

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

Applicant: **State Emergency Response Commission (SERC)**

Address: **107 Jacobsen Way, Carson City, NV 89711**

Local Emergency Planning Committee (LEPC) Chair:

Name: **Tami Beauregard** Title: **SERC Administrator / MAIL**

Address: **107 Jacobsen Way** City/Zip: **Carson City, NV 89711**

Phone: **(775) 684-7516** Fax: **(775) 684-7519**

E-mail: **tbeauregard@dps.state.nv.us**

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

Name: **Tami Beauregard** Title: **SERC Administrator / MAIL**

Address: **107 Jacobsen Way** City/Zip: **Carson City, NV 89711**

Phone: **(775) 684-7516** Fax: **(775) 684-7519**

E-mail: **tbeauregard@dps.state.nv.us**

Budget Summary:

Planning	Training	Total*
\$	\$8,491.00	\$8,491.00

Round up total* only to the nearest dollar

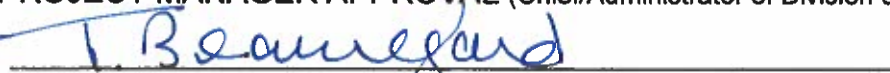
AGENCY APPROVAL (Department Head of State Agency):

I certify I have reviewed this application and agree to abide by the Federal and State procedures which are related to the acceptance of funds.


Signature of Department Head of State Agency

3.2.2023
Date

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


Signature of Project Manager

3.2.2023
Date

Tami Beauregard, SERC Administrator
Print 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 has established to achieve with these funds.*

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The SERC's goal of this request is to train the Administrator in Grant Management.

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:

- ✓ **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?

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The SERC Administrator will request the noted grant training classes.

The SERC Administrator will enroll and complete the noted grant training classes.

The SERC Administrator will attempt to complete the noted grant training classes between Spring 2023 and Spring 2024.

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 allocation application along with the letter of declination.

Please not a minimum of 50% of classes attended must have a tie-in to hazmat in transportation 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 .655 cents per mile. If a personal vehicle is used for personal convenience, the reimbursement allowed is .3275 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 allocation period of potential awards.

Consultant / Contract Services / Other		Amount Requested
Name		
	See Attached Worksheet	\$8,491.00
Total Contract Training:		\$8,491.00

Course / Conference Costs				
Course / Conference Title:				
Registration	Cost per Attendee	# of Attendees		\$0.00
Hotel	Cost per Night	# of Nights	# of Rooms	\$0.00
Per Diem	Cost per Day	# of Days	# of Attendees	\$0.00
Transportation	# of Miles (Round Trip)	Agency Vehicle	# of Vehicles	\$0.00
		0.655		
	# of Miles (Round Trip)	Personal Vehicle	# of Vehicles	\$0.00
		0.3275		
	Public Transportation	Total \$ Amount		\$0.00
	Cost of Airline Ticket	# of Tickets		\$0.00
Parking	Cost per Day	# of Days	# of Vehicles	\$0.00
Total Course / Conference Costs:				\$0.00
Total Training Costs:				\$8,491.00

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!!!

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

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 allocation 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 allocation 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.

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N/A

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.

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The purpose of this training request is to train the SERC Administrator in grant management.

The training will be conducted online through the Management Concepts, Grant Management Certificate Program – to be completed between Spring 2023 and Spring 2024.

No SFM or DEM letter of declination needed.

Managing Federal Grants and Cooperative Agreements for Recipients

Course Number: 2062

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

You successfully win and receive a federal grant; what are the next steps? You need to manage the grant for both compliance and results. In this course, you will develop a working understanding of issues that affect day-to-day operations and federal grant management through a series of exercises and discussions. You will cover topics such as site visits to managing cost-share contributions throughout the period of performance. This is a core course in the Pass-Through and Recipient Tracks of the *Grants Management Certificate Program™*.

Intended Audience

Recipient and subrecipient personnel responsible for grant project management and decision making as well as staff charged with developing and implementing institutional policies and procedures will benefit from this course.

Course Learning Objectives

- Examine the foundations of successful federal grant award management
- Evaluate financial and programmatic progress and discuss administrative factors that arise in the post award process
- Practice managing a grant project's stakeholders, scope, risks, schedule, and budget
- Examine monitoring methods to prepare for funder oversight
- Examine end of period of performance actions, the steps involved in the grant closeout process, and identify ongoing requirements

Course Schedule

DAY ONE	
MORNING	Module 1: Preparing for a Grant Award
LUNCH	
AFTERNOON	Module 1: Preparing for a Grant Award, continued
DAY TWO	
MORNING	Module 2: Financial and Program Management
LUNCH	
AFTERNOON	Module 3: Assistance Award Project Management

DAY THREE

MORNING	Module 4: Grant Monitoring
LUNCH	
AFTERNOON	Module 5: End of and Beyond the Award
	Course Exam

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, and case study

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Basic
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- GMCP Pass-Through Track
- GMCP Recipient Track

This is an elective course in the following program(s):

- Business Analysis and Requirements Management Master Track
- Project Management Master Track
- Agile in Government Master Track
- Program Management Certificate Program

Prerequisites

There are no prerequisites for this course.

Suggested

- Applying for Federal Grants and Cooperative Agreements

Pework

There is no prework required for this course.



Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

Courses

- Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D)
- Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2
- Subawarding for Pass-Through Entities

Subawarding for Pass-Through Entities

Course Number: 2075

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Pass-through entities are non-federal entities that provide a subaward to a subrecipient to carry out part of a federal program. Pass-through entities must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). They are accountable for all subawards they issue. A compliant subaward management system can lead to successful project execution and protect a pass-through entity from audit findings and questioned costs. This is a core course in the Pass-Through Track of Management Concepts' *Grants Management Certificate Program*™.

Intended Audience

The staff of pass-through and subrecipient entities involved in awarding and administering federal funds.

Client-Provided Facility Requirements

Standard requirements for all Management Concepts courses:

- Flip chart/easel
- White board with markers and eraser
- Table groups
- Instructor computer with Microsoft Office 2010
- LCD projector

Course Learning Objectives

- Distinguish subrecipients from contractors and determine how a pass-through entity's relationship with subrecipients and contractors affects agreement provisions and oversight
- Understand the guidance of 2 CFR 200 on subaward administration
- Critique a subaward request for applications
- Explain how to conduct a pre-award risk assessment
- Evaluate a sample subaward agreement
- Identify the appropriate monitoring responsibilities and reporting requirements while using risk-based techniques to evaluate subrecipient performance
- Determine the appropriate action when faced with subrecipient noncompliance or failure to make adequate progress toward project goals
- Examine and make decisions about continuations, closeouts, and improvements to subaward agreements and future monitoring plans

Course Schedule

DAY ONE	
MORNING	Welcome, Introduction, and Icebreaker
	Module 1: Understanding the Role of Pass-Through Entities in Federal Grant Programs
	Module 2: Responsibilities of Pass-Through Entities
LUNCH	
AFTERNOON	Module 3: Pre-award: Requests for Applications
	Module 4: Pre-award: Evaluation and Risk Assessment

DAY TWO	
MORNING	Module 5: Pre-award: Subaward Agreements
	Module 6: Post-award
LUNCH	
AFTERNOON	Module 7: Post-award: Continuation and Closeout
	Course Exam

Learning Methods

Lecture, discussion, video, case studies, hands-on practical exercises, and final exam.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Intermediate
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- GMCP Pass-Through Track

This is an elective course in the following program(s):

- Business Analysis and Requirements Management Master Track
- Project Management Master Track
- Agile in Government Master Track

- Program Management Certificate Program

Prerequisites

Suggested

Managing Federal Grants and Cooperative Agreements for Recipients

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

Courses

- Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D)
- Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2

Uniform Administrative Requirements for Federal Grants

Course Number: 2050

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

The Office of Management and Budget's (OMB's) *Uniform Guidance: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (2 CFR 200) is the cornerstone of Federal grants and financial assistance. You will learn when and how these requirements apply to program awards throughout the grant lifecycle. This is a core course in all tracks of the GMCP™ and is frequently scheduled with *Cost Principles for Federal Grants*.

Intended Audience

Anyone who needs to understand the fundamental rules governing Federal assistance will benefit from this course. Participants who completed this course prior to implementation of 2 CFR 200 would benefit from retaking this course to understand the changes.

Course Learning Objectives

- Describe the purpose and applicability of the Uniform Guidance
- Use 2 CFR 200, Subparts A and B to locate information about general terms and requirements
- Use 2 Code of Federal Regulations (CFR) 200, Subpart C to identify the pre-award requirements for federal awarding agencies and describe how they affect nonfederal entities

After completing this lesson, you will be able to:

- Use 2 CFR 200, Subpart D to identify the post-award requirements for federal awarding agencies and describe how they affect nonfederal entities (NFEs)

After completing this module, you will be able to:

- Apply the administrative requirements found in the Uniform Guidance

Course Schedule

DAY ONE	
MORNING	Introductions and Course Administration
	Module 1: Introduction to the Uniform Administrative Requirements
	Module 2: General Provisions of the Uniform Guidance (2 CFR 200, Subparts A and B)
LUNCH	

AFTERNOON	Module 3: Pre-Federal Award Requirements and Contents of Federal Awards (2 CFR 200, Subpart C)
	Module 4: Post Federal Award Requirements (2 CFR 200, Subpart D)

DAY TWO	
MORNING	Module 4: Post Federal Award Requirements (2 CFR 200, Subpart D), continued
LUNCH	
AFTERNOON	Module 5: Course Capstone
	Exam

Learning Methods

Lecture, discussion, hands-on practical exercises, case studies, and final exam.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Intermediate
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- GMCP Federal Track
- GMCP Pass-Through Track
- GMCP Recipient Track

Prerequisites

Suggested

- Monitoring Grants and Cooperative Agreements for Federal Personnel
- Managing Federal Grants and Cooperative Agreements for Recipients
- Performance Measurement for Federal Grants Under 2 CFR 200
- Subawarding for Pass-Through Entities

Pework



There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2

Course Number: 2080

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Successful grants managers understand how the federal cost principles affect their awards. Gain a firm grounding and practical experience in the concepts central to cost principles by applying them to different recipient types. Use the cost principles throughout the grants lifecycle: budget development and review, spending decisions, and site visits and desk reviews or audits. This is a core course in all tracks of the GMCP™.

Course Learning Objectives

- Summarize the general history of the cost principles and how they currently apply
- Conduct research using the cost principles to answer cost allowability questions
- Practice applying the cost principles to on-the-job scenarios

Course Schedule

DAY ONE	
MORNING	Introductions and Course Administration
	Module 1: Development and Applicability of the Cost Principles
	Module 2: Basic Concepts
LUNCH	
AFTERNOON	Module 2: Basic Concepts

DAY TWO	
MORNING	Module 2: Basic Concepts
	Module 3: Using and Applying the Cost Principles on the Job
LUNCH	
AFTERNOON	Module 3: Using and Applying the Cost Principles on the Job
	Exam

Learning Methods

Lecture, discussion, hands-on practical exercises, case studies, and final exam.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Intermediate
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is a core course in the following program(s):

- GMCP Federal Track
- GMCP Pass-Through Track
- GMCP Recipient Track

Prerequisites

Suggested

- Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

The final exam must be completed with a grade of 70% or higher.

Follow-On Resources

Courses

- Advanced Cost Principles: Avoiding Problem Areas & Responding to Questioned Costs
- Developing & Monitoring Indirect/F&A Cost Rate Proposals Under 2 CFR 200

Performance Measurement for Federal Grants under 2 CFR 200

Course Number: 2091

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

The Office of Management and Budget's (OMB) *Uniform Guidance* (2 CFR 200) guides the performance measurement and management activities required for all Federal financial assistance awards. Develop a foundational understanding of performance measurement approaches and the specific requirements and definitions in the *Uniform Guidance*. Learn to apply performance-based principles to grant projects by gaining critical insight on how performance measurement affects each phase of the Federal grants lifecycle. This is an elective course in all tracks of the GMCP™.

Intended Audience

Anyone in the grants community—awarding and recipient personnel alike—who needs to apply performance-based principles to grant projects and programs will benefit from this course.

Course Learning Objectives

- Explain the need to show effective use of grants funds
- Summarize the steps needed for effective performance measurement
- Analyze approaches to performance measurement
- Evaluate pre-award requirements for performance measurement
- Assess post-award requirements for Federal grants in performance measurement
- Analyze how well a project succeeded in meeting its goals

Course Schedule

DAY ONE	
MORNING	Module 1: Results-Oriented Performance Measurement
	Module 2: Fundamentals of Performance Measurement
LUNCH	
AFTERNOON	Module 2: Fundamentals of Performance Measurement, <i>continued</i>
	Module 3: Approaches to Performance Measurement

DAY TWO	
MORNING	Module 4: Pre-Award Requirements

	Module 5: Post-Award Requirements
LUNCH	
AFTERNOON	Module 5: Post-Award Requirements, <i>continued</i>
	Module 6: Closeout and Post-Closeout Requirements
	Course Evaluation

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, and case study

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Management Services
- Level: Advanced
- CPEs: 16

Professional Development Units (PDUs)

- Credits: 14

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- Business Analysis and Requirements Management Master Track
- GMCP Federal Track
- GMCP Pass-Through Track
- GMCP Recipient Track
- Project Management Master Track

Prerequisites

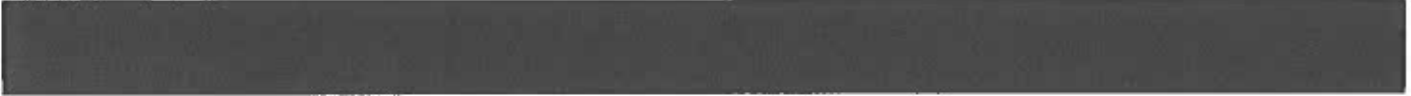
Suggested

- Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D)
- Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2
- Audit of Federal Grants and Assistance Awards

Pework

There is no prework required for this course.

Requirements for Successful Completion



Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

Courses

- [Analytics Boot Camp](#)
- [Data Collection Techniques](#)
- [Data-Driven Decision Making](#)
- [Detecting and Preventing Fraud on Federal Grant Projects](#)

Audit of Federal Grants and Assistance Awards

Course Number: 2052

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Auditors, funders, and recipients need to understand how well Federal grants are managed and perform. Audits provide a mechanism for monitoring grants, ensuring that recipients meet financial and performance goals, and correct issues. You will build foundational knowledge of the audit process, and examine several audit types, including the Single Audit. You will also examine roles, responsibilities, and relationships of all those involved in audits, as well as a comprehensive view of all parties' perspectives. This is an elective course in all tracks of the GMCP™.

Intended Audience

Recipients and subrecipients subject to Federal audit requirements, Federal and pass-through personnel responsible for audit resolution and monitoring recipient compliance with Single Audit requirements, and auditors will benefit from this course.

Course Learning Objectives

- Identify audit requirements that impact Federal assistance awards
- Prepare for a single audit
- Trace the auditor's steps in conducting a single audit, and locate key information audit reporting packages
- Review an audit report to identify and resolve findings

Course Schedule

DAY ONE	
MORNING	Module 1: Federal Assistance Agreement Audits
LUNCH	
AFTERNOON	Module 2: Audit Readiness and Auditor Procurement

DAY TWO	
MORNING	Module 3: Planning, Conducting, and Reporting on Audits
LUNCH	
AFTERNOON	Module 3, continued
	Module 4: Review of Audit Reports, Follow Up, and Resolution

Learning Methods

Lecture, discussion, hands-on practical exercises, and case studies.

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Auditing (Governmental)
- Level: Intermediate
- CPEs: 16

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- GMCP Federal Track
- GMCP Pass-Through Track
- GMCP Recipient Track

Prerequisites

Suggested

- Managing Federal Grants and Cooperative Agreements for Recipients
- Uniform Administrative Requirements for Federal Grants: 2 CFR 200 (Subparts A through D)
- Cost Principles for Federal Grants: 2 CFR Part 200 (Subpart E) and FAR 31.2

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

Courses

- Advanced Cost Principles
- Performance Auditing
- Detecting and Preventing Fraud on Federal Grant Projects
- Performance Measurement for Federal Grants Under 2 CFR 200

Monitoring Federal Grants for Pass-Through Entities

Course Number: 2078

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Pass-through entities must monitor subrecipients based on the terms of their primary Federal grant agreements and any additional organizational policies. You will develop working familiarity with a risk-based approach to monitoring, apply techniques for assessing subrecipients, and gain insight into potential problem areas in grants administration. These insights inform how you can ensure proper spending of Federal funds on approved activities and reduce risk of negative Single Audit findings. This is an elective course in the Pass-Through Track of the *GMCP™*.

Intended Audience

Pass-through organization staff involved in managing and reporting on subgrant programs will benefit from this course.

Course Learning Objectives

- Summarize the basics of grant monitoring, applicable rules, and how to develop a monitoring plan
- Utilize reports in the grant monitoring process
- Use site visits and desk reviews as tools for grant monitoring
- Incorporate audit and audit resolution into your monitoring plan

Course Schedule

DAY ONE	
MORNING	Module 1: Introduction to Monitoring
LUNCH	
AFTERNOON	Module 2: Using Reports for Monitoring

DAY TWO	
MORNING	Module 3: Site Visits and Desk Reviews for Monitoring
LUNCH	
AFTERNOON	Module 4: Audits and Grants Oversight
	Course Evaluation and Exam

Learning Methods

Lecture, discussion, and hands-on practical exercises

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Specialized Knowledge
- Level: Intermediate
- CPEs: 16

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- GMCP Pass-Through Track
- GMCP Recipient Track

Prerequisites

Suggested

- Managing Federal Grants and Cooperative Agreements for Recipients
- Subawarding for Pass-Through Entities

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

Courses

- Evaluating Financial Capabilities of Grant Recipients
- Financial Administration of Federal Grants for Recipients
- Advanced Cost Principles: Avoiding Problem Areas & Responding to Questioned Costs
- Audit of Federal Grants and Assistance Awards
- Detecting and Preventing Fraud on Federal Grant Projects

Preparing Successful Federal Grant Budget Proposals Workshop

Course Number: 2061

Length: 1 Day

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

The development of realistic and compliant budget proposals for Federal grant applications requires extensive planning and detail. You will develop a budget worksheet and narrative based on common Federal grant requirements. You will walk through the process, including requirements gathering, cost estimation, and submission, and will leave with the knowledge to create and adapt a development process at your organization. You are encouraged to bring your own budget proposal to class. This is an elective course in the Pass-Through and Recipient Tracks of the *GMCP™*.

Intended Audience

Grant recipient and pass-through personnel responsible for developing the budget and budget narrative for federal grant and cooperative agreement applications will benefit from this course.

Course Learning Objectives

- Develop a grant budget with appropriate information and cost estimates
- Revise a grant budget to ensure it is compliant, complete, and correctly formatted

Course Schedule

DAY ONE	
MORNING	Module 1: Developing a Grant Budget
LUNCH	
AFTERNOON	Module 1: Developing a Grant Budget, continued
	Module 2: Finalizing a Grant Budget

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Finance
- Level: Basic

- CPEs: 8

Professional Development Units (PDUs)

- Credits: 7

Continuous Learning Points (CLPs)

- Credits: 8

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- GMCP Pass-Through Track
- GMCP Recipient Track

Prerequisites

Suggested

- Applying for Federal Grants & Cooperative Agreements

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

Courses

- Writing Successful Federal Grant Applications Workshop
- Managing Federal Grants and Cooperative Agreements for Recipients
- Financial Administration of Federal Grants for Recipients
- Audit of Federal Grants and Assistance Awards

Writing Successful Federal Grant Applications Workshop

Course Number: 2060

Length: 2 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

The crafting of Federal grant applications is a challenge for even experienced writers; they need to understand both the proposed project and the nuances of each section. As grant programs become more competitive, attention to detail during the writing process becomes more crucial. The workshop format allows you to develop and refine a sample grant application narrative using tools you can adapt to your needs. You are encouraged to bring your own application to gather feedback. This is an elective course in the Pass-Through and Recipient Tracks of the *GMCP™*.

Intended Audience

Grant recipient and Pass-Through Entity personnel responsible for drafting the narrative portion of federal grant and cooperative agreement applications will benefit from this course.

Client-Provided Facility Requirements

- 1 computer per student with Internet and Microsoft Office 2010
- Internet required

Course Learning Objectives

- Develop competitive grant application narratives
- Compose each element of the grant application narrative clearly and persuasively
- Design and submit an effective, reader-friendly final narrative

Course Schedule

DAY ONE	
MORNING	Module 1: How to Write a Compelling Narrative
LUNCH	
AFTERNOON	Module 2: Elements of Grant Narratives

DAY TWO	
MORNING	Module 2: Elements of Grant Narratives (Continued)
LUNCH	

AFTERNOON	Module 3: Completing and Submitting the Narrative
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Learning Methods

Individual, small-group exercises; lecture, discussion, and practical application

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Communications and Marketing
- Level: Basic
- CPEs: 16

Continuous Learning Points (CLPs)

- Credits: 16

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- Government of Guam Grants Management Track
- GMCP Pass-Through Track
- GMCP Recipient Track

Prerequisites

Suggested

- Applying for Federal Grants And Cooperative Agreements

Pework

This course involves practical exercises, which include drafting sections of an application narrative. Participants are encouraged to bring a copy of one narrative they are working on or have written, descriptions of the concept project, any related grant program announcements, and an internet-enabled laptop.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

Courses

- Preparing Successful Federal Grant Budget Proposals Workshop
- Managing Federal Grants and Cooperative Agreements for Recipients
- Uniform Administrative Requirements for Federal Grants
- Cost Principles for Federal Grants
- Business Writing

CERTIFIED ASSURANCES For State Agencies

Allocation Title: HMEP Allocation 2023

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.

- 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 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 project 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 allocation funding, the applicant must report to the SERC by January 31st of each year on at least one real event and/or tabletop, functional, or full-scale exercise or drill which utilizes and implements the hazardous materials emergency response plan. An exercise is required at least once every third year.
- D) **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. 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 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 project period and shall be current and actual.
- J) The applicant assures funds made available under this allocation 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 allocation 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 the below in any programs and activities receiving federal financial assistance:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color and national.

49 CFR 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, which prohibits discrimination based on disability.

The Age Discrimination Act of 1975, which prohibits unreasonable discrimination based on age.

Title IX of the Education Amendments of 1972, which prohibits discrimination based on gender in educational activities.

- 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)"

- O) The applicant fully understands the SERC 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 award.
- P) **LOBBYING** - No allocation 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.
- 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 allocation specific requirements. It is the responsibility of allocation to be familiar with any such laws, regulations and requirements.
- S) Applicant understands that an updated addendum to the allocation 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 an allocation award from the SERC.

AGENCY APPROVAL (DEPARTMENT HEAD OF STATE AGENCY):

Name (print): Mike Dzyrk Title: Nevada State Fire Marshal
[Signature] 3.2.2023
Signature: Date

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

Name (print): Ami Beauregard Title: SERC Administrator
A. Beauregard 3.2.2023
Signature: Date

RETURN THIS SIGNED FORM WITH ALLOCATION APPLICATION

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

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

Section A – Requesting Organization

Organization: **State Emergency Response Commission (SERC)**
Street Address: **107 Jacobsen Way**
City / Zip Code: **Carson City, NV 89711**

Section B – Point of Contact

First Name: **Tami**
Last Name: **Beauregard**
Phone: **(775) 684-7516**
E-Mail: **tbeauregard@dps.state.nv.us**
Position: **SERC Administrator / MAIL**

Section C – Allocation Activity Request Information

Amount: **\$8,491.00**
Activity: **Training**
(Planning or Training)

Section D – Activity Description

Number of Participates: **1**

(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 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 has established to achieve with these funds.

The SERC would like to have their Administrator take grant training classes to become more educated in grant management.

How does this further your organization's program mission?

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.

This training will further the SERC's program mission as the SERC is responsible to grant funds (with both local and federal funds) to Local Emergency Planning Committees (LEPCs) and state agencies on a regular basis

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

This activity was requested on original application.

ALLOCATION APPLICATION CHECK SHEET

A COMPLETE APPLICATION MUST INCLUDE THE FOLLOWING

- ☒ Title Page
- ☒ Goals of this allocation
- ☒ Objectives of this allocation
- ☒ Line Item Budget
- ☒ Budget Narrative
- ☒ If Training – Brochure and GSA Rates
- ☒ Certified Assurances
- ☒ Electronic version e-mailed to serc@dps.state.nv.us

RETURN THIS FORM WITH ALLOCATION APPLICATION