

# **HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT PROGRAM**

## **Application for States and Territories Grant Cycle FY2022 - FY2025**

### **Year One**

**Persons are not required to respond to the collection of information herein unless a currently valid OMB control number is displayed. (5 CFR §§ 1320.5(b)(2) and 1320.6(a)(2) )**

*Planning activities funded by the Hazardous Materials Emergency Preparedness Planning and Training Grant will be used to develop, improve, and carryout emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (42 U.S.C. 11001 et seq.), see 49 U.S.C. 5116(a). Emergency responders who receive training under the HMEP training grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection Association standards for competence of responders to accidents and incidents involving hazardous materials. (49 U.S.C 5116(b)).*

**PART A: GRANTEE INFORMATION**

**1. GRANTEE NAME AND ADDRESS:**

Grantee Name: Nevada State Emergency Response Commission (SERC)

Street Address: 107 Jacobsen Way

City: Carson City State: NV Zip Code 89711

Web Page (If applicable): serc.nv.gov

**2. CONTACT INFORMATION:**

**a. Authorized Representative:**

Name (Last) Beauregard First: Tami Initial: \_\_\_\_\_

Title: SERC Administrator / Management Analyst II

Phone: (775) 684-7516 Fax: (775) 684-7519 Email Address: tbeauregard@dps.state.nv.us

**b. Program Manager:**

Name (Last) Beauregard First: Tami Initial: \_\_\_\_\_

Title: SERC Administrator / Management Analyst II

Phone: (775) 684-7516 Fax: (775) 684-7519 Email Address: tbeauregard@dps.state.nv.us

**c. Finance Program Manager or Equivalent:**

Name (Last) Beauregard First: Tami Initial: \_\_\_\_\_

Title: SERC Administrator / Management Analyst II

Phone: (775) 684-7516 Fax: (775) 684-7519 Email Address: tbeauregard@dps.state.nv.us

**d. Other Point of Contact for Grant:**

Name (Last) \_\_\_\_\_ First: \_\_\_\_\_ Initial: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**e. Other Point of Contact for Grant:**

Name (Last) \_\_\_\_\_ First: \_\_\_\_\_ Initial: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**3. ORGANIZATION INFORMATION:**

Provide information about your organization. This should include: (1) your organization’s mission; (2) a brief overview of the structure of your organization, programs, leadership, and special expertise; and (3) your organization’s experience and capacity to manage Federal grant programs.

**Mission and Vision Statements**

The State Emergency Response Commission is the executive agency for Nevada’s compliance with the Federal Emergency Preparedness and Community Right-to-Know.

Our mission is – ‘Protect the citizens of the state of Nevada against the negative effects of hazardous materials and terrorism’.

Our vision is – ‘We will be known as the state agency responsible for collecting hazardous materials information from fixed facilities regarding the use and storage as mandated by SARA Title III. We will provide to the public and first responders hazardous materials information for both planning and reference purposes. We will be the agency that generates funding through fees and regulates and administers all money deposited into the contingency account for hazardous materials. We will support local Emergency Planning Committees (LEPCs) and state agencies with equipment, training and planning activities needed to prevent and respond to hazardous materials incidents and terrorism. We will continually seek to enhance public safety by developing a working relationship among state agencies, local government, federal facilities and private industry.

In an effort to protect the citizens of Nevada, the SERC serves the entire state and countless visitors. Nevada has two major metropolitan areas, the state capital and several populous areas at the port of entry into the state. There are six interstate highway, two international airports and various railway systems and pipelines throughout.

All planning and training projects performed with funding from the U.S. Department of Transportation (USDOT), Pipeline Hazardous Materials Safety Administration (PHMSA), Hazardous Materials Emergency Preparedness (HMEP) grant will directly protect the citizens of the state of Nevada against the negative effect of hazardous materials. Subgrants will be provided to the LEPCs or state agencies for planning, mitigation and response to hazardous materials incidents. This includes updates to hazardous materials response plans, training courses, exercises and drills.

Nevada Revised Statute (NRS) 459.738 designates the SERC as the executive agency for Nevada's compliance with 420 U.S.C. 11001, the Superfund Amendment Reauthorization Act (SARA), Title III, also known as the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986. The SERC is responsible for the supervision and oversight of the county LEPCs to ensure compliance with EPCRA.

Nevada has seventeen counties, and each county has an active LEPC, appointed by the SERC.

The SERC is comprised of Governor appointed Co-Chairs and (up to twenty-five) members from private industry, state and local government, emergency management, and fire department. The SERC hires staff through the state recruitment process to include an Administrator and an Administrative Assistant.

In addition to ensuring EPCRA compliance, the SERC's responsibilities include managing HMEP subgrant awarded monies to compliant and eligible LEPCs and state agencies. The SERC has established a rigorous process for the LEPCs and state agencies to come into compliance prior to any subgrant awards. If any LEPC or state agency is challenged with meeting the requirements to come into compliance, the SERC will work with that entity to assist, as much as possible. It is in the SERC's best interest to have all LEPCs compliant and receiving subgrants.

In alignment with USDOT, PHMSA's mission, an objective of the Nevada SERC is to encourage a comprehensive approach to planning and training for emergency response directly relating to hazardous materials, including transportation. We will provide resources to emergency responders through the LEPC and state agencies to increase their effectiveness and to minimize the impact of incidents involving hazardous materials. This will ultimately protect the citizens and visitors of the state as well as the environment.

## **PART B: TRANSPORTATION FEES**

Are transportation fees assessed and collected by your state, political subdivision of your State, or Indian tribe? Yes

If yes, how much in transportation fees was collected in the last year?

**The state of Nevada does not collect a fee on the transportation of hazardous materials; however, the States does collect a fee through an interstate annual permit application process. The fees collected are deposited into the State Highway Fund, which also includes revenue from many sources. This account funds the operation costs of the SERC. As these fees are not collected by the SERC, the total fees collected is unknown.**

What percentage of the fees collected is used solely for the purpose related to the transportation of hazardous materials?

**The State of Nevada does not collect a fee on the transportation of hazardous materials.**

## **PART C: STATEMENT OF WORK**

Please note you will be required to provide information for each sub-grant, contract, or agreement (e.g., agreement with another part of the state government) issued or awarded, entered into, or signed during the reporting period and the process of selecting sub-grantees to receive the HMEP grant funding.

**1. NEEDS ASSESSMENT.** Include a brief statement that indicates the HMEP planning and training needs of the jurisdiction.

Carson City LEPC – to meet the operational, educational and re-occurring training needs of the Quad-County (Carson City, Lyon County, Douglas County, Storey County) Interagency Hazardous Materials Team and Emergency Preparedness Planning to protect against the risks to life, property, and the environment that are inherent in the transportation of hazardous materials in intrastate, interstate, and foreign commerce.

Clark County LEPC – the Clark County LEPC goals are to obtain funding to maintain educational and training needs for the Southern Nevada's Hazardous Materials Teams and emergency responders to maintain the ability to respond to all Hazardous Materials events that happen on the roadways and railways in Southern Nevada.

Douglas County LEPC – the East Fork Fire and Tahoe Douglas Fire Protection District (Douglas County LEPC) covers 960 square miles in Douglas County including state and local highway stems, numerous facilities and businesses that process and store hazardous materials. All District firefighters and chief officers are trained to the Hazardous Materials First Responder Operations Level, and we have nine members that are Hazardous Materials technicians. We participate under the Quad-County Interlocal agreement for Hazardous Materials response in Douglas County, Storey County, Lyon County and Carson City. We must provide continued training for responders at all levels of certification to maintain qualifications and proficiency in Hazardous Materials response from Incident commander down through initial arriving companies to an emergency incident.

Humboldt County LEPC – Humboldt County is blessed with HazMat specific resources. The difficulty is that economic realities make it beyond difficult for a single response agency to shoulder the load of trained personnel, equipment and maintenance, and recurrent training. Humboldt County is rural with Winnemucca being the city in the county. A large majority of the HazMat response is carried between full-time EMS/Rescue, Hospital, and the Volunteer fire departments personnel. The best objective to meet the training needs is outsourcing the training and targeting all jurisdictions involved with HazMat in Humboldt County. This would enable Humboldt county personnel to better respond and handle HazMat operation, mitigation, and response.

Nye County LEPC – Nye County conducts semi-annual HazMat Awareness and HazMat Operations courses for volunteer responders through the county. With HMEP grant funding to pay for lodging and per diem we will be able to increase attendance by offering to pay these expenses that previously had to be approved through either the volunteers' Town government or absorbed by the volunteer. We also make seats available to volunteer responders for the annual FireShowsWest conference when funding is available through HMEP grant funding.

Storey County LEPC – the HMEP planning, and training grant is crucial to the yearly Hazardous Materials Training for Storey County Fire Protection District and the entire Quad-County Hazardous Materials teams.

The Nevada State Emergency Response Commission has new staff on board, and we are in need of training for all grant activities. Professional training will enable the SERC staff to manage the HMEP grant award and funds at the needed level.

## 2. GOALS AND OBJECTIVES

Use the following table to list the programs goals and objectives for the HMEP grant funds requested. The programs goals must align with PHMSA's mission and top priorities as outlined in the application guidance document provided in the application package. PHMSA will require a progress report during the performance period and at the end of the performance period detailing the programs accomplished goals and outcomes. (Insert more rows to the table if more space is needed)

Goal#	Planning and Training Grant Goals and Objectives
Carson #1	Train Quad-County HazMat emergency response team for transportation emergencies on an annual basis to meet OSHA 29 CFR 1910.120.
Carson #2	Train new hazmat members to meet HazMat Technician level for Quad-County HazMat and meet the minimum team standards annually to meet OSHA 29 CFR 1910.120.
Carson #3	Train HazMat Incident Commander to meet OSHA 29 CFR 1910.120.
Clark #1	Increase operations level response capability to ammonia incidents.
Clark #2	Increase personnel certified as hazmat incident commanders.
Clark #3	Establish internal capability to teach hazmat incident commander through a train-the-trainer certification program.
Clark #4	Conduct TTX series with sets and reps to challenge and validate hazmat incident commanders and company officers.
Clark #5	Increase operations level response capability to chlorine incidents.
Clark #6	Establish personnel certified to teach PRISM decon system through a train-the-trainer certification program.
Clark #7	Facilitate valley-wide full-scale exercises series validating the PRISM decon system through a train-the-trainer certification program
Clark #8	Establish internal capability to teach incident safety officer through a train-the-trainer certification program
Clark #9	Increase operational level of response capability related to electric car incidents
Clark #10	Review and revise the Clark County hazmat code to better align with SARA Title III and EPCRA Tier System
Clark #11	Increase knowledge and understanding of Sara Title III for fire inspectors through NASTTPO (annually)
Clark #12	Fire Shows West Conference (annually)
Clark #13	IAFC Hazmat Conference (annually)
Clark #14	CHEMTREC Conference (annually)
Douglas #1	Maintain certification for HAZMAT IQ
Douglas #2	Maintain qualifications and train additional Incident Commanders, due to attrition
Douglas #3	Refresh all responders that serve in the first-due role in the air monitoring and

	<b>materials identification</b>
<b>Douglas #4</b>	<b>Provide continuing education for LEPC member with FireShowsWest to better serve the community</b>
<b>Douglas #5</b>	<b>Providing training, networking, and hands-on learning opportunities for all employees in hazardous materials emergency response with Continuing Challenge workshop.</b>
<b>Humboldt #1</b>	<b>Conduct and document a HazMat Operations level refresher targeting emergency responders in Winnemucca and Humboldt County.</b>
<b>Humboldt #2</b>	<b>Conduct and document an OSHA HazMat receiver class targeting towards hospital personnel.</b>
<b>Humboldt #3</b>	<b>Integrate all Humboldt County trained personnel into an annual LEPC HazMat training from education and training from the listed courses.</b>
<b>Humboldt #4</b>	<b>Target continued training from documented after action reports from trainings.</b>
<b>Humboldt #5</b>	<b>Have an increased level of trained personnel in Humboldt County for HazMat response and mitigation.</b>
<b>Nye #1</b>	<b>Provide lodging and per diem funding for responders to attend HazMat Awareness training.</b>
<b>Nye #2</b>	<b>Provide lodging and per diem funding for responders to attend HazMat Operations training.</b>
<b>Nye #3</b>	<b>Maintain up to date training materials for HazMat Awareness and Operations training.</b>
<b>Nye #4</b>	<b>Provide funding for registration fees and lodging and per diem for responders to attend the annual FireShowsWest conference.</b>
<b>Storey #1</b>	<b>Annual Hazardous Materials training: plan, conduct, document training with goals and objectives to increase knowledge, skills and abilities.</b>
<b>SERC #1</b>	<b>Management Concepts – Grant Management Certificate Program, Pass-Through Track</b>

### 3. ACTIVITIES SUPPORTING PROGRAM GOALS

List activities to be performed under each goal listed in Part C above. Activities must be allowable, allocable and reasonable. **For planning activities**, please include activities planned under section 303 of the Emergency Planning and Community Right-To-Know Act (EPCRA) (e.g. commodity flow studies, hazard risk analyses, emergency plans to be written, emergency plans to be updated, and emergency plans to be exercised). **For training activities**, please list all training activities including trainings that fall under the NFPA 472 core competencies or OSHA 29 CFR § 1910.120(q) you plan to carry out with HMEP funds. Provide training type, training activity description, number of courses to be held, and the projected number of individuals to be trained. PHMSA will require a progress report during the performance period and at the end of the performance period detailing other accomplished training activities (Insert more rows to the table, as needed, to document all other projected training activities).

<b>GRANTEE ACTIVITY INFORMATION</b>					
<b>Planning or Training?</b>	<b>Activity Description</b>	<b>Projected # of Courses to held (if applicable)</b>	<b>Projected number to be trained</b>	<b>Estimated Activity Cost</b>	<b>Projected Start/End Date</b>
<b>Training</b>	<b>Managing Federal Grants and Cooperative Agreements for Recipients</b>	<b>1</b>	<b>1</b>	<b>\$1,059</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Sub awarding for Pass-Through Entities</b>	<b>1</b>	<b>1</b>	<b>\$929</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Uniform Administrative Requirements for Federal Grants</b>	<b>1</b>	<b>1</b>	<b>\$979</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Cost Principles for Federal Grants</b>	<b>1</b>	<b>1</b>	<b>\$979</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Performance Measurement for Federal Grants Under 2 CFR 200</b>	<b>1</b>	<b>1</b>	<b>\$979</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Audit of Federal Grants and Assistance Awards</b>	<b>1</b>	<b>1</b>	<b>\$979</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Monitoring Federal Grant for Pass- Through Entities</b>	<b>1</b>	<b>1</b>	<b>\$929</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Preparing Successful Federal Grant Budget Proposals Workshop</b>	<b>1</b>	<b>1</b>	<b>\$729</b>	<b>Spring 2023 – Spring 2024</b>
<b>Training</b>	<b>Writing Successful Federal Grant Applications Workshop</b>	<b>1</b>	<b>1</b>	<b>\$929</b>	<b>Spring 2023 – Spring 2024</b>



**4. LEPCs SUB-AWARDS INFORMATION**

Total Number of Active LEPCs	<b>17</b>
Total Number of Inactive LEPCs <sup>1</sup>	<b>0</b>
Total Number of LEPCs <sup>2</sup> projected to receive HMEP Grant Funds as sub-awards	<b>6 (minimum)</b>

a. Briefly explain your LEPCs/sub-grantees selection process or the methodology you plan to use to select LEPCs to sub-award the HMEP planning funds.

**In the coming year, subgrant applications will be solicited from all compliant and eligible LEPCs in Nevada. All subgrant applications requesting funds for purposes noted in the goals above and received by the due date will be considered for funding. The SERC Funding Committee and entire SERC will meet and make appropriate awards based on review of the request and ensure the amounts are allowable, allocable, necessary and reasonable.**

**The planned schedule for application and managing of subgrants is as follows:**

- April 2022**            **Submit HMEP grant application to USDOT, PHMSA**
- August 2022**       **Receive subgrant applications for LEPCs**
- October 2022**      **Receive HMEP grant award from USDOT, PHMSA**  
                              **Award subgrant grants to LEPCs**
- Grant Period**      **mid-cycle applications are accepted, considered and awarded if funding is available**
- June 2023**         **Initial deadline for subgrant completion for LEPCs**
- September 2023**   **Subsequent and final deadline for subgrant completion for USDOT, PHMSA**

**The SERC will subgrant planning funds to the LEPCs based on subgrant applications for activities that will occur between October 2022 and September 2023.**

b. List the names of subgrantees you plan to sub-award HMEP funds to and the corresponding sub-award amount, (PHMSA will require a progress report during the performance period and at the end of grant period detailing LEPCs awarded HMEP funds, sub-award amounts, and LEPCs accomplished activities. (Insert more rows to the table if more space is needed)

**Carson City LEPC, Clark County LEPC, Douglas County LEPC, Douglas County LEPC, Humboldt County LEPC, Nye County LEPC, and Storey County LEPC.**

<sup>1</sup> An inactive LEPC is one that has not met in a year.

<sup>2</sup> Number of LEPCs planned to receive HMEP grant funds through sub-awards. These are LEPCs whose proposals for HMEP grant funds have been received or proposals are under solicitation.

<b>SUB-GRANTEE ACTIVITY INFORMATION</b>						
<b>Sub-grantee Name (Region or District)</b>	<b>Planning or Training?</b>	<b>Activity Description</b>	<b>Projected # of Courses to be held (if applicable)</b>	<b>Projected number to be trained</b>	<b>Estimated Activity Costs</b>	<b>Projected Activity Start and End Date</b>
<b>Carson City LEPC</b>	<b>Training Year 1 Year 2 Year 3</b>	<b>FireShowsWest Conference; Local HazMat Track</b>	<b>1</b>	<b>4</b>	<b>\$1,894 per each year</b>	<b>Sep 2023, 2024, 2025</b>
<b>Carson City LEPC</b>	<b>Training Year 2</b>	<b>Haz-Mat IC initial training or refresher</b>	<b>1</b>	<b>14</b>	<b>\$22,400</b>	<b>Scheduled for 2023</b>
<b>Carson City LEPC</b>	<b>Training Year 3</b>	<b>FDIC: Transportation themed schedule</b>	<b>1</b>	<b>4</b>	<b>\$12,800</b>	<b>Apr 2024</b>
<b>Clark County LEPC</b>	<b>Training Year 1</b>	<b>Increase operations level response capability to ammonia incidents</b>	<b>3</b>	<b>700</b>	<b>\$25,000</b>	<b>Between Oct 2022 – Sep 2023</b>
<b>Clark County LEPC</b>	<b>Training Year 1</b>	<b>Increase personnel certified as hazmat incident commanders</b>	<b>3</b>	<b>20</b>	<b>\$15,000</b>	<b>Between Oct 2022 – Sep 2023</b>
<b>Clark County LEPC</b>	<b>Training Year 1</b>	<b>Establish internal capability to teach hazmat incident commander through a train-the-trainer certification program</b>	<b>3</b>	<b>20</b>	<b>\$15,000</b>	<b>Between Oct 2022 – Sept 2023</b>
<b>Clark County LEPC</b>	<b>Training Year 1</b>	<b>Conduct TTX series with sets and reps to challenge and validate hazmat incident commanders and company officers</b>	<b>3</b>	<b>100</b>	<b>\$15,000 using OT</b>	<b>Between Oct 2022 – Sept 2023</b>
<b>Clark County LEPC</b>	<b>Training Year 2</b>	<b>Increase operations level response capability to chlorine incidents</b>	<b>3</b>	<b>700</b>	<b>\$25,000</b>	<b>Between Oct 2023 – Sept 2024</b>
<b>Clark County LEPC</b>	<b>Training Year 2</b>	<b>Establish personnel certified to teach PRISM decon system through a train-the-trainer certification program</b>	<b>2</b>	<b>20</b>	<b>\$15,000</b>	<b>Between Oct 2023 – Sept 2024</b>
<b>Clark County LEPC</b>	<b>Training Year 2</b>	<b>Facilitate valley-wide full-scale exercise series validating the PRISM decon system through a train-the-trainer certification program</b>	<b>9</b>	<b>1,500</b>	<b>\$25,000 using OT</b>	<b>Between Oct 2023 – Sept 2024</b>

Clark County LEPC	Training Year 2	Establish internal capability to teach incident safety officer through a train-the-trainer certification program	2	20	\$15,000	Between Oct 2023 – Sept 2024
Clark County LEPC	Training Year 3	Increase operational level of response capability related to electric car incidents	3	700	\$25,000	Between Oct 2023 – Sept 2024
Clark County LEPC	Planning Year 3	Review and revise the Clark County hazmat code to better align with SARA Title III and EPCRA Tier system	N/A	N/A	\$25,000	Between Oct 2024 – Sept 2025
Clark County LEPC	Training Year 1 Year 2 Year 3	Increase knowledge and understanding of SARA Title III for fire inspectors through NASTTPO (annually)	N/A	8	\$24,000 per each year	Between Oct 2022 – Sept 2025
Clark County LEPC	Training Year 1 Year 2 Year 3	Fire Shows West Conference (annually)	N/A	18	\$24,000 per each year	Between Oct 2022 – Sept 2025
Clark County LEPC	Training Year 1 Year 2 Year 3	IAFC Hazmat Conference (annually)	N/A	16	\$35,500 per each year	Between Oct 2022 – Sept 2025
Clark County LEPC	Training Year 1 Year 2 Year 3	CHEMTREC Conference (annually)	N/A	8	\$24,000 per each year	Between Oct 2022 – Sept 2025
Clark County LEPC	Training Year 3	NASTTPO Conference	N/A	8	\$24,000	Between Oct 2024 – Sept 2025
Douglas County LEPC	Training Year 1 Year 3	HazMat IQ Refresher	(2) 8 hour days	65	\$7,500 per each year	Mar 2023
Douglas County LEPC	Training Year 2	Air Monitoring	(2) 8 hour days	30	\$7,500	Jan 2024
Douglas County LEPC	Training Year 1 Year 2 Year 3	Hazmat IC	(2) 8 hour days	5	\$10,000 per each year	Oct 2022, 2023, 2024
Douglas County LEPC	Training Year 1 Year 2 Year 3	FireShowsWest Conference	(2) 8 hour days	9	\$3,000 per each year	Sep 2023, 2024, 2025
Douglas County LEPC	Training Year 1 Year 2 Year 3	Continuing Challenge	(2) 8 hour days	9	\$18,675 per each year	Sep 2023, 2024, 2025

Title: Hazardous Materials Public Sector Training and Planning Grants

OMB Control Number: 2137-0586

Expiration Date: 06/30/2019

<b>Humboldt County LEPC</b>	<b>Training Year 1</b>	<b>HazMat Operations Refresher</b>	<b>1</b>	<b>21</b>	<b>\$9,800</b>	<b>Apr 2023 – Jun 2023</b>
<b>Humboldt County LEPC</b>	<b>Training Year 1</b>	<b>OSHA First Receiver Training</b>	<b>1</b>	<b>21</b>	<b>\$9,860</b>	<b>Apr 2023 – Jun 2023</b>
<b>Humboldt County LEPC</b>	<b>Training Year 2</b>	<b>HazMat Operations Refresher</b>	<b>1</b>	<b>21</b>	<b>\$10,290</b>	<b>Apr 2024 – Jun 2024</b>
<b>Humboldt County LEPC</b>	<b>Training Year 2</b>	<b>OSHA First Receiver Training</b>	<b>1</b>	<b>21</b>	<b>\$10,353</b>	<b>Apr 2024 – Jun 2024</b>
<b>Humboldt County LEPC</b>	<b>Training Year 3</b>	<b>HazMat Operations Refresher</b>	<b>1</b>	<b>21</b>	<b>\$10,805</b>	<b>Apr 2025 – Jun 2025</b>
<b>Humboldt County LEPC</b>	<b>Training Year 3</b>	<b>OSHA First Receiver Training</b>	<b>1</b>	<b>21</b>	<b>\$10, 871</b>	<b>Apr 2025 – Jun 2025</b>
<b>Nye County LEPC</b>	<b>Training Year 1 Year 2 Year 3</b>	<b>HazMat Awareness Training</b>	<b>1</b>	<b>10</b>	<b>\$3,280 per each year</b>	<b>Jan/Feb 2023, 2024, 2025</b>
<b>Nye County LEPC</b>	<b>Training Year 1 Year 2 Year 3</b>	<b>HazMat Operations Course</b>	<b>1</b>	<b>5</b>	<b>\$5,740 per each year</b>	<b>Feb/May 2023, 2024, 2025</b>
<b>Nye County LEPC</b>	<b>Training Year 1 Year 2 Year 3</b>	<b>FireShowsWest Conference</b>	<b>1</b>	<b>15</b>	<b>\$11,385 per each year</b>	<b>Sep 2023, 2024, 2025</b>
<b>Nye County LEPC</b>	<b>Training Year 1</b>	<b>Current edition of Hazardous Materials for First Responders textbooks</b>	<b>1</b>	<b>15</b>	<b>\$1,275</b>	<b>Sep 2024</b>
<b>Storey County LEPC</b>	<b>Training Year 1 Year 2 Year 3</b>	<b>Hazardous Materials Training</b>	<b>1</b>	<b>25 – 35</b>	<b>\$15,000 per each year</b>	<b>Spring 2023, 2024, 2025</b>

**6. HMEP Monitoring.** Briefly provide a description of the monitoring and evaluation of the activities that will be conducted to ensure that the grant activities are successfully carried out according to the activity timeline. Include an explanation of quality control measures.

**To monitor the grant program's success, the SERC requires the subgrantee to submit, at a minimum quarterly financial report. Reporting must be made in accordance with all applicable federal, state and local laws and regulations and SERC Policies 8.5 and 8.6.**

**These policies require submission of invoices and proof of payment. A desk audit is performed on the documents by SERC staff to ensure compliance with the grant award. An accomplishments report which documents the purpose of the expenditure in preparation for the final HMEP report to USDOT, PHMSA is required with each financial report requesting reimbursement.**

**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.**

**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.**

**If there will be no further expenditures, the grant is closed, and no further reports are necessary. This report is due within forty-five days after the end of the award period, or any time prior to the end of the awarded period if no further funds will be spent.**

**The SERC and LEPCs continue to enhance their interaction. SERC staff and members attend LEPC meetings. LEPC members also attend SERC meetings. SERC staff continue to provide much needed technical assistance to the LEPCs in an effort to show proper accountability of grant funds and stated grant goals and objectives. The SERC has been very involved in ensuring LEPC plans are complete, accurate and updated by advising of deficiencies and providing technical assistance to correct them. The SERC also requires annual exercising of each LEPC hazardous materials plan.**

**PART D: BUDGET NARRATIVE**

In addition to completing the Planning and Training activities in the section above, complete a budget narrative to explain each line item of your project costs.

The budget narrative is extremely important as it provides transparency for proposed costs and justification for costs that may appear questionable to the granting agency, and it provides details of how and where the applicant will satisfy cost-sharing requirements (matching).

Consider the following when completing the Budget Narrative section:

**1. PERSONNEL**

Personnel costs are the employee salaries working directly on the grant project. Include the number, type of personnel, the percentage of time dedicated to the project, hourly wage (or salary) and total cost to the grant.

- This category is limited to only persons employed by your organization. Those not employed by your agency shall be classified as subgrantees or contractors and should be listed under the “Contractual” object class.
- Only include compensation paid for employees engaged in grant activities.
- Costs should be consistent with that paid for similar types of work within the organization.

**The Nevada State Emergency Response Commission does not use any HMEP funds for its personnel.**

**2. FRINGE BENEFITS**

Fringe Benefit costs are the allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe costs are benefits paid to employees, including the cost of employer’s share of FICA, health insurance, workers’ compensation, and vacation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits estimate, approved rate, etc. Include a description of specific benefits charged to a project and the benefit percentage. Additional considerations:

- The personnel/salaries should have corresponding fringe; and vice-versa. PHMSA cannot pay fringe benefits for a position that is not listed in the Personnel section.
- Explain what is included in the benefit package and at what percentage.
- Fringe benefits are only allowable for the percentage of time devoted to the grant project.
- The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

**The Nevada State Emergency Response Commission does not use any HMEP funds for its personnel.**

### **3. TRAVEL**

Travel costs are those costs requested for field work or for travel to professional meetings associated with grant activities. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

**The Nevada State Emergency Response Commission will not use travel funds from HMEP.**

### **4. EQUIPMENT**

Equipment costs includes those items that are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit - unless the applicant has a clear and consistent written policy that determines a different threshold. Include a description, quantity and unit price for all equipment.

Purchases of less than \$5,000 should be listed under "Supplies" or "Other."

Each item of equipment must be identified with the corresponding cost. General-purpose equipment must be justified as to how it will be used on the project.

Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the "Contractual" or "Other" category, depending upon the procurement method.

**The Nevada State Emergency Response Commission will not use equipment funds from HMEP.**

### **5. SUPPLIES**

Supplies are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in great detail (for example: reams of paper, boxes of paperclips, etc.). However, applicants should include a quantity and unit cost for larger cost supply items such as computers and printers.

**The Nevada State Emergency Response Commission will not use supply funds from HMEP.**

## **6. CONTRACTUAL**

Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. There are two ways to capture costs in this category: subgrants and contracts.

A Subgrant – is an award provided by a pass-through entity (State or Territory) to a subrecipient.

That subrecipient carries out part of a program for which the State or Territory received Federal support. A subgrantee has its performance measured in relation to whether objectives of a Federal program were met; has responsibility for programmatic decision making; is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (in accordance with its agreement), uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

A Contract - is a legal instrument by which a Grantee Recipient purchases property or services needed to carry out the project or program under an award. A contract/contractor provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; and provides goods or services that are ancillary to the operation of the Federal program.

For all contractual line-item costs, include the rationale for the amount of the costs and include the specific contract goods and/or services provided and the related expenses for those goods and services. Simply entering the statement “contractual services” will not be considered sufficient for the requirement of completing this section.

Subgrants must be listed under Contractual in the SF-424A. They must be clearly identified as subgrants in the budget narrative.

**[Please see Subgrantee Activity Information and SF-424A form for list of subgrantees.](#)**



## **7. OTHER**

Other costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities, leased equipment, employee training tuition, etc. "Other" direct costs must be itemized.

**The Nevada State Emergency Response Commission will not use Other funds from HMEP.**

## **8. INDIRECT**

Indirect Costs (if applicable): Indirect costs are allowable in the HMEP grant. If the rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency to your application. The applicant must include a signed copy of the approved negotiated rate agreement that is valid as of the date of the application. If the applicant does not have an approved indirect cost rate agreement, the applicant may be eligible for the 10% de minimis rate provided by 2 CFR § 200.414.

**The Nevada State Emergency Response Commission will not use Indirect funds from HMEP.**

## **9. MATCH**

Match: The total matching requirement should be listed in Section A and Section C of the SF- 424A line-item budget. Please only include the Federal-share of costs in Section B of the SF- 424A. The budget narrative is where the matching requirements should be captured. Within the applicable object class category in the budget narrative, (Personnel, Supplies, etc), detail the matching requirements.

Please ensure that the match is clearly identified in the budget narrative. Provide an explanation as to the amount to be matched and how it was determined. Matching funds should be described in the same manner as if they were the Federal share of costs. List all staff positions by title. Give annual salary exclusive of fringe benefits, job title, role in the HMEP grant (this may differ from the organizational job title), and percentage of time assigned to the HMEP grant, and total cost for the budget period. Base the allocation of salaries for individuals that have responsibilities in both the planning and training areas on realistic estimates of where the time is actually spent. Include only those positions directly funded by the HMEP grant (in whole or in part) or that are part of required matching. For the salaries used as third-party in-kind contributions ("soft match"), explain the methodology and assumptions used.

**PART E: CERTIFICATIONS**

Authorized Representatives should initial next to each statement below to indicate that your agency understands and agrees with the following:

1. The Applicant certifies that the total amount the State or Indian tribe expends (except amounts of the Federal Government) to develop, improve, and carry out emergency plans will at least equal the average level of expenditure for the last 5 years.

\_\_\_\_\_

2. The Applicant certifies that all training activities conducted are consistent with the competencies identified in NFPA 472 or OSHA 29 § 1910.120.

\_\_\_\_\_

3. The Applicant certifies that it is complying with Sections 301 and 303 of EPCRA (42 U.S.C. 11001, 11003).

\_\_\_\_\_

4. The Applicant certifies that it will make available not less than 75 percent of the funds granted for the purpose of planning or training public sector emergency response employees.

\_\_\_\_\_

5. I certify that the agency is compliant with the National Incident Management System (NIMS).

\_\_\_\_\_

6. The applicant certifies that the person(s) it authorized to provide training has an auditable accounting system.

\_\_\_\_\_

7. The Applicant certifies that the State or Tribal Emergency Response Commission were provided the opportunity to review the grant application.

\_\_\_\_\_

**APPLICATION CERTIFICATION**

The Grantee certifies to the best of its knowledge and belief that this application is correct and complete for the planned activities under the HMEP Grant Program Funding Requirements.

Grantee Authorized Representative Signature

\_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Sub-grantee Name (Region or District)	Planning or Training?	Activity Description	Projected # of Courses to be held (if applicable)	Projected number to be trained	Estimated Activity Costs	Projected Activity Start and End Date	Year 1	Year 2	Year 3
Carson City LEPC	Training Year 1 Year 2 Year 3	FireShowsWest Conference; Local HazMat Track	1	4	\$1,894 per each year	Sep 2023, 2024, 2025	\$ 1,894	\$ 1,894	\$ 1,894
Carson City LEPC	Training Year 2	Haz-Mat IC initial training or refresher	1	14	\$22,400	Scheduled for 2023		\$ 22,400	
Carson City LEPC	Training Year 3	FDIC; Transportation themed schedule	1	4	\$12,800	Apr 2024			\$ 12,800 \$ 40,882
Clark County LEPC	Training Year 1	Increase operations level response capability to ammonia incidents	3	700	\$25,000	Between Oct 2022 – Sept 2023	\$ 25,000		
Clark County LEPC	Training Year 2	Increase operations level response capability to chlorine incidents	3	700	\$25,000	Between Oct 2023 – Sept 2024		\$ 25,000	
Clark County LEPC	Equip	chlorine and ammonia detection equipment	N/A	N/A	\$15,000	Between Oct 2023 – Sept 2024		\$ 15,000	
Clark County LEPC	Training Year 1	Increase personnel certified as hazmat incident commanders	3	20	\$15,000	Between Oct 2022 – Sept 2023	\$ 15,000		
Clark County LEPC	Training Year 1	Establish internal capability to teach hazmat incident commander through a train-the-trainer certification program	3	20	\$15,000	Between Oct 2022 – Sept 2023	\$ 15,000		
Clark County LEPC	Training Year 1	Conduct TTX series with sets and reps to challenge and validate hazmat incident commanders and company officers	3	100	\$15,000 using OT	Between Oct 2022 – Sept 2023	\$ 15,000		
Clark County LEPC	Equip	decon equipment for TTX	N/A	N/A	\$25,000	Between Oct 2023 – Sept 2024	\$ 25,000		
Clark County LEPC	Training Year 2	Establish personnel certified to teach PRISM decon system through a train-the-trainer certification program	2	20	\$15,000	Between Oct 2023 – Sept 2024		\$ 15,000	
Clark County LEPC	Equip	PRISM valley wide exercise equipment	N/A	N/A	\$15,000	Between Oct 2023 – Sept 2024		\$ 15,000	
Clark County LEPC	Training Year 2	Facilitate valley-wide full-scale exercise series validating the PRISM decon system through a train-the-trainer certification program	9	1,500	\$25,000 using OT	Between Oct 2023 – Sept 2024		\$ 25,000	
Clark County LEPC	Training Year 2	Establish internal capability to teach incident safety officer through a train-the-trainer certification program	2	20	\$15,000	Between Oct 2023 – Sept 2024		\$ 15,000	
Clark County LEPC	Training Year 3	Increase operational level of response capability related to electric car incidents	3	700	\$25,000	Between Oct 2023 – Sept 2024			\$ 25,000
Clark County LEPC	Equip	electric car incident response equipment	N/A	N/A	\$25,000	Between Oct 2023 – Sept 2024			\$ 25,000
Clark County LEPC	Planning Year 3	Review and revise the Clark County hazmat code to better align with SARA Title III and EPCRA Tier system	N/A	N/A	\$25,000	Between Oct 2024 – Sept 2025			\$ 25,000
Clark County LEPC	Training Year 1 Year 2 Year 3	Increase knowledge and understanding of SARA Title III for fire inspectors through NASTIPO (annually)	N/A	8	\$24,000	Between Oct 2022 – Sept 2025	\$ 24,000	\$ 24,000	\$ 24,000
Clark County LEPC	Training Year 1 Year 2 Year 3	Fire Shows West Conference (annually)	N/A	18	\$24,000 per each year	Between Oct 2022 – Sept 2025	\$ 24,000	\$ 24,000	\$ 24,000
Clark County LEPC	Training Year 1 Year 2 Year 3	IAFC Hazmat Conference (annually)	N/A	16	\$35,500 per each year	Between Oct 2022 – Sept 2025	\$ 35,500	\$ 35,500	\$ 35,500
Clark County LEPC	Training Year 1 Year 2 Year 3	CHEMTREC Conference (annually)	N/A	8	\$24,000 per each year	Between Oct 2022 – Sept 2025	\$ 24,000	\$ 24,000	\$ 24,000
Clark County LEPC	Training Year 3	NASTIPO Conference	N/A	8	\$24,000	Between Oct 2024 – Sept 2025			\$ 24,000 \$ 626,500
Douglas County LEPC	Training Year 1 Year 2 Year 3	HazMat IQ Refresher	(2) 8 hour days	65	\$7,500 per each year	Mar 2023	\$ 7,500		
Douglas County LEPC	Training Year 2	Air Monitoring	(2) 8 hour days	30	\$7,500	Jan 2024		\$ 7,500	
Douglas County LEPC	Training Year 1 Year 2 Year 3	Hazmat IC	(2) 8 hour days	5	\$10,000 per each year	Oct 2022, 2023, 2024	\$ 10,000	\$ 10,000	\$ 10,000
Douglas County LEPC	Training Year 1 Year 2 Year 3	FireShowsWest Conference	(2) 8 hour days	9	\$3,000 per each year	Sep 2023, 2024, 2025	\$ 3,000	\$ 3,000	\$ 3,000
Douglas County LEPC	Training Year 1 Year 2 Year 3	Continuing Challenge	(2) 8 hour days	9	\$18,675 per each year	Sep 2023, 2024, 2025	\$ 18,675	\$ 18,675	\$ 18,675 \$ 117,525
Humboldt County LEPC	Training Year 1	HazMat Operations Refresher	1	21	\$9,800	Apr 2023 – Jun 2023	\$ 9,800		
Humboldt County LEPC	Training Year 1	OSHA First Receiver Training	1	21	\$9,860	Apr 2023 – Jun 2023	\$ 9,860		
Humboldt County LEPC	Training Year 2	HazMat Operations Refresher	1	21	\$10,290	Apr 2024 – Jun 2024		\$ 10,290	
Humboldt County LEPC	Training Year 2	OSHA First Receiver Training	1	21	\$10,353	Apr 2024 – Jun 2024		\$ 10,353	
Humboldt County LEPC	Training Year 3	HazMat Operations Refresher	1	21	\$10,805	Apr 2025 – Jun 2025			\$ 10,805
Humboldt County LEPC	Training Year 3	OSHA First Receiver Training	1	21	\$10,871	Apr 2025 – Jun 2025			\$ 10,875 \$ 61,983
Nye County LEPC	Training Year 1 Year 2 Year 3	HazMat Awareness Training	1	10	\$3,280 per each year	Jan/Feb 2023, 2024, 2025	\$ 3,280	\$ 3,280	\$ 3,280
Nye County LEPC	Training Year 1 Year 2 Year 3	HazMat Operations Course	1	5	\$5,740 per each year	Feb/May 2023, 2024, 2025	\$ 5,740	\$ 5,740	\$ 5,740
Nye County LEPC	Training Year 1 Year 2 Year 3	FireShowsWest Conference	1	15	\$11,385	Sep 2023, 2024, 2025	\$ 11,385	\$ 11,385	\$ 11,385
Nye County LEPC	Training Year 1	Current edition of Hazardous Materials for First Responders textbooks	1	15	\$1,275	Sep 2024	\$ 1,275		\$ 62,490
Storey County LEPC	Training Year 1 Year 2 Year 3	Hazardous Materials Training	1	25 – 35	\$15,000 per each year	Spring 2023, 2024, 2025	\$ 15,000	\$ 15,000	\$ 15,000 \$ 45,000

SERC Grant Training: \$ 8,491  
 Total Allocation Budget Amount: \$ 252,806 \$ 227,265 \$ 227,265  
 Over Budget: \$ (55,594) \$ (109,752) \$ (90,189)

Dear Grantee,

This e-mail is to notify you of your corrected total budget for Year 1. PHMSA is also extending its application deadline through April 22, 2022.

Please see the corrected Total Budget amount below:

<b>Allocation Amounts</b>			
	<b>Year 1 - (2022-2023)</b>	<b>Estimated Year 2 Allocation- (2023-2024)</b>	<b>Estimated Year 3 Allocation - (2024-2025)</b>
Federal Share	\$202,245	\$181,182	\$181,182
Non-Federal Share	\$50,561	\$45,453	\$45,453
Total Budget	\$252,806	\$227,265	\$227,265

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<sup>[1]</sup> Until PHMSA has current risk data, the territories will receive funding allocations based on the old formula.

<sup>[2]</sup> PHMSA identified additional carryover funds for FY 2022; however, PHMSA does not anticipate any excess funds being available for Year 2 and 3. For this reason, estimates for year 2 and 3 are lower.

We ask that you only apply for no more than the funding level determined by your needs assessment and how much your agency can reasonable expend during the performance period. The allocation provided above is the maximum amount for which you can apply. Requesting below your maximum allocation amount will not impact your future allocations.

Please direct your messages to our centralized mailbox and phone number: [HMEP.Grants@dot.gov](mailto:HMEP.Grants@dot.gov) or (202) 366-1109. We are happy to answer any questions that you have during the application process and look forward to working with you.

Best regards,

The HMEP Grants Team  
The Hazardous Materials Emergency Preparedness (HMEP) Grant Program  
U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration  
Office of Hazardous Materials Safety  
[HMEP.Grants@dot.gov](mailto:HMEP.Grants@dot.gov)  
(202) 366-1109 phone