

**WV State Emergency Response Commission**

# 2016 Application Guide

Local Emergency Planning Supplemental Grant

*Single County LEPC's*



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# Introduction

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## **Message from Jimmy Gianato, West Virginia State Emergency Response Commission Chairperson**

It is a pleasure for me as the Chairman of the West Virginia Emergency Response Commission and as the Director of Homeland Security and Emergency Management to bring you the 2016 SERC LEPC Grant Application Guide.

The State Emergency Response Commission continues to look for better and more efficient ways to implement the requirements of the Emergency Planning and Community Right to Know Act (EPCRA) and to mitigate the effects of a release or spill of hazardous materials, as well as natural events. As we move forward, the SERC has begun utilizing USEPA's Tier2 Submit software program to allow for more efficient reporting of Tier II information as well as a simplified method of dissemination of that information to Local First Responders. We also can now accept payment for Tier II fees electronically, making reporting simpler and faster. We have done all of this and still maintain the security and integrity of the system.

The SERC awarded more than one hundred ninety thousand dollars (\$190,000) in HMEP and SERC grants to local governments 2015 in the continuing effort to enhance their local capabilities to respond and mitigate emergency incidents. As we progress through 2016 and beyond, we continue in our efforts to be better prepared to assist local agencies in their response to emergency situations and provide them the necessary tools to complete their planning, training and exercise efforts.

Thank you for your service to your local community and your commitment to the planning and safety of the citizens that you continue to serve.

Sincerely,

*Jimmy J. Gianato*

Chairman, WV SERC

Director, WV DHSEM

# Single County LEPC Letter

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STATE OF WEST VIRGINIA  
DEPARTMENT OF MILITARY AFFAIRS  
AND PUBLIC SAFETY  
DIVISION OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT  
Building 1, Room EB-80  
1900 Kanawha Blvd., East  
Charleston, West Virginia 25305-0360  
Telephone: (304) 558-5380 Fax: (304) 344-4538

EARL RAY TOMBLIN  
GOVERNOR  
JOSEPH C. THORNTON  
CABINET SECRETARY

JIMMY J. GIANATO  
DIRECTOR

April 18, 2016

## MEMORANDUM

TO: LEPC Chairpersons  
FROM: James J. Gianato, Chairperson  
SUBJECT: 2016 LEPC Grant

The WV State Emergency Response Commission (SERC) established the Local Emergency Planning Committee (LEPC) grant program utilizing Tier Two fees beginning in 1995.

This year's LEPC grants will be **\$1000.00** for single LEPCs or **\$2000.00** for a dual LEPC. The LEPC Grant must be applied for by **30 June 2016 and completed by 1 March 2017.**

LEPCs that do not expend their grant funds by 1 March 2017, and report expenditures appropriately, must return their final grant reimbursement.

Reports of expenditures must meet appropriate fiduciary requirements. Local accounting and auditing procedures must be followed where specifically required. A final close-out report should be sent to the SERC and must indicate expenditures and contain copies of receipts. Grants must be submitted in appropriate format and must be stated in terms of measurable progress, discussing expected objectives and expected accomplishments.

The SERC may suspend disbursement of grants or require reimbursement of funds if the grantee fails to meet eligibility requirements or to meet stated grant goals and objectives.

Under the Emergency Planning and Community Right-to-Know Act (EPCRA), LEPCs are required to: appoint a chairperson and establish rules by which the committee will function; establish procedures for receiving and processing requests for information from the public, including Tier II information; complete an emergency response plan and review such plan once a year, or more frequently as circumstance change in the community or at any facility; and evaluate the need for resources necessary to develop, implement, and exercise the emergency plan.

If you have questions or need assistance, please contact Melissa Cross at 304 558-5380 or [Melissa.D.Cross@wv.gov](mailto:Melissa.D.Cross@wv.gov) or [SERC@wv.gov](mailto:SERC@wv.gov)

# West Virginia Emergency Response Commission

## 2016 LEPC Grant Application Package



### Single County LEPC

# General Information

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## Authorization

WV Code §15-5A-5 and §55-1-10, Emergency Planning and Community Right to Know, authorizes grants to be made available to Local Emergency Planning Committees (LEPCs) for the following purposes: planning, operation of the LEPC, exercises, personnel costs, plans and training. Complete this form and submit with original signatures **(blue ink only)**.

## Grant Funding Intent

### Grant awards may be used by LEPCs to:

- (a) Develop, prepare, revise, exercise, review, implement, and to administer their chemical emergency response and preparedness plan(s)
- (b) LEPC administration
- (c) Exercise
- (d) Personnel costs, including salary & benefits
- (e) Travel reimbursement for developing, reviewing and updating emergency response plans
- (f) Copying, printing, postage costs associated with developing, reviewing, updating and publishing of emergency response plans and associated LEPC operations

### Grants may **NOT** be used by LEPCs to:

- (a) Acquire first response equipment
- (b) Reimburse any person or department for expenditures incurred for emergency response and cleanup of a release of a hazardous substance, an extremely hazardous substance, and/or oil.
- (c) Perform any assessment of damages
- (d) May not use more than 50% of grant funds to purchase food for activities or meetings. This is subject to the LEPC County Commission Regulations of purchase of food

## Grant Agreement

All grant recipients must enter into a grant agreement with the SERC to authorize receipt and expenditure of grant funds for approved emergency planning activities. In executing this agreement, the grant recipient will be committing to, at a minimum, the following conditions:

- (1) Use the grant funds only for approved activities
- (2) Submit semi-annual financial status report due June 30 and Dec 31 of each year
- (3) Submit a final report due March 1 of the following year
- (4) Establish accounting procedures to conform with state audit procedures and guidelines
- (5) Comply with State Equal Employment Opportunity and hiring practices
- (6) Implement the program to comply with §15-5A & §55-1

## Application Deadline

Applications shall be received **no later than 30 June of each grant year**. Applications received after the established date shall not be considered for funding. (§55-1-10-2-1)

A Mid-year report shall be submitted to the SERC by the 1<sup>st</sup> day of July of each grant year and shall include a report of the actual eligible expenditures incurred and a report of the activities accomplished under the grant through the 31<sup>st</sup> day of May of the grant year. (§55-1-10-2-2)

Amended applications to change grant requests must be received by the SERC no later than the 1<sup>st</sup> of July of the grant year and shall indicated actual expenditures incurred by the LEPC and include a revised LEPC Emergency Response Plan as part of the justification for the requested change in the grant request. Requests for increased grant awards may only be approved by the SERC if sufficient revenue is available (§55-1-10-2-3)

Grant close-out including reimbursement requests and certification of expenses must be received by the SERC no later than the 1<sup>st</sup> of March of the next grant year. Payment will be made based on actual eligible documented expenditures and completed LEPC Emergency Response Plan submission. If the required close-out information is not received by the SERC by the 1<sup>st</sup> day of March and; (§55-1-10-2-6)

- (a) If no request for a second payment has been received, the SERC shall assume that the LEPC has had no eligible expenditures during the grant period and any payment shall be considered to be an overpayment, or (§55-1-10-2-6-1)
- (b) If a request for a second payment has been received, the SERC shall assume that the eligible expenditures reported on the request for second payment are the LEPC's total final eligible expenditures. (§55-1-10-2-6-2)

### Mail the application to:

West Virginia State Emergency Response Commission  
Attn: Melissa Cross  
1900 Kanawha Boulevard East,  
Building 1 Room EB-80  
Charleston, West Virginia, 25305.

### Email the application to:

Melissa Cross  
WV SARA Title III Program Manager  
[Melissa.d.cross@wv.gov](mailto:Melissa.d.cross@wv.gov)  
[serc@wv.gov](mailto:serc@wv.gov)

\*Electronic submission is preferred! Documents can be faxed or scanned and emailed.

# Grant Application

## WV SERC LEPC Grant Application 2016

### Applicant Information

Date:					
Applicant:		County:			
Street Address:					
City:		State:		Zip Code:	

### Project Information

LEPC Chairperson:					
Title:					
Phone Number:		Fax Number:			
Email:					
Project Start Date:		Project End Date:			
Grant Amount:					

How will your grant be used?

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Date LEPC Plan Completed/Revised:					
Date Response SOP's Completed/Revised:					
Date Plan Exercise Completed/Revised:					
Date Hazard Analysis Completed:					
Date Commodity Flow Study Completed:					
Public Information Officer:	Yes / No	Off Site EOP's:	Yes / No	Facility Outreach Program:	Yes / No

Other (please explain):

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LEPC Chairperson Signature:					
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# Requirements of Grant Recipients

## Requirements of Grant Recipients

### 2016 Single LEPC SERC Grant

To be deemed an eligible applicant, the following assurances must be signed by the chairperson of the local emergency planning committee (LEPC).

1. I certify that a copy of our LEPC By-Laws have been submitted to the WV SERC and approved.
2. I certify that I have attached a true and accurate LEPC membership list to this application.
3. I certify that I was appointed/elected as the chairperson of this LEPC. The LEPC minutes indicating my appointment/election are attached.
4. I certify that a copy of the last LEPC minutes are attached to this application
5. I certify that the LEPC is complying with Section 324 of EPCRA – Public availability of plans, data sheets, forms and follow-up notices.
6. I certify that the LEPC has met ***twice*** in the prior twelve months and that copies of the minutes are attached.
7. I certify that the LEPC will meet at least quarterly during the grant period; and that copies of agendas and minutes from these meetings ***will be*** provided to the State Emergency Response Commission.
8. I certify that a LEPC hazardous materials plan has been previously submitted to the State Emergency Response Commission.
9. I certify that the LEPC will conduct at least one hazardous materials emergency response exercise (table top, functional or full scale) during the grant period. Actual emergencies can be used to meet this requirement, provided the proper forms have been submitted to the WV SERC. (USE AAR FORM).
10. I certify that all LEPC members were allowed to review this grant application prior to submittal.
11. I certify that the designated agency, which will receive grant funds, will be subject to audit by the West Virginia DHSEM.

Name of LEPC Chairperson:	
Signature of LEPC Chairperson:	
Date:	

#### County Emergency Services Coordination:

I certify that this application has been coordinated with the County Emergency Services Office.

Name of County Emergency Services Director:	
Signature of County Emergency Services Director:	
Date:	

# Progress Report

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## Progress Report

### 2016 SERC Grant

Each Request for Payment must include a Progress Report. Briefly describe how you are proceeding with the completion of the project (s) for which SERC funds were awarded. Use the space below to describe your progress. **Progress Report is due no later than 1 July 2016.**

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County LEPC:	
LEPC Chairperson:	
LEPC Chairperson Signature:	
Date:	

#### WV SERC Use Only

Date Received:	
Payment Request Also Sent:	Yes / No

# Request for Initial Payment

## Request for Payment

### 2016 SERC Grant – Request for Initial Payment

Return this document signed and dated (**original signatures only!**) to WV SERC Coordinator by mail.

West Virginia State Emergency Response Commission  
 Attn: Melissa Cross  
 1900 Kanawha Boulevard East, Building 1 Room EB-80  
 Charleston, West Virginia, 25305.

Note: Each request for payment must be accompanied with a progress report.

**Payment Requester:**

**Mailing Address:**

**Amount of Request:**

Statement from the County LEPC Chairperson:

I certify this is an original invoice and payment has not been received.

**County LEPC:**

**LEPC Chairperson:**

**LEPC Chairperson Signature:**

**Date:**

#### WV SERC Use Only

**Date Request Received:**

**Progress Report Sent:**

Yes / No

**Request for Payment Approved:**

Yes / No

**Date:**

**Amount:**

**WV SERC Chairperson Signature:**

# Final Report

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## Final Report

### 2016 Supplemental SERC Grant

Describe the outcome of your project/activity to include how the product(s) will benefit your LEPC. **Include a copy of your product (plan, SOP, hazards analysis, commodity flow study, etc.) with this report, if applicable.**

**Note:** This report is due **no later than 1 March 2017.**

County LEPC:	
LEPC Chairperson:	
LEPC Chairperson Signature:	
Date:	
<b>WV SERC Use Only</b>	
Date Received:	
Final Payment Request Also Sent:	Yes / No
Grant Product Sent:	Yes / No

