



STATE OF WISCONSIN \ DEPARTMENT OF MILITARY AFFAIRS
WISCONSIN EMERGENCY MANAGEMENT

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Information & Guidance Memo
08-01-04

DATE: August 6, 2004

TO: County Emergency Management Directors
County LEPC Chairs

FROM: Edward J. Gleason
Administrator

SUBJECT: APPLICATION MATERIALS -- Hazardous Materials Emergency
Preparedness (HMEP) Planning Sub-Grants to County LEPCs - 2005

The U.S. Department of Transportation is expected to approve the Wisconsin Emergency Management (WEM) Hazardous Materials Emergency Preparedness (HMEP) Grant. **The grant period will be from October 1, 2004 to September 30, 2005.**

With the start of the new grant period, we are asking County Local Emergency Planning Committees (LEPCs) interested in applying for sub-grant funding to submit a HMEP Planning Sub-grant application based on the anticipated total federal award amount of approximately **\$73,146**. Awards to LEPCs are expected to range from \$2,000 to \$10,000, depending on the scope of the proposed project. Joint proposals from two or more counties are acceptable and should designate a county to assume responsibility for project completion and grant management details.

Applications will be reviewed based on the grant criteria covered in the following pages and recommendations for awards will be presented for WEM's approval. Local Emergency Planning Committees will be notified of awards upon WEM's approval and receipt of funding from USDOT-HMEP.

Funding cannot be requested for projects or project components that are being funded through another federal grant or cooperative agreement Emergency Management Planning Grant (EMPG), or for projects/activities that are being funded through a state grant, such as the EPCRA Emergency Planning Grant program. However, HMEP transportation-related planning activities/products that are **in addition to** a required EPCRA plan of work activity, and for which additional costs for these activities would be incurred by the LEPC, would be fundable under this program. HMEP related planning sub-grant expenditures must be documented and maintained separately for accounting and auditing purposes, and must not duplicate expenditures charged against any other grant or funding program.

Funding will be provided on an expense reimbursement basis at project completion or close of the grant period. Depending on the extent of the project activities, projects lasting from a few weeks to the entire grant period are acceptable. Please contact Jan Grunewald at (608) 242-3224 for further information.

HMEP Planning Sub-Grant applications and proposals must be submitted by the County LEPC through their Regional Office of Wisconsin Emergency Management (WEM), and be received by WEM headquarters no later than September 17, 2004. All application requirements listed on the attached information sheets must be met.

If you should have any questions regarding this application process, please contact your Regional Director or Jan Grunewald at (608) 242-3224, or email Jan at janice.grunewald@dma.state.wi.us.

* Previous Information & Guidance Memo 05-01-04, 2004 Heat Awareness Day

Enclosure:

HMEP Grant Application Information

DISTRIBUTION:

MG Albert H. Wilkening, TAG
Stan Davis, Governor's Legal Counsel
WEM Regional Offices
Jan Grunewald

WISCONSIN EMERGENCY MANAGEMENT IS SOLICITING APPLICATIONS FROM COUNTY LEPC'S FOR THE HMEP PLANNING SUB-GRANT

HMEP Planning Sub-Grant Information:

Grant Purpose: The purpose of HMEP Planning Sub-Grant is to improve the development and implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as Title III of SARA (Superfund Amendments and Reauthorization Act). Specific planning activities that have been identified by Congress as being eligible for HMEP grant funding include conducting the following activities that would enhance emergency planning efforts: commodity flow assessments (Hazardous Materials Transportation Analysis); hazards analysis; exercises; assessment of local response capabilities; training needs assessment surveys; select WMD planning activities, and other enhancement efforts.

Funding Available: The estimated HMEP grant award for the State of Wisconsin is approximately **\$73,146**. It is anticipated that LEPC HMEP Planning Sub-Grant awards will range from approximately \$2,000 to \$10,000, depending upon the scope of the project. Submission of additional project specifics may be required for larger grant requests. Awards for funding of a training needs assessment is estimated to be approximately \$200 to \$300 for covering actual costs for initial and return postage, envelopes, form duplication, etc., as well as 5-15 hours in paid salary for survey coordination and processing

Grant payments will be on an expense reimbursement basis for actual costs incurred. Projects **must be completed within the grant project period of October 1, 2004 through September 15, 2005** unless an extension is granted, to allow staff 15 days for preparation of closeout reports, with a **grant period end date of September 30, 2005**. Final payment will be made upon completion of the project according to grant requirements.

Project Period: Projects must be completed during the period of October 1, 2004 through September 15, 2005. County LEPCs must provide a time line or schedule for completion of project steps or phases, which may range in length from one month for smaller projects, to the entire project period.

Project Narrative: A project narrative that includes the objectives and value of the project to the LEPCs planning program must be submitted with the grant application. The narrative should describe project activities, indicating how the project will be accomplished and by whom, the estimated cost of the project, and should specifically identify products or "deliverables" and the end result of the project.

Methodology: A statement of how the project will be accomplished; i.e., consultant, project position, etc.

Project Deliverables: Projects must result in tangible "product(s)" or "deliverable(s)" that are specifically identified in the project narrative. Completed plan, commodity flow study, analysis, brochures, Training Needs Assessment, revision of the County plan, or other supporting documentation must be submitted during or upon completion of the project.

Line Item Budget: Applications must include a line item budget and a signed declaration that none of the expenditures identified on the proposed budget are being funded in part, or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. Expenditures related to this sub-grant must be maintained separately, with an audit trail provided. If the county intends to subcontract under this sub-grant, supporting documentation should be included in the proposal and may need to be approved by USDOT before an award can be made.

Ineligible HMEP Planning Grant Expenditures:

- Expenditures funded under other grants or agreements, as identified above.
- The purchase of operational equipment.
- The purchase of training equipment.
- The purchase of response equipment.
- Personnel expenses, overtime, travel, group meals or per diem for participation in drills and exercises may be allowed, depending upon the reasonableness of the costs.
- Any costs relating to the non-planning aspects of the Emergency Planning and Community Right-to-Know ACT (EPCRA), such as Sections 304, 311, 312, 313 activities, etc. (Note: The conducting of the Training Needs Assessment is considered planning for purposes of determining needs to be addressed under the training portion of the HMEP grant; likewise, a full-scale exercise is considered planning to update the County Emergency Response Plan).

Length of Application: It is anticipated that the average application will include a project description, narrative, budget and certification not longer than 2-3 pages in length, and not including the cover letter. Additional information to clarify an application may be requested, depending upon the completeness of the proposal and the amount of funding requested.

Federal Assurances:

- A. The recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 State. 252,42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in regard to any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation, and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.
- B. Other Federal assurances as may be required.

HMEP Planning Sub-Grant Application Selection Criteria:

Potential Benefit: *Up to 40 points* - The applications will be evaluated for potential benefit to the LEPC, and the area covered by the project. Projects should complement or enhance existing planning activities/projects, or enhance statewide efforts to determine training needs (*up to 10 pts*). Special consideration will be given to those projects that specifically address transportation planning issues (*up to 10 pts*); that have potentially statewide or regional benefit (*up to 10 pts*); or that address the cost effectiveness of the project (*up to 10 points*).

Priority Need: *Up to 30 points* - The applications should demonstrate a priority need for assistance under the sub-grant. Determination of this priority need will consider, to the extent possible, the type of hazardous materials being addressed by the proposed projects and the risks, potential exposure and health effects associated with these chemicals within the county, the community or area intended to benefit from the project(s), the financial needs of the county, and whether or not the county has, or is developing, a County Level B Team.

Technical Soundness: *Up to 15 points* - The applications will be evaluated to determine technical soundness, appropriateness of the project(s) in addressing the problem, and objectives identified, including the appropriate staff, and the capability to complete the technical work proposed.

Technical soundness, with regard to conducting training needs assessments will also look at: methodology for distributing the survey forms to responding agencies, the use of the HMEP provided survey forms and instructions, and survey coverage.

Fiscal Soundness: *Up to 15 points* - The applications will be evaluated for fiscal soundness, including efficient use of the funding being requested, whether or not the funding requested is reasonably appropriate for the projects/activities to be accomplished, and prior experience in fiscal estimates, if appropriate.

Note: Depending upon the number of applications received and the funding requested, the scope of proposed activities and associated costs may need to be negotiated with those applicants receiving high ratings to ensure as equitable distribution of funds as possible.

HMEP Planning Sub-Grant Application Submission Format and Checklist

LEPCs should utilize the following as a **format** in developing their applications, as well as a checklist to ensure that all necessary information has been provided:

- **Project Title** - Clearly identify the application as being a HMEP Planning Grant Application.
- **Authority** - Clearly identify the authority for submitting the application, as well as the contact person (project manager) and phone number. If it is a multi-county application, identify the names and phone numbers of the counties involved and individual responsible for the project's completion and paperwork.

- **Project Narrative** - Clearly identify:
 - Problem/needs to be addressed.
 - Project objectives (if a joint proposal, identify all LEPCs involved).
 - Value (benefit) of the project to the LEPC (or LEPCs) Planning Program.
 - Specific transportation-related aspects of the project, if any.
 - Project activities, how accomplished and by whom (if sub-contracting, the LEPC must provide supporting documentation).
 - Deliverables.
 - A timeline identifying project steps or phases, and the amount of time to complete each.
 - How this will improve the current development of the countywide hazmat team.
- **Methodology** – A statement of how the project will be accomplished; i.e., consultant, project position, etc.
- **Budget** - Detailed (i.e., estimated number of hours, rate of pay, copying, postage, telephone, etc.), identifying how specific line item figures were reached. Please keep in mind that group meals are not eligible.
- **Certification Statement** - Signed by LEPC Chair or County Director, and one other authorized county official, and indicating that none of the expenditures identified are being funded, in part or in whole, by any other state or federal grant or agreement, nor do they constitute the required match for any such grant or agreement. And, further certifying that expenditures related to this grant will be maintained separately, with an audit trail provided. This should be included on the budget sheet, space permitting.
- **Cover Letter** - Authorizing the submission of the grant application, and signed by the LEPC Chair or County Director, and one authorized County Official (i.e., County Board Chair, County Executive, or another authorized official).

If this cannot be met by the September 17, 2004 deadline, the transmittal letter should specify any of the problems in obtaining the authorizations, and identify when the authorizations will be submitted. If selected as a fundable application, an award will not be made until the authorization letter is received. If a multi-county LEPC proposal, concurrence with the project application should also be included from all affected counties.

Examples of Possible HMEP Planning Sub-Grant Projects Include:

1. Conduct a drill or exercise. (Note related comment under ineligible costs)
2. County-specific hazardous materials transportation survey and analysis (this would be an example of a project that could lend itself to a multi-county proposal). Those counties that would benefit from the study could request funding for an in-depth regional study. Only one county would apply for the funding on behalf of all the counties.
3. Development of plans or model plan for special needs facilities that fall within the vulnerability zone of a planning facility.
4. The development of new, off-site plans in excess of the number of plans committed to under the state EPCRA grant (example: if the county had agreed to complete 15 new off-site plans under the EPCRA grant, the LEPC could propose to complete an additional number of new plans beyond the 15 under the HMEP Sub-Grant). Again, costs associated with the additional plans would need to be kept separate.
5. Enhancement of existing facility off-site plans to include a more complete hazards analysis as discussed in the EPA "Technical Guidance for Hazards Analysis: Emergency Planning for Extremely Hazardous Substances" document.
6. Development of response procedures (SOPs) for incidents involving the transportation of hazardous materials, including radioactive materials.
7. Develop planning-related, informational outreach programs or brochures. (Hazmat Awareness Week)
8. Develop risk communication programs for residents, and special needs facilities located within vulnerability zones.
9. Conduct a countywide hazardous materials training needs assessment, utilizing the HMEP survey forms and instructions available from the Division (contact Ron Kasperski at (608) 242-3228 for a set of forms and guidance information). (Please see "Priority Needs" on page 4)
10. Activities involved with a Hazardous Materials Awareness Week Campaign (no operational costs can be used. A consultant's cost or project position cost may be eligible).
11. Any other projects meeting the requirements of the HMEP Planning Sub-Grant, as defined under the Purpose of The Planning Grant, as identified on page 2 of this application information, and not specifically excluded under the section identifying ineligible costs.