the transportation related hazardous materials incidents. The contingency items are: the final financial report for the SERC grant, USDOT approval and IFC grant acceptance.

A discussion ensued with regards to what Spillman is used for, if USDOT would approve and how long it takes USDOT to approve.

Mr. Giomi made a motion to recommend approval to the SERC for the Mineral County LEPC grant application from Planning and contingent on noted on contingency items. Mr. Brenner seconded the motion which was approved unanimously.

**White Pine County LEPC** – is not in compliance. The LEPC is requesting \$5,000 from Training to hire a consultant to set-up and implement an exercise to evaluate the hazardous materials response skills and plan for transportation related events. The contingency items are: submission of a second quote or documentation of efforts to obtain quotes and IFC grant acceptance.

Mr. Giomi made a motion to recommend approval to the SERC for the White Pine County LEPC grant application from Planning and contingent on noted contingency items. Mr. Helmreich seconded the motion which was approved unanimously.

## **8. PUBLIC COMMENT**

Mr. Brenner called for public comment. There was none.

## **9. ADJOURNMENT**

Mr. Giomi made a motion to adjourn the meeting. Mr. Brenner seconded the motion. The meeting was adjourned at 2:03pm.

HMEP Mid-Cycle FSW Funding Committee Worksheet

| County | Date Received | Amount Requested | P/T      | Participants/ Qty | In compliance with SERC | In compliance with this request | If no, what's needed  |
|--------|---------------|------------------|----------|-------------------|-------------------------|---------------------------------|---|
|        |               |                  |          |                   |                         |                                 | SERC - Approval from US DOT, quote* (Gas Monitors NLVFD) <b>Must include exercises or plan to use in exercises.</b>   |
| Clark  | 12/17/2015    | \$ 21,870.44     | P        | 10                | Yes                     | Yes                             |   |
|        |               |                  |          |                   |                         |                                 | SERC - Approval from US DOT, (RadWatches & Acc. Clark LEPC) Sole Source   |
| Clark  | 12/17/2015    | \$ 29,980.75     | P        |                   | Yes                     | Yes                             |   |
|        |               |                  |          |                   |                         |                                 | SERC - Approval from US DOT, (Mercury Monitor & Access. CoH) Part 1 of 2 Total \$17,706) <b>Must include exercises or plan to use in exercises.</b>   |
| Clark  | 12/23/2015    | \$ 15,706.00     | P 1 of 2 |                   | Yes                     | Yes                             |   |
|        |               |                  |          |                   |                         |                                 | SERC - Bylaws due 11/2015, HMEP - Approval from US DOT, All required signatures, (Mercury Monitor & Access. CoH) Part 2 of 2 Total \$17,706) <b>Must include exercises or plan to use in exercises.</b> |
| Clark  | 1/23/2016     | \$ 2,000.00      | T 2 of 2 |                   | Yes                     | Yes                             |   |
|        |               |                  |          |                   |                         |                                 | SERC - Bylaws due 11/2015, HMEP - Approval from US DOT, All required signatures, quote*, minutes ( Chlorine Emerg. Kits LVMPD) *Must be through Clark County LEPC not LVMPD directly)                   |
| Clark  | 1/8/2016      | \$ 24,689.00     | P        | 25-75             | No                      | No                              |   |
|        |               |                  |          |                   |                         |                                 | HMEP - Approval from US DOT on RadWatch (CC \$24,002, RadWatch \$5,950) <b>RadWatch must use in exercise and can be that portion should be planning</b>   |
| Washoe | 1/20/2016     | \$ 29,952.00     | T        | 188               | Yes                     | Yes                             |   |

\*Apps above as submitted

Requests \$ 124,198.19

Total avail. for MC Apps.

Planning \$ 40,545.00  
Training \$ 80,592.00  
**\$ 121,137.00**

Total Awarded Prior

Planning 41,000.00  
Training 63,586.00  
**\$ 104,586.00**

MC Apps  
\$ 91,665.44  
\$ 32,532.75  
**\$124,198.19**

Original Allocation  
Planning \$ 81,545.00  
Training \$ 144,178.00  
**\$ 225,723.00**

Move P & T Apps to Planning because they will be used in exercise  
\$100,196.19  
\$ 24,002.00  
**\$124,198.19**  
See Allowable Expenditures Guide

| <u>County</u>   | <u>Date Received</u> | <u>Amount Requested</u>      | <u>P/T</u> | <u>- Participant s/Qty</u> | <u>In compliance with SERC</u> | <u>In compliance with this request</u> | <u>If no, what's needed</u>   |
|---|----------------------|------------------------------|------------|----------------------------|--------------------------------|--|---|
| Nevada<br>Public &<br>Behavioral<br>Health -<br>Radiation<br>Control<br>Program<br>(NPBH) | 1/20/2016            | \$ 593.00                    | T 1 of 2   |                            | No                             | Yes                                    | RadWatches and Accessories - HMEP app indicates exercise October 2015 and was submitted 12/7/15. SERC needs that and verification of the State Plan update for their Appendix A Approval from US DOT. (Total \$ 29,993) Should all be in Planning to be conditionally allowable for US DOT. |
| NPBH  | 1/20/2016            | \$ 29,400.00<br>\$ 29,993.00 | P 2 of 2   |                            | No                             | Yes                                    | RadWatches and Accessories HMEP app indicates exercise October 2015 and was submitted 12/7/15. SERC needs that and verification of the State Plan update for their Appendix A. Approval from US DOT (Total \$ 29,993)   |

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

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

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

**Local Emergency Planning Committee (LEPC) Chair:**

Name: **John Steinbeck**

Title: **LEPC Chair**

Address: **575 E Flamingo Rd**

City/Zip: **Las Vegas, 89119**

Phone: **702-455-5710**

Fax: **702-455-5713**

E-mail: **John.Steinbeck@ClarkCountyNv.gov**

**Fiscal Officer:**

Name: **Karen Taylor**

Title: **Administrative Specialist**

Address: **575 E Flamingo Rd**

City/Zip: **Las Vegas, 89119**

Phone: **702-455-6183**

Fax: **702-455-5713**

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

**Budget Summary:**

| Planning    | Training | Total       |
|-------------|----------|-------------|
| \$21,870.44 |          | \$21,870.44 |

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

**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

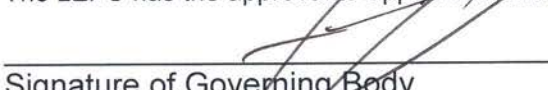
On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and State procedures and assurances which are related to the acceptance of funds.

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

1-14-16  
\_\_\_\_\_  
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

1/5/16  
\_\_\_\_\_  
Date

Steve Sisolak, Clark County Commission, Chair  
\_\_\_\_\_  
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 would like to achieve with these funds during the grant period, ending September 30.*

*Click inside gray box to begin typing*

**The Clark County Local Emergency Planning Committee will sub-grant to the City of North Las Vegas Fire Department for the purchase of new gas monitors to be placed on fire engines which are used for detection of hazardous materials that consistently travel through the region on I-15, US 93, US 95, I-215. The Union Pacific Railroad passes directly through the middle of North Las Vegas and within a mile of City Hall. Additionally, the Kinder Morgan CALNEV pipeline system transports gasoline, diesel and jet fuel from California through the City of North Las Vegas to Nellis Air Force Base.**

**There are many hazards that firefighters and members of the community are intermittently exposed to during transportation of toxic chemical through communities. The fire service has no control over these exposures, but takes every precaution to reduce the associated risks. Exposure to any hazardous material can lead to debilitating and life threatening problems. The requested equipment will give NLVFD the ability to perform a rapid assessment of Immediately Dangerous to Life and Health (IDLH) atmospheres which will lead to quicker mitigation of these types of transportation related incidents. With the requested equipment, the North Las Vegas Fire Department would have the ability to mitigate hazardous materials, keeping the firefighters and citizens of North Las Vegas safe.**

## **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:*

- 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*

**The gas monitors that North Las Vegas Fire Department (NLVFD) will purchase with this grant will be used to detect hazardous material and chemicals that are transported through the city via pipelines, railroad and highways. The monitors will allow NLVFD to identify these materials, establish safety zones and keep unauthorized personnel out of the area, thus preventing the situation from escalating. The Fire Logistics Officer will make arrangements with the department's vendor to purchase the gas monitors and associated equipment,**

and the Financial Analyst for NLVFD will be responsible for payment for the activities of this grant. NLV will submit a claim to Clark County for reimbursement. Once this has been completed the NLVFD receives the new equipment, the individuals in the department who are HazMat Technicians will train personnel on how to use the new monitors before they are placed into service. This will completed within the grant period.

### III. BUDGETS:

#### Planning:

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

| Consultant / Contract Services / Other   |                    |
|--|--------------------|
| Name   | Amount requested   |
| Industrial Scientific MX6 IBrid Portable Combustible Gas,Hydrogen Sulphide and Oxygen Monitor with Li-Ion extended Range Battery and Pump (Qty 10) plus tax and shipping | 21,870.44          |
|  |                    |
|  |                    |
| <b>Total Services</b>  | <b>\$21,870.44</b> |

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

|                       |                    |
|-----------------------|--------------------|
| <b>Total Planning</b> | <b>\$21,870.44</b> |
|-----------------------|--------------------|

## 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 57.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28.75 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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

| Consultant / Contract Services / Other |                  |
|--|------------------|
| Name                                   | Amount requested |
|  |                  |
|  |                  |
|  |                  |
| <b>Total Contract Training</b>         | <b>\$0.00</b>    |

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

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

*Click inside gray box to begin typing*

**The North Las Vegas Fire Department (NLVFD) is requesting funding in the amount of \$21,870.44 to purchase new gas monitors that will aid fire department personnel in mitigating Hazardous Material incidents that occur on the city's highways and pipelines. IDLH atmospheres represents a grave threat to the health and safety of both firefighters and residents of the community. The addition of this new equipment will allow firefighters to readily detect and aggressively protect the community. The purchase of these gas monitors will allow the fire department to quickly detect a toxic gas or chemical and mitigate the situation resulting in the prevention of a fire, illness or death. The purpose of the fire department is to save lives and protect property, and the addition of this equipment will assist NLVFD in achieving that goal.**

##### **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*

## CERTIFIED ASSURANCES For LEPCs

### Grant Title: FY 2016 HMEP Mid-Cycle 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.

- 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:

|                   |   |
|-------------------|---|
| <b>October 31</b> | - for reporting period July 1 to September 30;    |
| <b>January 31</b> | - for reporting period October 1 to December 31;  |
| <b>April 30</b>   | - for reporting period January 1 to March 31; and |
| <b>July 31</b>    | - 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 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. 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 subawards 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 subrecipients. 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>

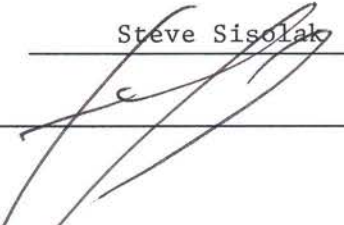
- I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within 45 days of the end of the grant period and shall be current and actual.
- J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.
- K) The applicant assures compliance with 2 *CFR* 200.212 and 180, *Nonprocurement 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) The applicant authorizes the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) representatives the ability to observe any HMEP funded activity. The applicant will provide at least a thirty (30) day notice to the SERC of the planned activity, including training and/or exercises. The goal of the observations will be to help the PHMSA grant program determine if additional training, guidance or tools are needed. Additional information about the observations and observation tools to be used, can be found at <http://serc.nv.gov/uploadedFiles/sercnvgov/content/Resources/ObservationChecklistAndReport.pdf>.

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): Steve Sisolak Title: Clark County Commission  
Chair  
Signature:  Date: 1/5/16

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

Name (print): John Steinbeck Title: LEPC Chair  
Signature:  Date: 1-14-16

**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: **11/14/2014** Submitted:  
Membership list reviewed/updated - Date: **1/5/2015** Submitted: **1/5/2015**

- ☒ 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: **11/12/2014** Submitted: **1/30/2015**  
NRT - 1 update - Date: **1/28/2015** Submitted: **1/28/2015**  
Level of Response Questionnaire update - Date: **1/28/2015** Submitted: **1/28/2015**  
Letter of Promulgation update - Date: **1/1/2015** Submitted: **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: **10/21/2015** Submitted: **12/2015**  
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: **7/27/2015** Affidavit Submitted: **7/27/2015**

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

all information provided on this Compliance Certification is accurate

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

**1-14-16**  
\_\_\_\_\_  
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: **Clark County Local Emergency Planning Committee**  
Street Address: **575 E Flamingo Rd**  
City / Zip Code: **Las Vegas, Nv 89110**

**Section B – Point of Contact**

First Name: **John**  
Last Name: **Steinbeck**  
Phone: **702-455-7154**  
E-Mail: **John.Steinbeck@ClarkCountyNv.gov**  
Position: **LEPC Chair**

**Section C – Grant Activity Request Information**

Amount: **21,870.44**  
Activity: **Planning**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **0**

(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:

**The North Las Vegas Fire Department (NLVFD) is requesting funding in the amount of \$21,870.44 to purchase new gas monitors that will aid fire department personnel in mitigating Hazardous Material incidents that occur on the city's highways and pipelines. IDLH atmospheres represents a grave threat to the health and safety of both firefighters and residents of the community. The addition of this new equipment will allow firefighters to readily detect and aggressively protect the community. The purchase of these gas monitors will allow the fire department to quickly detect a toxic gas or chemical and mitigate the situation resulting in the prevention of a fire, illness or death.**

How does this further your organization's program mission?

**The mission of the North Las Vegas Fire Department is "To advance the City of North Las Vegas vision by providing dedicated emergency and community services in a professional manner." We strive each and every day to ensure that everyone**

goes home safe, and that not only includes fire department personnel, but every citizen that we encounter on a daily basis. The addition of this equipment will help to ensure that we are not only keeping our personnel safe, but keeping the community safe from harm as well.

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

No

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

**RECEIVED**  
**JAN 22 2015**  
NEVADA  
SERC

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

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

**Local Emergency Planning Committee (LEPC) Chair:**

Name: **John Steinbeck**

Title: **LEPC Chair**

Address: **575 E Flamingo Rd**

City/Zip: **Las Vegas, 89119**

Phone: **702-455-5710**

Fax: **702-455-5713**

E-mail: **John.Steinbeck@ClarkCountyNv.gov**

**Fiscal Officer:**

Name: **Karen Taylor**

Title: **Administrative Specialist**

Address: **575 E Flamingo Rd**

City/Zip: **Las Vegas, 89119**

Phone: **702-455-6183**

Fax: **702-455-5713**

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

**Budget Summary:**

| Planning    | Training   | Total       |
|-------------|------------|-------------|
| \$15,706.00 | \$2,000.00 | \$17,706.00 |

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

**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

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

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

1-14-16  
\_\_\_\_\_  
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

1/5/16  
\_\_\_\_\_  
Date

Steve Sisolak, Clark County Commission, Chair  
\_\_\_\_\_  
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 would like to achieve with these funds during the grant period, ending September 30.*

*Click inside gray box to begin typing*

**The Clark County Local Emergency Planning Committee will sub-grant to the City of Henderson Fire Department this funding will be used to purchase a mercury monitor and accessories for emergency responders to use in exercises and real life incidents. To minimize the exposure to mercury in an effort to protect health and safety of responders and the public.**

**The goal of this purchase is to ensure Hazardous Materials Technicians and Incident Commanders throughout the mercury shipping routes in Henderson and around Clark County have the tools and training to safely mitigate and respond to this type of hazardous materials incidents.**

**Upon the purchase of the monitor and accessories, users/first responders will be trained by personnel from the vendor on using and maintaining the equipment properly so that these resources can be used in the exercising the Clark County LEPC Hazardous Material Response Plan in a scenario involving the transportation of mercury materials.**

## **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:*

- 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*

**The Henderson Fire Department will be responsible for the purchasing of the equipment and associated training. When the grant award is received from SERC, the Clark County LEPC will notify the Henderson Fire Department that the funds are available to purchase the equipment and provide the training. This will be completed within the grant period.**

### Planning:

| Consultant / Contract Services / Other  |                    |
|---|--------------------|
| Name  | Amount requested   |
| Arizona Instrument(Analyzer \$14,461; Calibration \$550; Spill Kit \$495; Case \$200.00 | \$15,706.00        |
|   |                    |
|   |                    |
| <b>Total Services</b>   | <b>\$15,706.00</b> |

| Conference Costs  |                               |                  |                     |             |
|---|-------------------------------|------------------|---------------------|-------------|
| Conference Title  |                               |                  |                     |             |
| <input type="checkbox"/> Itemized Conference Costs List will be attached totaling |                               |                  |                     |             |
| Registration  | Cost per Attendee             |                  | Number of Attendees |             |
|   |                               |                  |                     |             |
|   |                               |                  | \$0.00              |             |
| Hotel   | Cost per Night                | Number of Nights | Number of Rooms     |             |
|   |                               |                  |                     |             |
|   |                               |                  | \$0.00              |             |
| Per Diem  | Cost per Day                  | Number of Days   | Number of Attendees |             |
|   |                               |                  |                     |             |
|   |                               |                  | \$0.00              |             |
| Transportation  | # of miles (round trip)       | Agency           | # of Vehicles       |             |
|   |                               | .575 / mile      |                     |             |
|   | # of miles (round trip)       | Personal         | # of Vehicles       |             |
|   |                               | .2875 / mile     |                     |             |
|   | Cost of Airline Ticket        |                  | Number of Tickets   |             |
|   |                               |                  |                     |             |
|   | Cost of Ground Transportation |                  | Number of Attendees |             |
|   |                               |                  |                     |             |
|   |                               |                  | \$0.00              |             |
|   |                               |                  | \$0.00              |             |
| Parking   | Cost per Day                  | Number of Days   | Number of Vehicles  |             |
|   |                               |                  |                     |             |
|   |                               |                  | \$0.00              |             |
| Total Conference Costs  |                               |                  |                     | \$0.00      |
| Total Planning  |                               |                  |                     | \$15,706.00 |

## 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 57.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28.75 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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

| Consultant / Contract Services / Other   |                   |
|--|-------------------|
| Name   | Amount requested  |
| Arizona Instrument LLC   | \$2,000.00        |
| The training will be conducted by the equipment vendor and will consist of training and exercises associated with the detection and mitigation of known and suspected mercury releases provided at the Henderson Fire Department. The training will include monitor inspection, maintenance, and use from a technician with applicable knowledge and training to complete desired training outcomes. |                   |
|  |                   |
| <b>Total Contract Training</b>   | <b>\$2,000.00</b> |

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

|  |                     |                       |                           |                   |
|--|---------------------|-----------------------|---------------------------|-------------------|
| <b>Parking</b>                         | <b>Cost per Day</b> | <b>Number of Days</b> | <b>Number of Vehicles</b> |                   |
|  |                     |                       |                           | <b>\$0.00</b>     |
| <b>Total Course / Conference Costs</b> |                     |                       |                           | <b>\$0.00</b>     |
| <b>Total Training</b>                  |                     |                       |                           | <b>\$2,000.00</b> |

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

*Click inside gray box to begin typing*

**To purchase a J505 Mercury Analyzer and accessories for emergency responders in Henderson. Mercury is shipped in Henderson and around Clark County because of the location of the mercury at the United States Defense National Stockpile Center in Hawthorne, Nv.**

##### **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*

**The requested mercury detection equipment will be used in the technical training of the Hazardous Materials Response Technicians which will allow the response to known and suspected mercury releases. This training and equipment will allow for response to mercury spills including those associated with the transportation of mercury to the United States Defense National Stockpile Center in Hawthorne, Nv.**

## CERTIFIED ASSURANCES For LEPCs

### Grant Title: FY 2016 HMEP Mid-Cycle 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.

- 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:

|                   |   |
|-------------------|---|
| <b>October 31</b> | - for reporting period July 1 to September 30;    |
| <b>January 31</b> | - for reporting period October 1 to December 31;  |
| <b>April 30</b>   | - for reporting period January 1 to March 31; and |
| <b>July 31</b>    | - 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 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. 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 subawards 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 subrecipients. 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, *Nonprocurement 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) The applicant authorizes the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) representatives the ability to observe any HMEP funded activity. The applicant will provide at least a thirty (30) day notice to the SERC of the planned activity, including training and/or exercises. The goal of the observations will be to help the PHMSA grant program determine if additional training, guidance or tools are needed. Additional information about the observations and observation tools to be used, can be found at <http://serc.nv.gov/uploadedFiles/sercnvgov/content/Resources/ObservationChecklistAndReport.pdf>.

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): Steve Sisolak Title: Clark County  
Commission, Chair  
Signature:  Date: 1/5/16

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

Name (print): John Steinbeck Title: Deputy Fire Chief  
Signature:  Date: 1-14-16

**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: **11/14/2014** Submitted: \_\_\_\_\_  
Membership list reviewed/updated - Date: **1/5/2015** Submitted: **1/5/2015**
- ☒ 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: **11/12/2014** Submitted: **1/30/2015**  
NRT - 1 update - Date: **1/28/2015** Submitted: **1/28/2015**  
Level of Response Questionnaire update - Date: **1/28/2015** Submitted: **1/28/2015**  
Letter of Promulgation update - Date: **1/1/2015** Submitted: **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: **10/21/2015** Submitted: **12/2015**  
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: **7/27/2015** Affidavit Submitted: **7/27/2015**

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

all information provided on this Compliance Certification is accurate

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

**1-14-16**  
\_\_\_\_\_  
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: **Clark County Local Emergency Planning Committee**  
Street Address: **575 E Flamingo Rd**  
City / Zip Code: **Las Vegas, Nv 89110**

**Section B – Point of Contact**

First Name: **John**  
Last Name: **Steinbeck**  
Phone: **702-455-7154**  
E-Mail: **John.Steinbeck@ClarkCountyNv.gov**  
Position: **LEPC Chair**

**Section C – Grant Activity Request Information**

Amount: **17,706.00**  
Activity: **Planning and Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **Undetermined**  
(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:

**The Henderson Fire Department is requesting funding in the amount of \$17,706.00 to purchase a mercury monitor and accessories for emergency responders to use in exercises and real life incidents to minimize the exposure to mercury in an effort to protect health and safety of responders and the public. Upon the purchase of the monitor and accessories, users/first responders will be trained by personnel from the vendor on using the maintaining the equipment properly so that these resources can be used in exercising the Clark County LEPC Hazardous Material Response Plan in a scenario involving the transprotation of mercury materials.**

How does this further your organization's program mission?

**The goal is to ensure Hazardous Materials technicians and Incident Commanders throughout the mercury shipping routes in Henderson and around Clark County have the tools and training to safely mitigate and respond to this type of hazardous materials incidents.**

No

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

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

Address: **575 E. Flamingo Road, Las Vegas, NV 89119**

**Local Emergency Planning Committee (LEPC) Chair:**

Name: **John Steinbeck**

Title: **Deputy Fire Chief**

Address: **575 E. Flamingo Road**

City/Zip: **Las Vegas / 89119**

Phone: **702-455-5710**

Fax: **702-455-5713**

E-mail: **John.Steinbeck@ClarkCountyNV.gov**

**Fiscal Officer:**

Name: **Karen Taylor**

Title: **Administrative Specialist**

Address: **575 E. Flamingo Road**

City/Zip: **Las Vegas / 89119**

Phone: **702-455-5710**

Fax: **702-455-5718**

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

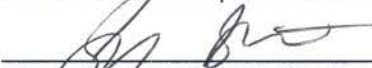
**Budget Summary:**

| Planning    | Training | Total       |
|-------------|----------|-------------|
| \$29,400.00 | \$580.75 | \$29,980.75 |

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

**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

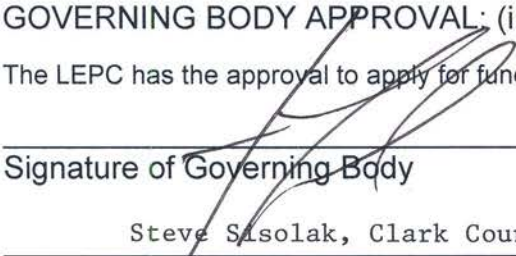
On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and State procedures and assurances which are related to the acceptance of funds.

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

1-14-16  
\_\_\_\_\_  
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

1/5/16  
\_\_\_\_\_  
Date

Steve Sisolak, Clark County Commission Chair  
\_\_\_\_\_  
Name and Title

RECEIVED  
JAN 22 2015  
NEVADA  
SERC

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

*Click inside gray box to begin typing*

**Clark County LEPC goal is to ensure first responders throughout the radioactive waste shipping routes in and around Clark County have the tools and training to safely mitigate and respond to this type of hazardous materials incidents.**

**This grant will be used to purchase dosimeters, a viewer and a reader for emergency responders to use in exercises and real life incidents to minimize the exposure to radioactive materials in an effort to protect health and safety of responders and the public.**

**Upon the purchase of the dosimeters and accessories, users/first responders will be trained by personnel from the Nevada Radiation Control Program on using and maintaining the equipment properly so that these resources can be used in exercising the Clark County LEPC Hazardous Material Response Plan in a scenario involving the transportation of radioactive materials.**

## **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:*

- 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*

**Initially, purchase Landauer Radwatch™ dosimeters, viewer and reader for emergency responders. This goal will be achieved by purchasing a Radwatch™ Viewer (\$5,000) a Radwatch™ Reader (\$18,000) and 150 Radwatches™ (\$40/ea. – \$6000).**

**Secondly, train users and responders on the watch capabilities and uses; and train them on the viewer and reader to monitor and track responder radiation dose received. The device gives the responder a total radiation dose over a period of time while responding to a radiological transportation accident or response scenario. The Clark County LEPC will approve the request, get approval from the Clark County Commission to accept the funds, and pay the vendor. This activity can be completed within 6 months after receiving the grant award letter from SERC.**

### III. BUDGETS:

#### Planning:

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

| Consultant / Contract Services / Other                  |                    |
|---|--------------------|
| Name  | Amount requested   |
| Jon Bakkedahl, NV Radiation Control Program             | \$0.00             |
| Radwatches (\$6400), Viewer (\$5000), Reader (\$18000). | \$29,400.00        |
|   |                    |
| <b>Total Services</b>                                   | <b>\$29,400.00</b> |

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

|                       |                    |
|-----------------------|--------------------|
| <b>Total Planning</b> | <b>\$29,400.00</b> |
|-----------------------|--------------------|

## 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 57.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28.75 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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

| Consultant / Contract Services / Other      |                  |
|---|------------------|
| Name  | Amount requested |
| Jon Bakkedahl, NV Radiation Control Program | 0                |
|   |                  |
|   |                  |
| <b>Total Contract Training</b>              | <b>\$0.00</b>    |

| Course / Conference Costs  |                               |                  |                     |          |
|--|-------------------------------|------------------|---------------------|----------|
| Course / Conference Title  |                               |                  |                     |          |
| <input type="checkbox"/> Itemized Course / Conference Costs List will be attached totaling |                               |                  |                     |          |
| Registration   | Cost per Attendee             |                  | Number of Attendees |          |
|  |                               |                  |                     |          |
|  |                               |                  |                     | \$0.00   |
| Hotel  | Cost per Night                | Number of Nights | Number of Rooms     | \$96.00  |
|  | \$96.00                       | 1                | 1                   |          |
| Per Diem   | Cost per Day                  | Number of Days   | Number of Attendees | \$128.00 |
|  | \$64.00                       | 2                | 1                   |          |
| Transportation   | # of miles (round trip)       | Agency           | # of Vehicles       | \$28.75  |
|  | 50.00                         | .575 / mile      | 1                   |          |
|  | # of miles (round trip)       | Personal         | # of Vehicles       |          |
|  |                               | .2875 / mile     |                     |          |
|  | Cost of Airline Ticket        |                  | Number of Tickets   |          |
|  | \$300.00                      |                  | 1                   |          |
|  | Cost of Ground Transportation |                  | Number of Attendees |          |
|  |                               |                  |                     |          |
| Parking  | Cost per Day                  | Number of Days   | Number of Vehicles  | \$28.00  |
|  | \$14.00                       | 2                | 1                   |          |
| Total Course / Conference Costs  |                               |                  |                     | \$580.75 |
| Total Training   |                               |                  |                     | \$580.75 |

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

*Click inside gray box to begin typing*

**Purchase Landauer Radwatch™ dosimeters, viewer and a reader for emergency responders in Clark County. Radioactive waste is commonly shipped in and around Clark County because of are close proximity to the Department of Energy (DOE) Nevada National Security Site. This grant will help ensure first responders have the tools and training to safely mitigate and respond to radiation incidents. In addition, this detection system is commonly used by various Urban Area Security Initiative (UASI) cities and the National Guard Civil Support Teams around the county.**

##### **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*

**The training will be offered by the Nevada Radiation Control Program. They have similar devices and have trained responders in the use and operation of each device (viewer & reader) and the Radwatch dosimeter. Training will be required so that each agency receiving this equipment will have the proper knowledge on how to correct operate each device, understand the dose information and when to implement an official reading for a dose to a responder. Training will be conducted for Las Vegas Fire Rescue Hazmat / Henderson Fire Hazmat and the All Hazard Regional Multi-Agency Operations & Response (ARMOR) Taskforce. Public safety training facilities in Clark County will be used to coordinate these activities. The Clark County LEPC will request survey feedback on the training and the equipment to ensure the users understand the equipment and its abilities. In addition, exercises will be scheduled so that competency can be demonstrated to regulatory agencies. Finally, a policy/procedure will be drafted by the Nevada Radiation Control Program and signed by the various agencies that are issued this equipment so that proper maintenance occurs.**

## CERTIFIED ASSURANCES For LEPCs

### Grant Title: FY 2016 HMEP Mid-Cycle 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.

- 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:

|                   |   |
|-------------------|---|
| <b>October 31</b> | - for reporting period July 1 to September 30;    |
| <b>January 31</b> | - for reporting period October 1 to December 31;  |
| <b>April 30</b>   | - for reporting period January 1 to March 31; and |
| <b>July 31</b>    | - 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 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. 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 subawards 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 subrecipients. 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, *Nonprocurement 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) The applicant authorizes the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) representatives the ability to observe any HMEP funded activity. The applicant will provide at least a thirty (30) day notice to the SERC of the planned activity, including training and/or exercises. The goal of the observations will be to help the PHMSA grant program determine if additional training, guidance or tools are needed. Additional information about the observations and observation tools to be used, can be found at <http://serc.nv.gov/uploadedFiles/sercnvgov/content/Resources/ObservationChecklistAndReport.pdf>.

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): Steve Sisolak Title: Clark County Commission, Chair  
Signature: [Signature] Date: 1/5/16

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

Name (print): John Steinbeck Title: Deputy Fire Chief  
Signature: [Signature] Date: 1-16-16

**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: 11/14/2015 | Submitted:          |
| Membership list reviewed/updated - | Date: 1/5/2015   | Submitted: 1/5/2015 |
- ☒ 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: 11/12/2014 | Submitted: 1/30/2015 |
| NRT - 1 update -                         | Date: 1/28/2015  | Submitted: 1/28/2015 |
| Level of Response Questionnaire update - | Date: 1/28/2015  | Submitted: 1/28/2015 |
| Letter of Promulgation update -          | Date: 1/1/2015   | 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:                       | 10/21/2015 | Submitted: 12/1/2015 |
| 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: | 7/27/2015 | Affidavit Submitted: | 7/27/2015 |
|----------------------|-----------|----------------------|-----------|
- As chairman of **Clark** Local Emergency Planning Committee, I attest  
**County**  
County Name

all information provided on this Compliance Certification is accurate

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

1-14-16  
\_\_\_\_\_  
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: **Clark County Local Emergency Planning Committee**  
Street Address: **575 E. Flamingo Road**  
City / Zip Code: **Las Vegas, NV 89119**

**Section B – Point of Contact**

First Name: **Karen**  
Last Name: **Taylor**  
Phone: **702-455-5710**  
E-Mail: **karent@ClarkCountyNV.gov**  
Position: **Administrative Specialist**

**Section C – Grant Activity Request Information**

Amount: **\$29,980.75**  
Activity: **Planning and Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **50**

(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:

**To purchase dosimeters, a viewer and a reader for Clark County emergency responders to use in exercises and real life incidents to minimize the exposure to radioactive materials in an effort to protect health and safety of responders and the public.**

**Upon the purchase of the dosimeters and accessories, users/first responders will be trained by personnel from the Nevada Radiation Control Program on using and maintaining the equipment properly so that these resources can be used in exercising the Clark County LEPC Hazardous Material Response Plan in a scenario involving the transportation of radioactive materials or at a real incident.**

How does this further your organization's program mission?

**One of the goals of the Clark County LEPC is to obtain funding to help the jurisdictions and agencies in Southern Nevada purchase detection equipment that will help support and enhance preparedness and response efforts when dealing with**

hazardous materials. Radioactive waste is commonly shipped in and around Clark County because of are close proximity to the Department of Energy (DOE) Nevada National Security Site. This grant will help ensure first responders have the tools and training to safely mitigate and respond to radiation incidents.

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

No

BRIAN SANDOVAL  
GOVERNOR



RICHARD BRENNER  
Co-Chair

PETER J. MULVIHILL, P.E.  
Co-Chair

## EMERGENCY RESPONSE COMMISSION

107 Jacobsen Way  
Carson City, NV 89711  
(775) 684-7511 • Fax (775) 684-7519

### **Hazardous Materials Emergency Preparedness (HMEP) FY 2016 Mid-Cycle Grant Application Kit For Local Emergency Planning Committees**

This grant is to provide for Planning and Training to prevent, mitigate and respond to hazardous materials incidents involving transportation. 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 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. Applications for funding must relate to the prevention of, mitigation of, and/or response to hazardous materials incidents involving transportation.

Grant applications will need to be approved by the USDOT prior to preparation of a grant award unless the project has been approved in the federal grant award. This process may take some time. Therefore, please consider the timing of the project request when submitting applications during this grant cycle and the mid-cycle process throughout the year. Please submit grant applications as soon as possible so we can start the federal approval process.

Grant funds are distributed on a reimbursement basis. However, the LEPC may request advance funding for expenses over \$2,000 (SERC policy 8.5).

The SERC, in accordance with the provisions of *Title VI of the Civil Right Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4)* and the Regulations, hereby notifies all bidders that it will affirmatively ensure that with respect to any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

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 planning and training needs for the period ending September 30.
- II. **Objectives** - Identify the specific approaches to achieve the goals through the 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 maximum request is \$30,000. It is anticipated there will be \$46,545 available in the planning category and \$74,592 available in the training category.
- IV. **Budget Narrative** – Explain each item listed in the line item budget.
  - a. **Evaluation of Training** – Provide an explanation of how the LEPC will use quality control measures to evaluate the effectiveness of training events provided.

USDOT examples of eligible and ineligible expenses are available on our website: <http://serc.nv.gov/uploadedFiles/sercnvgov/content/Resources/HMEPExpendituresGuide.pdf> .

**After completing the application, you may open an e-mail and attach the application with additional pages e.g. quotes, letter of denial, etc. Remember to follow up by submitting a signed copy of the entire application.**

**You may also print the application, have it signed, scanned and e-mailed directly with all attachments, please follow up with a hard copy if more than twenty pages.**

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 Planning & Training Sub-Committee and/or Funding Committee. The date and location of the meetings will be announced. Recommendation from these Committees will be considered for approval by the SERC at the following quarterly meeting.

# 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 of application e-mailed 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 (minutes are submitted separately through normal minutes' submission process)

**RETURN THIS FORM WITH GRANT APPLICATION**

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

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

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

***Local Emergency Planning Committee (LEPC) Chair:***

Name: **John Steinbeck**

Title: **LEPC Chair**

Address: **575 E Flamingo Rd**

City/Zip: **Las Vegas, 89119**

Phone: **702-455-5710**

Fax: **702-455-5713**

E-mail: **John.Steinbeck@ClarkCountyNv.gov**

***Fiscal Officer:***

Name: **Karen Taylor**

Title: **Administrative Specialist**

Address: **575 E Flamingo Rd**

City/Zip: **Las Vegas, 89119**

Phone: **702-455-6183**

Fax: **702-455-5713**

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

***Budget Summary:***

| <b>Planning</b>    | <b>Training</b> | <b>Total</b>       |
|--------------------|-----------------|--------------------|
| <b>\$24,689.00</b> | <b>\$0.00</b>   | <b>\$24,689.00</b> |

**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

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

*Click inside gray box to begin typing*

The Clark County Local Emergency Planning Committee will sub-grant to the Las Vegas Metropolitan Police Department (LVMPD) this funding will be used to purchase Chlorine Emergency Kits "A" and "B", Drum and Pipe Patch Kits, Bio-harnesses and Rail Car/Tank Truck Training Domes and Cylinder for emergency responders to use in exercises and actual incidents to mitigate leaks, cracks and fissures. The Bio-harnesses will be used for emergency responders to use in exercises and real life incidents to monitor the responder's health status so that work levels can be modified to reduce risk of threats such as heat stress.

The goal of this purchase is to ensure Southern Nevada has properly planned to have the tools and training to safely mitigate and respond to a rail car emergency involving volatile chemicals routinely transported throughout the region.

The high volume of chemicals transported throughout the Southern Nevada Region via rail and tanker truck require an immediate preplanned response in an effort to protect responders and citizens of Southern Nevada. Olin Chemical is located in Clark County and is the largest manufacture of chlorine, hydrochloric acid, and sodium hydroxide on the West coast.

Upon the purchase of the equipment, first responders from Law Enforcement and Local Fire Departments will be trained on using and maintaining the equipment properly so that these resources can be used in exercising the Clark County LEPC Hazardous Material Response Plan in a scenario involving the release of harmful liquid/vapors during transport of hazardous chemicals.

## **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:*

- 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*

Initially, Las Vegas Metropolitan Police Department (LVMPD) will agree to accept the funds, and pay the vendor upon receiving award of the grant. This activity can be completed within 6 months after receiving the grant award from SERC.

**LVMPD Purchasing Department will purchase the equipment and training aides for the ARMOR Task Force. Secondly, Run multiple training classes and follow-on exercises throughout 2016 and beyond to ensure first responders from multiple agencies are familiar with the equipment's capabilities and proper utilization.**

### III. BUDGETS:

#### Planning:

*Requests to contract with a consultant must be accompanied by at least two competitive bids.*

*The bids must include an itemized quote and detailed scope of work from the consultant.*

| Consultant / Contract Services / Other |                    |
|--|--------------------|
| Name                                   | Amount requested   |
| Rail Training Domes                    | \$6,685.00         |
| Tanker "A/B" Plug & Patch Kits         | \$5,904.00         |
| Bio-harnesses                          | \$12,100.00        |
| <b>Total Services</b>                  | <b>\$24,689.00</b> |

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

|                       |                    |
|-----------------------|--------------------|
| <b>Total Planning</b> | <b>\$24,689.00</b> |
|-----------------------|--------------------|

## **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 57.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28.75 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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

| <b>Consultant / Contract Services / Other</b> |                  |
|---|------------------|
| Name  | Amount requested |
|   |                  |
|   |                  |
|   |                  |
| <b>Total Contract Training</b>                | <b>\$0.00</b>    |

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

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

*Click inside gray box to begin typing*

The Chlorine Rail Training Domes, Chlorine Training Cylinder, Chlorine One-ton Training End w/Wheels, Chlorine Emergency Kits (A & B), Drum and Pipe Plug/Patch Kits and the Bio-harnesses will be purchased initially. This equipment will allow a professional and safe working environment for the ARMOR Task Force to enhance their skills. Training will be conducted for Las Vegas Fire Rescue Hazmat/Henderson Fire Hazmat and the All Hazard Regional Multi-Agency Operations & Response (ARMOR) Taskforce. ARMOR will coordinate this training with other Task Force agencies. Once initial training is achieved, exercises will be scheduled so that competency can be demonstrated and deficiencies can be corrected. Hazardous Chemicals are commonly shipped via Rail and Tanker in and around Clark County due to the close proximity of industrial facilities and the Nevada National Security Site. This grant will ensure first responders have the tools and training to safely mitigate and respond to Chemical Transport release incidents.

##### **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*

## CERTIFIED ASSURANCES For LEPCs

### **Grant Title: FY 2016 HMEP Mid-Cycle 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.

- 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:

|                   |   |
|-------------------|---|
| <b>October 31</b> | - for reporting period July 1 to September 30;    |
| <b>January 31</b> | - for reporting period October 1 to December 31;  |
| <b>April 30</b>   | - for reporting period January 1 to March 31; and |
| <b>July 31</b>    | - 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 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. 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 subawards 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 subrecipients. 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, Nonprocurement 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) The applicant authorizes the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) representatives the ability to observe any HMEP funded activity. The applicant will provide at least a thirty (30) day notice to the SERC of the planned activity, including training and/or exercises. The goal of the observations will be to help the PHMSA grant program determine if additional training, guidance or tools are needed. Additional information about the observations and observation tools to be used, can be found at <http://serc.nv.gov/uploadedFiles/sercnvgov/content/Resources/ObservationChecklistAndReport.pdf>.

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: **11/14/2014** Submitted:  
Membership list reviewed/updated - Date: **1/5/2015** Submitted: **1/5/2015**

☒ 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: **11/12/2014** Submitted: **1/30/2015**  
NRT – 1 update – Date: **1/28/2015** Submitted: **1/28/2015**  
Level of Response Questionnaire update – Date: **1/28/2015** Submitted: **1/28/2015**  
Letter of Promulgation update – Date: **1/1/2015** Submitted: **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: **10/21/2015** Submitted: **12/2015**  
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: **7/27/2015** Affidavit Submitted: **7/27/2015**

As chairman of **Clark** Local Emergency Planning Committee, I attest  
**County**  
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: **Clark County Local Emergency Planning Committee**

Street Address: **575 E Flamingo Rd**

City / Zip Code: **Las Vegas, Nv 89110**

**Section B – Point of Contact**

First Name: **John**

Last Name: **Steinbeck**

Phone: **702-455-7154**

E-Mail: **John.Steinbeck@ClarkCountyNv.gov**

Position: **LEPC Chair**

**Section C – Grant Activity Request Information**

Amount: **24,689.00**

Activity: **Planning and Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **25-75**

(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:

**To purchase equipment needed to respond to release of harmful material from Rail and Tanker transportation of Hazardous Chemicals throughout the Southern Nevada Region. Hazardous Chemicals are commonly shipped via Rail and Tanker in and around Clark County due to the close proximity of industrial facilities and the Nevada National Security Site. This grant will help ensure first responders have the tools and training to safely mitigate and respond to Chemical Transport release incidents.**

How does this further your organization's program mission?

**One of the goals of the Clark County LEPC is to obtain funding to help the jurisdictions and agencies in Southern Nevada purchase equipment that will help support and enhance preparedness and response efforts when dealing with hazardous materials.**

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

No

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

Applicant: **Washoe County LEPC**

Address: **5195 Spectrum Blvd. Reno, NV 89512**

**Local Emergency Planning Committee (LEPC) Chair:**

Name: **Darryl Cleveland**

Title: **LEPC Chairman**

Address: **5195 Spectrum Blvd.**

City/Zip: **Reno, NV 89512**

Phone: **775-789-5416**

Fax: **775-337-5894**

E-mail: **dcleveland@tmcc.edu**

**Fiscal Officer:**

Name: **Cathy Ludwig**

Title: **Grants Coordinator**

Address: **5195 Spectrum Blvd.**

City/Zip: **Reno, NV 89512**

Phone: **775-337-5859**

Fax: **775-337-5894**

E-mail: **cludwig@washoecounty.us**

**Budget Summary:**

| Planning | Training         | Total              |
|----------|------------------|--------------------|
|          | <b>29,952.00</b> | <b>\$29,952.00</b> |

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

**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

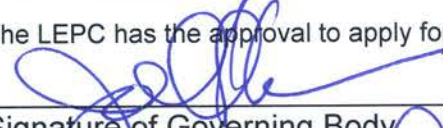
On behalf of the LEPC, I certify this body has reviewed this grant application and agrees to abide by the Federal and State procedures and assurances which are related to the acceptance of funds.

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

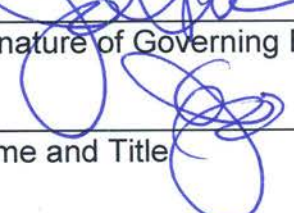
1/20/16  
\_\_\_\_\_  
Date

**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

1/21/16  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Name and Title

*County Manager*

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

Applicant: **Washoe County LEPC**

Address: **5195 Spectrum Blvd. Reno, NV 89512**

**RECEIVED**

JAN 30 2016

Nevada  
SERG

**Local Emergency Planning Committee (LEPC) Chair:**

Name: **Darryl Cleveland**

Title: **LEPC Chairman**

Address: **5195 Spectrum Blvd.**

City/Zip: **Reno, NV 89512**

Phone: **775-789-5416**

Fax: **775-337-5894**

E-mail: **dcleveland@tmcc.edu**

**Fiscal Officer:**

Name: **Cathy Ludwig**

Title: **Grants Coordinator**

Address: **5195 Spectrum Blvd.**

City/Zip: **Reno, NV 89512**

Phone: **775-337-5859**

Fax: **775-337-5894**

E-mail: **cludwig@washoecounty.us**

**Budget Summary:**

| Planning | Training         | Total              |
|----------|------------------|--------------------|
|          | <b>29,952.00</b> | <b>\$29,952.00</b> |

**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

1/20/16  
\_\_\_\_\_  
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

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

*Click inside gray box to begin typing*

The overall goal of this request is to continue to fund training initiatives to assist our regional first responders to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents, as well as, the unique challenges in response to transportation situations.

Priority 1: Continuing Challenge: The project goal is to provide outside training for active TRIAD Hazmat team and fire department members. The monthly training that is provided to the TRIAD and fire departments ensures competency in the current level of skills, knowledge, and operations. Unfortunately, these trainings are unable to address most state of art techniques, available equipment and hazardous materials mitigation methods that are covered within this workshop. With the ever changing Hazmat environment, continuing education is imperative for the regional team members and departments to stay proficient in skills, knowledge and current regulatory changes.

Priority 2: Hazmat IQ Training (8-Hour Custom Course): The project goal is to provide a Hazmat IQ custom course which would consist of 4-hours of new equipment training to include RadWatch Device, Reader, and Viewer usage procedures and capabilities and 4-hours of operational/scenario based hands-on training. This training will be used in exercising the hazardous material plan in a scenario involving a transportation related hazardous materials incident. The Hazmat IQ training is an approved training within the HMEP grant guidance. This training will ensure first responders throughout the radioactive waste shipping routes (I-80) in and around Washoe County have the training and tools to safely mitigate and respond to hazardous materials incidents involving transportation or radioactive waste and other radiological materials that pass through Washoe County in commerce. This is a sole source request and a letter of justification is attached.

## **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:*

- 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*

Priority 1: Continuing Challenge: The objective will be to send 28 attendees from the regional hazmat TRIAD Team and partners to the Continuing Challenge Hazmat Workshop in Sacramento, CA September 6-9, 2016. These grant funds will reimburse attendees for registration, lodging, meals and mileage expenses to travel and attend the conference. Attendees will register and attend the conference and complete all travel claims for reimbursement to the LEPC within 3-days of completion of conference. After the grant award is received and approved by the Board of County Commissioners; the county will subgrant funds to the TRIAD, Reno Tahoe Airport Authority, North Lake Tahoe Fire Protection District and Washoe County Animal Services. The Workshop is scheduled for September 2016, with final reporting to the SERC by October 31, 2016.

Priority 2: Hazmat IQ Training (8-Hour Custom Course): The objective will be achieved by successful operation of the devices after onsite training is completed by Federal Resources Co., the Distributor for Landauer RadWatch products. We will train approximately 160 first responders regionally in an 8-hour Train-the-Trainer course. Washoe County Emergency Management will initiate the purchase, pay vendor and report to SERC. This activity will be completed by September 30, 2016, with final reporting to the SERC by October 31, 2016.

### III. BUDGETS:

#### Planning:

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

| Consultant / Contract Services / Other |                  |
|--|------------------|
| Name                                   | Amount requested |
|  |                  |
|  |                  |
|  |                  |
| <b>Total Services</b>                  | <b>\$0.00</b>    |

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

## 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 57.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28.75 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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

| Consultant / Contract Services / Other               |                  |
|--|------------------|
| Name   | Amount requested |
| Landauer - Hazmat IQ Training (8-Hour Custom Course) | \$5,950.00       |
|  |                  |
|  |                  |
| Total Contract Training                              | \$5,950.00       |

| Course / Conference Costs   |                               |  |                     |             |
|---|-------------------------------|--|---------------------|-------------|
| Course / Conference Title   |                               | Continuing Challenge Hazmat Conference |                     |             |
| <input checked="" type="checkbox"/> Itemized Course / Conference Costs List will be attached totaling |                               |  |                     | 24,002.00   |
| Registration  | Cost per Attendee             |  | Number of Attendees |             |
|   | \$400.00                      |  | 28                  |             |
|   |                               |  |                     | \$11,200.00 |
| Hotel   | Cost per Night                | Number of Nights                       | Number of Rooms     |             |
|   | \$120.00                      | 4                                      | 14                  |             |
|   |                               |  |                     | \$6,720.00  |
| Per Diem  | Cost per Day                  | Number of Days                         | Number of Attendees |             |
|   | \$171.75                      |  | 28                  |             |
|   |                               |  |                     | \$4,809.00  |
| Transportation  | # of miles (round trip)       | Agency                                 | # of Vehicles       |             |
|   | 262.00                        | .575 / mile                            | 9                   |             |
|   | # of miles (round trip)       | Personal                               | # of Vehicles       |             |
|   |                               | .2875 / mile                           |                     |             |
|   | Cost of Airline Ticket        |  | Number of Tickets   |             |
|   |                               |  |                     |             |
|   |                               |  |                     |             |
|   | Cost of Ground Transportation |  | Number of Attendees |             |
|   |                               |  |                     | \$0.00      |
|   |                               |  |                     | \$0.00      |
| Parking   | Cost per Day                  | Number of Days                         | Number of Vehicles  |             |
|   |                               |  |                     |             |
|   |                               |  |                     | \$0.00      |
| Total Course / Conference Costs   |                               |  |                     | \$24,002.00 |
| Total Training  |                               |  |                     | \$29,952.00 |

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

Click inside gray box to begin typing

N/A

##### **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

Priority 1: Continuing Challenge: The purpose of this training is to continue to provide our regional LEPC responders with premiere educational and hands-on training. Attendees will learn new and innovative ways to respond to and mitigate hazardous materials incidents, while refreshing basic skills. Training location: Sacramento, CA. Training Duration: September 6-9, 2016.

##### **Budget Notes:**

- 1) Lodging amount is based on the GSA rate of \$112.00 per night plus tax.
- 2) Meal amount was based on the GSA rate of \$64.00 per day, as follows:  
(\$15.00-Breakfast; \$16.00-Lunch; \$28.00-Dinner; \$5.00 Incidentals) for full days;  
(\$11.25-Breakfast; \$21.00-Dinner; \$3.75-Incidentals) 75% for travel days. Meals provided at conference are not included in budget.
- 3) Mileage breakdown = 262 miles x \$.54 x 9 vehicles (SFD only). Google Map attached to support mileage.
- 4) Registration at \$400.00 x 28 attendees.

Priority 2: Hazmat IQ Training (8-Hour Custom Course): The Hazmat IQ custom course would consist of 4-hours of new equipment training to include RadWatch Device, Reader, and Viewer usage procedures and capabilities and 4-hours of operational/scenario based hands-on training. This is a sole-source vendor provided training. Cost: \$5,950.00.

## 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: 8/20/2015 | Submitted: 12/21/2015 |
| Membership list reviewed/updated - | Date: 8/20/2015 | Submitted: 12/21/2015 |

- ☒ 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: 12/17/2015 | Submitted: 12/21/2015 |
| NRT - 1 update -                         | Date: 12/17/2015 | Submitted: 12/21/2015 |
| Level of Response Questionnaire update - | Date: 12/17/2015 | Submitted: 12/21/2015 |
| Letter of Promulgation update -          | Date: 12/17/2015 | Submitted: 12/21/2015 |

- ☒ 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: 2/3/2015 | Submitted: 9/10/2015 |

- ☒ 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: 7/8/2015      Affidavit Submitted: 7/23/15

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

all information provided on this Compliance Certification is accurate



LEPC Chair Signature

1/29/16  
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: **Washoe County LEPC**

Street Address: **5195 Spectrum Blvd.**

City / Zip Code: **Reno, NV 89512**

**Section B – Point of Contact**

First Name: **Cathy**

Last Name: **Ludwig**

Phone: **775-337-5859**

E-Mail: **cludwig@washoecounty.us**

Position: **Grants Coordinator**

**Section C – Grant Activity Request Information**

Amount: **\$24,002.00**

Activity: **Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **28**

(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:

**Requesting training to the Continuing Challenge Hazmat Workshop, September 6-9, 2016 in Sacramento, CA. This is the premiere educational/hands-on workshop that occurs on the west coast. Attendees learn new and innovative ways to respond to and mitigate hazmat incidents while refreshing basic skills. Continuing education is imperative for our Regional Hazmat Team members to stay proficient in skills, knowledge, and current regulatory changes.**

How does this further your organization's program mission?

**This training will improve the skills of first responder's in responding to hazmat incidents.**

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

**No**

**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: **Washoe County LEPC**

Street Address: **5195 Spectrum Blvd.**

City / Zip Code: **Reno, NV 89512**

**Section B – Point of Contact**

First Name: **Cathy**

Last Name: **Ludwig**

Phone: **775-337-5859**

E-Mail: **cludwig@washoecounty.us**

Position: **Grants Coordinator**

**Section C – Grant Activity Request Information**

Amount: **\$5,950.00**

Activity: **Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **160**

(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:

**Requesting an 8-Hour Custom Hazmat IQ training for regional first responders, with 4-hours of equipment (RadWatch, Viewer & Reader) training and 4-hours of operational/scenario based hands-on training. This training will provide first responders the training tools to safely mitigate and respond to hazmat incidents involving transportation or radioactive waste materials that pass through Washoe County (I-80 = Radioactive Waste Shipping Route).**

How does this further your organization's program mission?

**This training will improve the skills of first responder's in responding to hazmat incidents.**

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

**No**

**STATE EMERGENCY RESPONSE COMMISSION  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
ALLOCATION APPLICATION  
TITLE PAGE**

Applicant: Division of Public and Behavioral Health

Address: 4150 Technology Way, Suite 300, Carson City, NV 89706

**State Agency Project Manager:**

Name: Ms. Cody L. Phinney, MPH

Title: Administrator

Address: 4150 Technology Way

City/Zip: Carson City, 89706

Phone: 775-684-4224

Fax: 775-684-4211

E-mail: chinney@health.nv.gov

RECEIVED

JAN 30 2016

Nevada  
SERC

**State Agency Fiscal Officer:**

Name: Mark Winebarger, CPA

Title: ASO IV

Address: 4150 Technology Way

City/Zip: Carson City 89706

Phone: 775-684-4262

Fax: 775-684-4211

E-mail: mwine@health.nv.gov

**Budget Summary:**

| Planning    | Training | Total       |
|-------------|----------|-------------|
| \$29,400.00 | \$593.00 | \$29,993.00 |

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

**AGENCY APPROVAL** (Department Head of State Agency):

On behalf of the above named agency, I certify this agency has reviewed this allocation application and agrees to abide by the Federal and State procedures and assurances which are related to the acceptance of funds.

  
Signature of Department Head of State Agency

1-12-16  
Date

Richard Whitley, MS  
Name and Title

**PROJECT MANAGER APPROVAL** (Chief/Administrator of Division of the State Agency):

  
Signature of Project Manager

1-13-16  
Date

Ms Cody L. Phinney, MPH  
Name and Title

## **I. GOALS:**

*Tell the SERC what you want to accomplish with this allocation. 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*

**The first goal is to provide responders with the ability to monitor radiation doses while responding to radiological transportation accidents. The responders currently do not have dosimetry devices to monitor their personal radiation doses received during a radiological transportation accident.**

**The second goal is to train the Hazmat supervisors and county Emergency Management staff to operate and use the dosimeters, viewers and readers.**

## **II. OBJECTIVES:**

*How do you plan to achieve the goals listed above? Include specific uses of this allocation 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 funds?
- X WHO is responsible for making arrangements and payments for the activities of this allocation?
- X WHEN will the activity be implemented?

*Click inside gray box to begin typing*

**The funds will be used to purchase equipment that will be used for emergency responder training, exercises and response to transportation accidents involving radioactive materials and additional responsibilities involving radioactive materials response. The objectives will be achieved by:**

- A. Purchasing a Radwatch™ Viewer (\$5,000) a Radwatch™ Reader (\$18,000) and 160 Radwatches (\$40/ea – \$6400); and**
  - 1. The 160 Radwatch™ Dosimeter and devices will initiate dosimetry for the three primary Hazmat teams (Las Vegas Fire, Henderson Fire & Metro ARMOR); and**
  - 2. The Radwatch™ Viewer and Reader will be kept and maintained with Las Vegas Hazmat- Metro ARMOR CBRNE units.**
- B. To train ~20 people (Hazmat supervisors and Emergency Managers) on the watch capabilities, the viewer and reader to monitor and track the responder's radiation dose received.**

**The device gives the responder a total radiation dose over a period of time while responding to a radiological transportation accident or response scenario, which gives the responder an understanding of their periodic and lifetime radiation dose. This is very important for responder and their medical care should they be exposed to a large radiation source.**

**This goal will be achieved by successful operation of the devices after onsite training by the Radiation Control Program. The Radiation Control Program will request the quote and the RXQ, and the fiscal staff at DPBH will approve the funds and pay the vendor. This activity can be completed within 6 months of the NOGA.**

### III. BUDGETS:

#### Planning:

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

| Consultant / Contract Services / Other                         |                    |
|--|--------------------|
| Name   | Amount requested   |
| Jon Bakkedahl, NV Radiation Control Program                    |                    |
| 160 Radwatches (\$40/ea – \$6400), Radwatch Reader (\$18,000), |                    |
| Radwatch Viewer (\$5,000) - sole source-                       | \$29,400.00        |
| <b>Total Services</b>  | <b>\$29,400.00</b> |

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

|                       |                    |
|-----------------------|--------------------|
| <b>Total Planning</b> | <b>\$29,400.00</b> |
|-----------------------|--------------------|

#### **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 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 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*

**The supervisor/staff of Emergency Response from the Nevada Radiation Control Program will supply the training. This objective can be met with normal job duties, and no consultant will need to be hired to complete the training. The RCP will use an agency car to get to the three training locations.**

##### **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 State Agency 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*

**The training will be offered by the grant requester, the NV Radiation Control Program (RCP). The RCP has similar devices and has trained responders in the use and operation of each device (viewer & reader) and the Radwatch™ dosimeter. The training is required to help develop a policy and procedure, have correct operation of each device, understand the dose information and when to implement an official reading for a dose to a responder. The training will take place at Las Vegas Hazmat/ARMOR/Henderson Hazmat facilities in Clark County over a two day period at three locations with multiple members. The RCP will request survey feedback on the training and the equipment to ensure the users understand the equipment and its abilities.**

## 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 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 57.5 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is 28.75 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 (**most economical lot only**) and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC.

| Consultant / Contract Services / Other      |                  |
|---|------------------|
| Name  | Amount requested |
| Jon Bakkedahl, NV Radiation Control Program | 0                |
|   |                  |
|   |                  |
| <b>Total Contract Training</b>              | <b>\$0.00</b>    |

| Course / Conference Costs  |                               |   |                     |                 |
|--|-------------------------------|---|---------------------|-----------------|
| Course / Conference Title  |                               | Emergency Responder Radwatch Dosimetry Training |                     |                 |
| <input type="checkbox"/> Itemized Course / Conference Costs List will be attached totaling |                               |   |                     |                 |
| Registration   | Cost per Attendee             |   | Number of Attendees |                 |
|  | \$0.00                        |   | 0                   |                 |
| Hotel  | Cost per Night                | Number of Nights                                | Number of Rooms     |                 |
|  | \$116.00                      | 1   | 1                   | \$116.00        |
| Per Diem   | Cost per Day                  | Number of Days                                  | Number of Attendees |                 |
|  | \$64.00                       | 2   | 1                   | \$128.00        |
| Transportation   | # of miles (round trip)       | Agency  | # of Vehicles       |                 |
|  | 50.00                         | .575 / mile                                     | 1                   | \$28.75         |
|  | # of miles (round trip)       | Personal  | # of Vehicles       |                 |
|  | 0.00                          | .2875 / mile                                    | 0                   |                 |
|  | Cost of Airline Ticket        | Number of Tickets                               |                     |                 |
|  | \$300.00                      | 1   |                     | \$300.00        |
| Parking  | Cost of Ground Transportation | Number of Attendees                             |                     |                 |
|  | \$0.00                        | 0   |                     | \$0.00          |
| Parking  | Cost per Day                  | Number of Days                                  | Number of Vehicles  |                 |
|  | \$10.00                       | 2   | 1                   | \$20.00         |
| <b>Total Course / Conference Costs</b>   |                               |   |                     | <b>\$592.75</b> |
| <b>Total Training</b>  |                               |   |                     | <b>\$592.75</b> |

## CERTIFIED ASSURANCES For State Agencies

### **Grant Title: FY 2016 HMEP Mid-Cycle Allocation**

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 project period and expended by the final report date as stated in the 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.

- 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 allocation. 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 award 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 funding, the 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) **ALLOCATION CHANGE REQUEST** – Expenditures are authorized for the purposes set forth in this application, as approved in the 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 subawards 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 allocation or allocation requirements. The Uniform Guidance/OMB Guidance provides greater clarity to the role and expectations for pass-through entities conducting oversight of subrecipients. 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 project 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, Nonprocurement Suspension and Debarment*. The applicant assures, through the submission of the 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 Allocation # \_\_\_\_\_, awarded by the Nevada State Emergency Response Commission (and, if an HMEP allocation, 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 allocation, 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 funds to any recipient that fails to conform to the requirements or the terms and conditions of its allocation 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) The applicant authorizes the US Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) representatives the ability to observe any HMEP funded activity. The applicant will provide at least a thirty (30) day notice to the SERC of the planned activity, including training and/or exercises. The goal of the observations will be to help the PHMSA grant program determine if additional training, guidance or tools are needed. Additional information about the observations and observation tools to be used, can be found at <http://serc.nv.gov/uploadedFiles/sercnvgov/content/Resources/ObservationChecklistAndReport.pdf>.

The applicant acknowledges receipt of these Certified Assurances and hereby assures adherence to all the above conditions of an allocation award from the SERC.

**AGENCY APPROVAL (DEPARTMENT HEAD OF STATE AGENCY)**

Name (print): Richard Whitley Title: Director  
RdW 1-13-16  
Signature: Date

**PROJECT MANAGER APPROVAL (CHIEF/ADMINISTRATOR OF DIVISION OF THE STATE AGENCY)**

Name (print): For Cody L Phinney Title: Administrator  
[Signature] 1-13-16  
Signature: Date

**RETURN THIS SIGNED FORM WITH APPLICATION**

## STATE AGENCY COMPLIANCE CERTIFICATION

The following requirements must be met by the State Agencies for compliance with federal, State and SERC laws, regulations and policies and procedures. This checklist must be completed, signed and returned annually with the application.

**A check mark in the squares on the left will indicate a YES response.**

- ☒ Has the head of the State agency prioritized the request and signed the application and Certified Assurances?
- ☒ Has the agency identified which emergency response plan it operates under and what its role is in that plan?

What Plan? **Appendix A, State Radiological Response plan**

Role in Plan? **The lead agency in radiological incidents**

- ☒ Has the agency identified its role, if any, in the State Hazardous Materials Emergency Response Plan?

Role in Plan? **The lead agency in radiological incidents**

- ☒ Has the agency 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 by January 31<sup>st</sup>?

|  |                        |                            |
|--|------------------------|----------------------------|
| Plan update –                            | Date: <b>11/1/2014</b> | Submitted: <b>4/1/2015</b> |
| NRT – 1 update –                         | Date:                  | Submitted:                 |
| Level of Response Questionnaire update – | Date:                  | Submitted:                 |
| Letter of Promulgation update –          | Date:                  | Submitted:                 |

- ☒ Have all required reports been submitted to the SERC which summarize the financial management of the active allocations?

- ☒ Has the agency 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: | <b>10/18/2015</b> Submitted: <b>12/7/15</b> |

As head of the **Department of Health and Human Services**  
State Agency

I attest all information provided on this Compliance Certification is accurate

  
\_\_\_\_\_  
State Agency Department Head Signature

**1/18/16**  
\_\_\_\_\_  
Date

**RETURN THIS SIGNED FORM WITH 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: **State of Nevada Radiation Control Program**  
Street Address: **675 Fairview Drive, Suite 218**  
City / Zip Code: **Carson City, Nevada 89701**

**Section B – Point of Contact**

First Name: **Jon**  
Last Name: **Bakkedahl**  
Phone: **775-687-7535**  
E-Mail: **jbakkedahl@health.nv.gov**  
Position: **Supervisor, Emergency Response**

**Section C – Allocation Activity Request Information**

Amount: **\$593**  
Activity: **Training**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **0**

(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:

**The Radiation Control Program (RCP) would like to purchase Landauer Radwatch™ dosimeters, a viewer and a reader for emergency responders. This goal will be achieved by purchasing a Radwatch™ Viewer (\$5,000) a Radwatch™ Reader (\$18,000) and 160 Radwatch™ dosimeters (\$40/ea – \$6400); and Secondly, the RCP will train users and responders on the watch capabilities and uses; and train them on the viewer and reader to monitor and track responder radiation dose received.**

How does this further your organization's program mission?

**The RCP is the radiation authority for the state of Nevada. The program trains and works with first responders that support radiological emergency response in the state. The RCP is concerned with the health and safety for responders and the Radwatch™ dosimetry program would be beneficial for responder radiation dose assessment and the responders personal health record.**

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

**NO, this is a new program.**

**State RCP  
US DOT SERC GRANT  
Fiscal Mid-Year 2016 Budget**

|                           |                    |
|---------------------------|--------------------|
| Direct Labor              | \$-                |
| Equipment and Calibration | \$23,000.00        |
| suplies                   | \$6,400            |
| Travel                    | \$593.00           |
| Construction              | \$-                |
| Indirect Costs            | \$-                |
| Other Direct Costs        | \$-                |
| <b>Total</b>              | <b>\$29,993.00</b> |

| SERC Transportation Grant                  |                              |  |                     |
|--|------------------------------|--|---------------------|
| State RCP                                  |                              |  |                     |
| Fiscal YearMid Cycle 2016 Line Item Budget |                              |  |                     |
|  |                              |  |                     |
| Landauer Radwatch                          |                              |  |                     |
| Dosimetry program                          |                              |  |                     |
| <b>Direct Labor</b>                        |                              |  |                     |
|  | Position                     | Hours                                    | Cost                |
| 1  | Radialton Control Supervisor | 16 (normal work)                         | 0                   |
| 2  |                              |  |                     |
| 3  |                              |  |                     |
| Total                                      |                              | 16                                       | \$ -                |
| <b>Equipment and Calibration</b>           |                              |  |                     |
|  | Description                  | Purpose                                  | Cost                |
| 1  |                              |  |                     |
| 2  | Landauer Viewer              | Dosimetry assignment                     | 5,000               |
| 3  | Landauer Reader              | Dosimeter Reader                         | 18,000              |
| 4  |                              |  |                     |
| Total                                      |                              | 3  | \$ 23,000.00        |
| <b>Supplies</b>                            |                              |  |                     |
|  | Company / Agency             | Purpose                                  | Cost                |
| 1  | Landauer Radwatch            | Personal Dosimetry (\$40/ea. 160)        | 6400                |
| 2  |                              | Personal radiation badges for responders |                     |
| 3  |                              |  |                     |
| 4  |                              |  |                     |
| 5  |                              |  |                     |
| Total                                      |                              |  | \$ 6,400.00         |
| <b>Travel</b>                              |                              |  |                     |
|  | Purpose                      | Number of Travelers                      | Estimated Trip Cost |
| <b>In-state</b>                            |                              |  |                     |
| 1  |                              |  |                     |
| 2  | 1 trip Training Delivery     | 1  | 593                 |
| 3  |                              |  |                     |
| 4  |                              |  |                     |
| 5  |                              |  |                     |
| Total                                      |                              | 1  | \$ 593.00           |
| <b>Out of state</b>                        |                              |  |                     |
| 1  |                              |  |                     |
| 2  | N/A                          | 0  |                     |
| 3  |                              | 0  |                     |
| 4  |                              |  |                     |
| 5  |                              |  |                     |
| Total                                      |                              | 0  | \$ -                |
| <b>Construction</b>                        |                              |  |                     |
|  | Description                  | Purpose                                  | Cost                |
| 1  | N/A                          |  |                     |
| 2  |                              |  |                     |
| 3  |                              |  |                     |
| 4  |                              |  |                     |
| 5  |                              |  |                     |
| Total                                      |                              | 0  | \$ -                |
| <b>Indirect Costs/Overhead</b>             |                              |  |                     |
|  | Hours                        | Rate                                     | Total               |
|  | N/A                          |  |                     |
| <b>Other Direct Costs</b>                  |                              |  |                     |
|  | Description                  | Purpose                                  | Cost                |
| 1  | N/A                          |  |                     |
| 2  |                              |  |                     |
| 3  |                              |  |                     |
| 4  |                              |  | \$ -                |
| 5  |                              |  |                     |
| Total                                      |                              | 0  | \$ 29,993.00        |

# APPLICATION CHECK SHEET

## A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- ☒ Title Page
- ☒ Goals of this application
- ☒ Objectives of this application
- ☒ Line Item Budget
- ☒ Budget Narrative
- ☒ Certified Assurances
- ☒ Compliance Certification (signed by Department Head)
- ☒ Electronic version of application e-mailed to [sparker@dps.state.nv.us](mailto:sparker@dps.state.nv.us)

RETURN THIS FORM WITH APPLICATION

Snapshot FY15 Funding Sources

| LEPC        | SERC          | UWS           | FSW          |   |
|-------------|---------------|---------------|--------------|---|
| Carson City | \$ 27,460.19  | \$ -          | \$ 585.00    |   |
| Churchill   | \$ 20,253.41  | \$ 29,901.27  | \$ -         |   |
| Clark       |               | \$ 29,883.00  | \$ 14,564.37 | SERC Funds \$2,000 Operations De-obligated  |
| Douglas     | \$ 33,747.72  | \$ 29,859.00  | \$ 4,181.35  |   |
| Elko        | \$ 11,184.96  | \$ 24,408.85  | \$ 2,003.05  |   |
| Esmeralda   | \$ -          | \$ -          | \$ -         | SERC Funds \$4,000 Operations De-obligated  |
| Eureka      | \$ 1,795.56   | \$ -          | \$ -         | FSW Funds \$1,555 De-obligated              |
| Humboldt    | \$ 28,129.38  | \$ 28,910.99  | \$ -         |   |
| Lander      | \$ 7,239.16   | \$ 25,126.80  | \$ -         |   |
| Lincoln     | \$ 30,929.90  | \$ 29,947.80  | \$ -         |   |
| Lyon        | \$ 28,825.95  | \$ 30,000.00  | \$ -         |   |
| Mineral     | \$ 29,491.99  | \$ 27,074.43  | \$ 4,614.66  |   |
| Nye         | \$ 23,530.00  | \$ 29,164.42  | \$ 18,816.91 |   |
| Pershing    | \$ 32,434.38  | \$ 29,959.54  | \$ 1,471.35  |   |
| Storey      | \$ 63,505.92  | \$ 27,095.96  | \$ 1,950.00  | SERC Funds Included Management FSW          |
| Washoe      | \$ 33,586.46  | \$ 29,744.00  | \$ 4,875.00  |   |
| White Pine  | \$ 31,038.46  | \$ 29,999.80  | \$ 10,285.19 |   |
| UNLV        | \$ -          | \$ -          | \$ 2,828.28  | Unable to reimburse \$2,084.64 Not HM Track |
| Legislature |               | \$ 27,142.54  |              |   |
| Supreme Ct. |               | \$ 28,855.31  |              |   |
| Totals      | \$ 403,153.44 | \$ 457,073.71 | \$ 66,175.16 |   |

United We Stand The budget projected collecting \$ 375,000 this year, we are at \$283,159.25 as of 1/22/16  
 FSW Management of the HAZmat Track has been \$40k and funded with SERC funds  
 FSW LEPC Participation has ben funded by HMEP Mid-Cycle Sub-grants