

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 01/13/06 REVISED DATE: 01/09/14	APPROVED BY: SERC
REVISED BY: Karen J. Pabón		
DATE ISSUED:	DATE EFFECTIVE:	SUBJECT: License Plate Funding Grant Application & Awards
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.2a

Reference: NAC 459.99135, et. Seq.

PRINCIPLE:

The State Emergency Response Commission (SERC) awards grants with funds received from the sale of “United We Stand” license plates. Pursuant to NRS 459.735(4), this funding must be expended solely to provide financial assistance to this state or to local governments in this state to support preparedness to combat terrorism, as outlined in the State Enhancement Plan for Homeland Security, including, without limitation, planning, training and purchasing supplies and equipment.

POLICY:

- A. A minimum of six weeks prior to the due date of a grant application, LEPCs and State agencies will be notified the application kit has been posted on the SERC website www.serc.nv.gov. Applications may be submitted requesting appropriate items as outlined in the application kit. Applications must be submitted by the due date designated in the application kit. Failure to submit the grant application by the due date will result in denial of the application.
 1. Fees collected from the sale of “United We Stand” license plates provide revenue for these grants. Approved expenses pursuant to NRS 459.735(4) include planning, training and purchasing supplies and equipment to support preparedness to combat terrorism, as outlined in the State Enhancement Plan for Homeland Security. Agencies receiving grants will comply with appropriate state and/or local purchasing policies.
 - a. All training requests other than for conferences must first be made through the Nevada Division of Emergency Management (NDEM). If the NDEM declines the training, the request may be included in the SERC grant application.

- b. As applicable, the LEPC/State agency shall adhere to the policies and procedures of the governing body regarding hiring consultants or contractors. If local policies are not applicable, this SERC policy will prevail.

Any application including consultant/contractor services must include at least two (2) competitive bids. The bids must include an itemized quote and scope of work from the consultant/contractor. If the applicant is unable to obtain two (2) competitive bids, they may provide a detailed explanation of the attempts made to comply with this policy.

After consideration by the SERC, a sole source consultant/contractor may be approved to provide services. A “sole source” shall mean any contractor who, at the time of entering the current contract, was reasonably believed to be the only known qualified source. “Qualified source” shall be one meeting or exceeding the minimum statutory, regulatory, and published or solicited minimum contractor qualifications.

- c. Requests for equipment must include a quote for the item.

- B. Eligible LEPCs/State agencies may submit an application for grant funds. Eligibility is determined by the following:

- 1. LEPC Eligibility

- a. Compliance with Emergency Planning and Community Right-to-Know Act (EPCRA), Nevada Administrative Code (NAC), SERC Policy 8.3, “Certified Assurances and Compliance Certification” and related SERC policies as outlined in policy 8.3.

- 2. State Agency Eligibility

- a. The head of the State agency must prioritize the request and sign the grant application, certified assurances and grant award.
- b. The agency must identify, if it falls under an emergency response plan and what its role is in that plan.
- c. The agency must identify its role, if any, in the State Comprehensive Emergency Management Plan.
- d. If the agency has response capabilities, it must complete the Level of Response Questionnaire.

- C. The United We Stand grant application must address one or more of the Nevada Commission on Homeland Security.

PROCEDURES:

- A. At its quarterly meeting, or a special meeting if necessary, the LEPC must discuss, determine, and approve the appropriate funding request pursuant to the grant application kit and guidelines provided by the SERC. LEPCs and/or State agencies will submit an application based on its determined needs. As determined by the LEPC or State agencies, the request may be made to support preparedness to combat terrorism, as outlined in the Homeland Security Strategy including, without limitation, planning, training, supplies and equipment.
- B. The head of a State agency must determine the priority of funding requests from all Divisions of that agency. The agency will submit an application based on its determined needs for the entire agency. As determined by the head of the agency, the funding request may provide planning, training and equipment to Divisions of the agency.
- C. Applications must be submitted by the due date designated in the application kit.
- D. Upon receipt of the applications, SERC staff will review to ensure compliance with State terms and conditions.
- E. SERC staff will distribute the applications to the Funding Committee within ten working days of the application due date.
- F. The Funding Committee will meet and review the applications to determine appropriateness and eligibility. The Committee will also determine the amount of funds to award based on the guidelines referred to in section A of these procedures. The Committee will make recommendations to the SERC.
- G. Funding of the applications will be placed on a SERC agenda for approval. Grants will be awarded based on the applications submitted and the availability of money.

The SERC may approve amounts of money with contingencies or conditions to be met prior to preparation and funding of the grant award. The grant project period will commence on the date designated by the grant cycle or the date compliance is attained, which ever is later. The SERC may withdraw the grant award and deobligate the money if contingencies or conditions are not met within 90 days of notification to the applicant.

If time constraints do not permit review of an application by the Funding Committee, the SERC may consider an award of any application which has been agendized.

- H. A copy of the LEPC meeting minutes approving said grant application along with NDEM declination of training, scope of work and quotes from contractors, signed Grant Application, signed Compliance Certification and signed Certified Assurances must be submitted prior to preparation of the grant award.
- I. SERC staff will prepare the award documents to include SERC and grantee employer tax identification number, the Catalog of Federal Domestic Assistance (CFDA) number and the name of the federal agency. Staff will obtain the Executive Director's signature and distribute consistent with the SERC approved amounts and conditions.
- J. Grant awards are signed by the LEPC chair or the head of the grantee agency and returned to the SERC for filing. The Grant Award must be signed and originals returned to the SERC office prior to an award being funded.