

# GRANT APPLICATION CHECK SHEET

## A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- Title Page
- Goals of this grant
- Objectives of this grant
- Line Item Budget
- Budget Narrative
- Certified Assurances
- LEPC Compliance Certification (signed by Chair)
- Electronic version e-mailed to [serc@dps.state.nv.us](mailto:serc@dps.state.nv.us)

### **To be submitted prior to preparation of the grant award:**

- Copy of the LEPC meeting minutes approving submittal of grant application (minutes are submitted separately through normal minutes' submission process)

**RETURN THIS FORM WITH GRANT APPLICATION**

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

Applicant: **Humboldt County LEPC**

Address: **50 W. Fifth Street, Winnemucca, NV 89445**

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

Name: **Mike Allen** Title: **Humboldt County Sheriff**

Address: **50 W. Fifth Street** City/Zip: **Winnemucca, NV 89445**

Phone: **(775) 623-6419** Fax: **(775) 623-2192**

E-mail: **Mike.allen@humboldtcountynv.gov**

**Fiscal Officer: (Address must match for the appropriate vendor code for the County)**

Name: **Rachelle Piquet** Title: **Grants Coordinator**

Address: **50 W. Fifth Street** City/Zip: **Winnemucca, NV 89445**

Phone: **(775) 623-6400** Fax: **(775) 623-2192**

E-mail: **Rachelle.piquet@humboldtcountynv.gov**

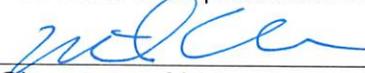
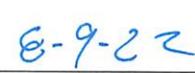
**Budget Summary:**

Planning	Training	Total*
\$	\$5261.63	\$5262

**Round up total\* only to the nearest dollar**

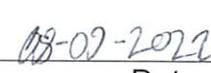
**LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL:**

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

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

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

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

 \_\_\_\_\_   
Signature of Governing Body Date

**Abel Del Real-Nava ASST COUNTY MANAGER, HR MANAGER**  
\_\_\_\_\_  
Print Name and Title

## I. GOALS:

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

*Click inside gray box to begin typing*

**Humboldt County is a rural area that covers 10,000 square miles with major/rural highways and railroad access throughout the county. Humboldt County LEPC would like to expand our response readiness for Hazmat incidents in our rural area. Due to our County being in a rural area, our first responders must make critical decisions that affects incidents such as Hazmat. The Hazmat training would not only provide continued education but would promote, support and leverage first responding agencies knowledge to improve and enhance the workflow efficiency for Hazmat incidents. This training would provide development opportunities that enhance knowledge, develop skills, and enrich our first responding organizations.**

## II. OBJECTIVES:

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

*Answer these questions in each objective:*

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

*Click inside gray box to begin typing*

**The quality education and training provided by Fire Shows West conference will allow 6 responders to utilize a higher level of knowledge at incidents involving transportation spills of hazardous materials. Funding will cover transportation, lodging, and meals for responders attending, as well as cost for attendance of the conference. Humboldt County Sheriff's Office will be responsible for making all arrangements and payments for the grant activities of this allocation. This activity will be implemented for the conference dates of September 26th-29th, 2020 in Reno, NV.**

### III. BUDGETS:

#### Training:

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

All expenses must be itemized. State per Diem rates (which generally follow the federal GSA rates; (<http://www.gsa.gov>) will prevail unless local/negotiated rates are less. Hotel receipts are required for all lodging reimbursement requests, including in state lodging. Meals included in registration fees will not be reimbursed. Travel eligibility requirements and rates are further defined in SERC policy 8.5.

Requests for a consultant/contractor to provide training must be accompanied by at least two competitive bids. The bids must include an itemized quote and detailed scope of work from the consultant/contractor.

If a privately owned vehicle is used for agency convenience, mileage may be reimbursed at the State rate, currently .575 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is .2875 cents per mile. If an agency vehicle is used, reimbursement may be made for fuel charges based on receipt or agency fuel logs. Airport parking and ground transportation expenses are reimbursable upon presentation of receipts. Rental cars must be pre-approved by the SERC. All travel expenses are based on GSA rates and guidelines as well as the Nevada State Administrative Manual and mileage is based on the maximum allowed with the State of Nevada during the grant period of potential awards.

Consultant / Contract Services / Other		Amount Requested
Name		
<b>Total Contract Training:</b>		<b>\$0.00</b>

Course / Conference Costs				
Course / Conference Title:				
Registration	Cost per Attendee	# of Attendees		\$1,560.00
	\$195.00	8		
Hotel	Cost per Night	# of Nights	# of Rooms	\$3,017.76
	\$125.74	3	8	
Per Diem	Cost per Day	# of Days	# of Attendees	\$0.00
	\$69.00			
Transportation	# of Miles (Round Trip)	Agency Vehicle	# of Vehicles	\$390.78
	334	0.585	2	
	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	\$293.09
	334	0.2925	3	
	Public Transportation	Total \$ Amount		\$0.00
Cost of Airline Ticket	# of Tickets		\$0.00	
Parking	Cost per Day	# of Days	# of Vehicles	\$0.00
<b>Total Course / Conference Costs:</b>				<b>\$5,261.63</b>
<b>Total Training Costs:</b>				<b>\$5,261.63</b>

Double click on any box to open an embedded Excel Spreadsheet to enter your data, when finish click anywhere outside the box to re-embed the data into the Word document and then SAVE your work!!!

#### **IV. BUDGET NARRATIVE**

*This is an explanation of the line items identified in each category. The budget narratives must explain the use of the requested grant funds. Budget narratives must be included for each category for which there is a request for items/services. Justify the relationship between the items listed within each category and the goals and objectives of this grant request. The budget narratives must tie each item requested to the goals and objectives of this project.*

##### **Planning Services -**

*Explain the basis for selection of each consultant or conference attendance and describe how the activity to be provided is essential to achieving established goals.*

*Click inside gray box to begin typing*

##### **Training -**

*Explain the purpose of the training and/or the consultant/contractor and how it relates to achieving established goals. Provide location of training, duration, itemized transportation and per diem expenses. Attach a copy of the letter of declination from SFM and DEM.*

*Click inside gray box to begin typing*

**As part of Humboldt County's Hazmat Response Team, first responders from agencies included in the Humboldt County LEPC are expected to maintain high levels of education and training on hazardous materials spills prevention, response, mitigation and recovery. These operations include public education and awareness, direct operations in hazardous environments, rescue, containment, decontamination and treatment of the sick or injured. As most spills occur in the transportation environment specific knowledge of this area is key to achieving these established goals. The Fire Shows West conference will be held at the Nugget Hotel in Sparks, NV from September 26<sup>th</sup>- 29th, 2022. Agency and personal vehicles will be utilized for the transportation of attendees to the conference.**

**Per Diem rates were calculated for Reno/Sparks using FY2022 rates. The current rate is \$66 per day for per diem and lodging is \$125.74 per night. The mileage rates include both personal and agency vehicles.**

## CERTIFIED ASSURANCES For LEPCs

### Grant Title: HMEP Mid-Cycle Grant 2022

Upon acceptance of funding from the State of Nevada Emergency Response Commission (SERC), the applicant and the lead governmental unit hereby agree to the following Certified Assurances governing the awarding of funds:

- A) The applicant assures compliance with the Nevada Administrative Code (NAC) 459.9912 et seq. and SERC policies found at <http://serc.nv.gov>.
- B) **FINANCIAL REPORTS** – The recipient is required to submit, at a minimum, quarterly financial reports to the SERC. Reporting must be made in accordance with all applicable federal, state, and local laws and regulations, and SERC Policies 8.5 and 8.6.

No expenditures or obligations will be eligible for reimbursement if occurring prior to or after the award period. All funds need to be obligated by the end of the grant period and expended by the final report date as stated in the grant award cover letter. Failure to submit proper reports pursuant to current policies may jeopardize future funding from the SERC.

- 1) **Request for advance:** May be requested only if expenses total over \$2,000.00 and is accompanied by a dated purchase order or quote. Complete and submit a financial report form with the appropriate “request for advance” box checked.
- 2) **Report on expenditure of advance:** Show the actual expenditure of the advanced funds. Complete and submit a financial report form with the appropriate “report on expenditure of advance” box checked. This report is due **within 30 days** of the date of the advanced check and must include copies of dated invoices and proof of payment. If the amount advanced is more than the amount spent or the advanced amount is not spent within the 30 days, the unexpended funds are to be returned to the SERC within 45 days of the date of the check.
- 3) **Request for reimbursement:** Complete and submit a financial report form, at a minimum quarterly, for all expenditures funded by the grant. Include a summary breakdown of expenses, copies of dated invoices, proof of payment and any other documents required by SERC policies. Any other form of documentation for expenditures must be approved by the SERC staff. If additional funds are used toward the project, report those expenditures as a **match** in the appropriate line on the report form.

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

**October 31** - for reporting period July 1 to September 30;  
**January 31** - for reporting period October 1 to December 31;  
**April 30** - for reporting period January 1 to March 31; and  
**July 31** - for reporting period April 1 to June 30.

- 5) **Final report:** There will be no further expenditures, the grant is closed and no further reports are necessary. This report is due within **30 days** after the end of the award period, or any time prior to the end of the award period if no further funds will be spent.

- C) **EXERCISE REPORTS** – To be eligible for grant funding, the LEPC must report to the SERC by January 31<sup>st</sup> of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every third year.
- D) **GRANT CHANGE REQUEST** – Grant expenditures are authorized for the purposes set forth in this application, as approved in the grant award, and in accordance with all applicable laws, regulations, and policies and procedures of the State of Nevada and the applicable federal granting agency. Request for a change in the project must be submitted to the SERC and approved in writing prior to its implementation. Approval may be required by the Funding Committee if the change is significant (SERC Policy 8.7).
- E) The applicant assures compliance with *2 CFR 1200, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government nor any of its participating agencies are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- F) The applicant assures the fiscal accountability of the funds received from the SERC will be managed and accounted for by the lead agency's chief comptroller. Internal control and authority to ensure compliance with the SERC's documentation, record keeping, accounting, and reporting guidelines will reside with that individual.
- G) The SERC will reimburse the recipient reasonable, allowable, allocable cost of performance, in accordance with current federal requirements, Nevada Revised Statute, Nevada Administrative Code, State Administrative Manual, SERC policies and any other applicable fiscal rules, not to exceed the amount specified at the total award amount.

- H) The applicant assures it shall maintain data and information to provide accurate financial reports to the SERC. Said reports shall be provided in form, by due dates and containing data and information as the SERC reasonably requires to administer the program.
- I) The applicant assures financial reports shall be submitted within 30 calendar days of the end of each calendar quarter and within **30 days** of the end of the grant period and shall be current and actual.
- J) The applicant assures funds made available under this grant will not be used to supplant state or local funds.
- K) The applicant assures compliance with *2 CFR 200.212 and 180, Non-procurement Suspension and Debarment*. The applicant assures, through the submission of the grant application for funding, neither the lead agency, county government, any of its participating agencies, are potential vendors, contractors or providers debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any federal department or agency.
- L) The applicant assures that it will comply with Administrative Requirements *2 CFR part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments* appropriate to the award as follows:
1. *49 CFR 110, Hazardous Materials Public Sector Training and Planning Grants*
  2. *49 CFR 18, Uniform Administrative Requirements for Grants and Cooperative Agreements to State, Local and Tribal Governments*
  3. *2 CFR 225, Cost Principles for State, Local and Indian Tribal Governments*
  4. *OMB Circular A-133, Audits of States, Local Governments and Nonprofit Organizations* (now contained in 2 CFR 200)
  5. *49 CFR 20, New Restrictions on Lobbying*
  6. *49 CFR 32, Government wide Requirements for Drug-Free Workplace*
- M) The applicant assures compliance with *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance. The applicant assures compliance with *49 CFR 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964*.
- N) Any publication (written, visual, or audio) issued by the sub-grantee describing programs funded whole or in part with federal funds, shall contain the following statement:
- "This program was supported by Grant # \_\_\_\_\_, awarded by the Nevada State Emergency Response Commission (and, if an HMEP grant, the U.S. Department of Transportation). Points of view or opinions contained within this document are those of the author and do not necessarily represent the official position of policies of the State Emergency Response Commission (and, if an HMEP grant, U.S. Department of Transportation)"

- O) The applicant fully understands the SERC has the right to suspend, terminate or de-obligate grant funds to any grantee/sub-grantee that fails to conform to the requirements or the terms and conditions of its grant award and/or non-compliance.
- P) **LOBBYING** - No grant funds appropriated will be paid, by or on behalf of the grantee/sub-grantee, to any person for influencing or attempting to influence an officer, employee, or a member of Congress, or an officer, employee, or any member of the Nevada State Legislature.
- Q) Project related income, (i.e., registration fees, royalties, sales of real and personal property) must be used for the purpose of furthering the goals and objectives of the project or program from which the income was generated. Interest earned must be returned to the SERC.
- R) All activities and purchases utilizing any SERC administered sources of funding must comply with all local, state, and federal laws and regulations as well as grant specific requirements. It is the responsibility of sub-grantees to be familiar with any such laws, regulations and requirements.
- S) Applicant understands that an updated addendum to the grant may be required based on the federal guidelines between now and the time of the award documents based on requirements for State of Nevada or the federal sponsoring agency.

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

**GOVERNMENTAL UNIT (I.E., COUNTY COMMISSION, COUNTY MANAGER)**

Name (print): Abel Del Real-Nava Title: Asst County Manager, HR Manager  
 Signature:  Date: 08-02-2022

**LOCAL EMERGENCY PLANNING COMMITTEE CHAIRMAN**

Name (print): Mike Allen Title: Sheriff  
 Signature:  Date: 8-9-22

**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: **4/25/2022** Submitted: **6/8/2022**  
Membership list reviewed/updated - Date: **1/19/2022** Submitted: **2/1/2022**

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: **1/19/2022** Submitted: **1/27/2022**  
NRT – 1 update – Date: **1/19/2022** Submitted: **2/1/2022**  
Level of Response Questionnaire update – Date: **1/19/2022** Submitted: **1/27/2022**  
Letter of Promulgation update – Date: **1/19/2022** Submitted: **1/27/2022**

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: **12/13/2021** Submitted **1/27/2022**  
Indicate the date of the most recent exercise: **6/17/2022** To Be **To Be**  
Submitted: **Submitted**

Indicate the date of an incident report used in lieu of an exercise: Submitted:

Has the LEPC met the **annual** requirement of publishing the Emergency Planning and Community Right-to-Know Act "information availability" in the local newspaper? Has the standard Affidavit of Publication been sent to the SERC?

Date of publication: **03/24/2021** Affidavit Submitted: **1/27/2022**

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

all information provided on this Compliance Certification is accurate



LEPC Chair Signature



Date

**RETURN THIS SIGNED FORM WITH GRANT APPLICATION**

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

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

**Section A – Requesting Organization**

Organization: **Humboldt County LEPC**  
Street Address: **50 W. Fifth St.**  
City / Zip Code: **Winnemucca NV, 89445**

**Section B – Point of Contact**

First Name: **Mike**  
Last Name: **Allen**  
Phone: **775-623-6419**  
E-Mail: **mallen@hconv.com**  
Position: **Sheriff**

**Section C – Grant Activity Request Information**

Amount: **\$5262**  
Activity: **Fire Shows West 2022**  
(Planning or Training)

**Section D – Activity Description**

Number of Participates: **8**  
(Enter "0" if funding is requested for planning activities without an associated number of participants such as plan updates and commodity flow studies).

**Activity Description and Justification:**

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

**Fire Shows West is an annual training conference and expo. The conference provides training and education to first responders in all disciplines through educational seminars, hands on training, certification programs and a showcase of new safety products.**

How does this further your organization's program mission?

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

**As part of Humboldt County's Hazmat Response Team, first responders from agencies included in the Humboldt County LEPC are expected to maintain high levels of education and training on hazardous materials spills prevention, response, mitigation, and recovery. These operations include public education and awareness, direct operations in hazardous environments, rescue, containment, decontamination, and treatment of the sick or injured. As most spills occur in the transportation environment specific knowledge of this area is key to achieving these established goals.**

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

**N/A**