

Hazardous Materials Emergency Preparedness  
(HMEP)

FFY 2013

Grant Application package  
Quarterly Report format  
Reimbursement format

For  
Arizona's LEPCs

From  
Arizona State Emergency Response Commission  
(AZSERC)

Arizona State Emergency Response Commission  
State Hazmat Program Coordinator – Roger Soden  
5636 E. McDowell Rd  
Phoenix, AZ 85008

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## Quick Reference and Helpful Hints: Planning

The HMEP Grant provides funds for Planning and Training. The Grant Administrator for Planning is Roger Soden and he can be reached at (602) 464-6524. If you're Local Emergency Planning Committee (LEPC) requires Training contact Katherine Walker, Arizona Division of Emergency Management (ADEM) at (602) 464-6264.

U.S. D.O.T - Federal Fiscal Year (FFY) (October 1 through September 30)

### Quarterly Progress Reports: Performance Period

- October 1, through December 31, - due by January 2
- January 1, through March 31, - due by April 1
- April 1, through June 30, - due by July 1
- July 1, through September 30, - due by October 1

The grant guide quick reference:

- Appendices A – Application Forms for a new HMEP grant. Applications are due to the HMEP Grant Administrator by September 1, 2012.
- Appendices B/ C – Reimbursement Request Form and Quarterly Performance Report Form. The LEPCs must submit these documents each quarter regardless of requesting reimbursement and they must be timely.
- Documentation is required for Total Expenditures (no exceptions) when submitting for reimbursements.
- All eligible work and expenditures for the current grant must be completed by September 30, 2013. AZSERC must know by June 30, 2013 that the funds you have requested are encumber to be spent by September 30, 2013. If not, AZSERC will take these funds and reallocated to LEPCs that can use the funds. Time extensions cannot be granted. Federal requirement by U.S. DOT.
- No funds will be awarded direct to a Contractor, Non-Profit Organization or other Non Government Agency. LEPC only, exceptions to this you must contact Roger Soden at AZSERC.

## Part One - Grant Overview

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Purpose	<p>The Federal Hazardous Material Law authorizes the United States Department of Transportation (DOT), through the Research and Special Programs Administration (RSPA), to provide assistance to public sector employees through training and planning grants. The purpose of the Hazardous Materials Emergency Preparedness (HMEP) grant program is to:</p> <ul style="list-style-type: none"><li>• Increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents.</li><li>• Enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).</li><li>• Encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.</li></ul> <p>This is a performance-based grant that builds on and supports accomplishments of long-term goals and objectives.</p>
Performance Period	<p>The performance period for this grant follows the federal fiscal calendar year, which runs from October 1, through September 30, each year. <i>Costs incurred outside the performance period are not eligible under this grant.</i></p>
Definition of an LEPC	<p>"Local Emergency Planning Committee (LEPC) means a committee appointed by the State Emergency Response Commission under section 301(c) of the Emergency Planning and Community Right-to-Know Act of 1986 ...that includes at a minimum, representatives from each of the following groups or organizations: elected State and local officials; law enforcement, firefighting, civil defense, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the emergency planning requirements." <i>49 CFR 110.20</i></p>
Eligible Applicants for Planning Funds	<p>LEPCs are eligible to apply for this grant.</p> <p>NOTE: Federal regulations require that at least 75% of the planning award be distributed to the LEPCs.</p>
Planning Funds	<p>LEPCs will be sub-granted a minimum of 75% percent of the federal planning funds.</p>

Planning  
Expenditures

Authorized

HMEP planning funds may be used for the following purposes:

- Development, improvement, testing and implementation of emergency plans required under the EPCRA. Provides enhancement of emergency plans to include hazards analysis, as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.
- An assessment to determine the flow patterns of hazardous materials within the state, between states or Native American lands, and development and maintenance of a system to keep such information current.
- An assessment of the need for regional hazardous materials emergency response teams.
- An assessment of local response capabilities.
- Conduct emergency response drills and exercises associated with emergency preparedness plans.
- Provision of technical staff to support the planning effort.
- Additional activities appropriate to implement the scope of work for the proposed project plan and approved in the grant. These activities must be approved by AZSERC before initiated.

Unauthorized

HMEP planning funds may NOT be used for the following purposes:

- No Costs incurred before October 1, or after September 30, of the performance period of the Federal Fiscal Year.
- No Equipment purchases (no exceptions)
- No Salaries for participation in exercises (Personnel costs associated with designing the exercise may be allowable).
- No Overtime wages or Call Backs.
- No Food items (no exceptions)
- No Software – with the exception of CAMEO (no exceptions per U.S. DOT)

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*Continued on next page*

Recipient  
Responsibilities

Grant Recipient responsibilities include:

1. Complying with all assurances and certifications contained in the Grant Assurances form (see Appendix A).
  2. Preparing quarterly progress reports for the duration of the performance period, or until all approved work has been completed. Further reporting details are included in Part Three – The Performance Period, under "Quarterly Progress Reports".
  3. Maintaining financial management systems that support grant activities in accordance with 49 CFR Parts 18.20 and 110.70.
  4. Requesting AZSERCs prior approvals before initiating any grant activities that vary from the approved grant scope of work. Further details are included in Part Three - The Performance Period, under "Revision Requests".
  5. Notifying AZSERC, in writing, within 30 days of the completion of all grant activities.
  6. Submitting Final Grant Report and remit unexpended grant funds.
  7. Maintaining property, programmatic and financial records in accordance with the grant record retention requirements. Further details are contained in Part Three - The Performance Period, under "Record Retention Requirements."
  8. Complying with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133, and 49 CFR Parts 18.26.
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Applicable  
Laws,  
Regulations,  
and Guidance  
Documents

AZSERC encourages the applicants to comply with the following laws, regulations and guidance documents that apply to this grant:

- 42 U.S.C. 11001, the Emergency Planning and Community Right-to-Know Act of 1986, Sections 301 and 303  
<http://www.epa.gov/region5/defs/html/epcra.htm>
  - Office of Management and Budget (OMB) Circulars A-87, A-102, A-133  
([www.whitehouse.gov/OMB/grants/index.html](http://www.whitehouse.gov/OMB/grants/index.html))
  - Title 49, Code of Federal Regulations (CFR)  
<http://www.access.gpo.gov/nara/cfr>
  - U.S. Department of Transportation (USDOT) – HMEP Grant website  
<http://hazmat.dot.gov/hmep.htm>
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Contact  
Information

Planning technical assistance is available throughout the guide or you may contact AZSERC, State Hazmat Program Coordinator, Roger Soden at (602) 464-6524

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS  
(HMEP)

Frequently Asked Questions

Planning Grant

What is the purpose of the HMEP grant? Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training and planning grants. The purpose of the HMEP grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA); and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. This is a performance-based grant that builds on and supports accomplishments of long-term goals and objectives.

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Who decides how much funding Arizona receives for the HMEP grant? AZSERC submits to U.S. DOT a request for a continuation grant on a yearly basis. U.S. DOT, who sets the amount of funding for each state or territory, approves the amount of the award issued to the State of Arizona. Amount of award received is determined by (1) number of 302 facilities filing in the state, (2) population, and (3) highway miles within the state.

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How much funding does each region get? Each region in Arizona has unique risks associated with them. AZSERC has decided to have the local agencies submit applications to the LEPC's for review and prioritizing, taking into consideration that larger sums may be necessary in specific areas with the greatest need. There are certain geographical areas that are of particular concern, especially considering transportation-related risks.

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What is the final date for completed applications to be submitted for consideration and approval to the Grant Administrator? September 1<sup>st</sup> of 2012 is the final date applications are accepted for review to obtain grant funding. All projects must reach AZSERC by close of business on September 1st, unless prior arrangements have been made with the Roger Soden.

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What kinds of projects are funded? Development, improvement, and implementation of emergency plans, as well as exercises that test the emergency plans, hazards analysis, response procedures for emergencies involving transportation of

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hazardous materials (including radioactive materials), needs assessment for regional hazardous materials emergency response teams, assessment of local response capabilities, conducting emergency response drills and exercises associated with emergency preparedness plans.

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Are performance reports and invoicing required?

Yes. The HMEP grant is based on performance. Performance reports are a means in which AZSERC has of ensuring that the projects are kept on schedule; are within the parameters that AZSERC approved; and to ensure that no problems with the project have surfaced. If expenditures occurred during a quarterly reporting period, Project Managers must contact Roger Soden, [roger.soden@azdema.gov](mailto:roger.soden@azdema.gov) or 602-464-6524

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When are the reports required to be submitted?

Performance Reports are required to be submitted by the 1st each quarter. Reimbursement Requests can be submitted at anytime.

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What are the quarters?

The quarters are based on a Federal Fiscal year. They are as follows:

First Quarter	October 1 <sup>st</sup> through December 31 <sup>st</sup>
Second Quarter	January 1 <sup>st</sup> through March 31 <sup>st</sup>
Third Quarter	April 1 <sup>st</sup> through June 30 <sup>th</sup>
Fourth Quarter	July 1 <sup>st</sup> through September 30 <sup>th</sup>

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When do we get reimbursed for our expenditures?

Once AZSERC receives your Request for Reimbursement AZSERC makes sure that the request meets the HMEP requirements. From there, a request is submitted, to U.S. DOT to have funds forwarded to the Arizona Department of Emergency and Military Affairs (ADEMA). LEPCs are reimbursed from ADEMA. Then the request is processed through to our accounting office. The process normally takes a total of six weeks or less from the time it is received by AZSERC. Project Managers must ensure that invoices are added up correctly and that substantiation has been attached.

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Who can we contact if we have questions?

You can contact the HMEP program coordinator, Roger Soden at (602) 464-6524 or [roger.soden@azdema.gov](mailto:roger.soden@azdema.gov) .

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Grant Timelines

The HMEP Grant Timelines: For a New Federal Grant and a Grant currently in process (October 1, 2012 to September 30, 2013).

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New Application:

Due Date	Activity for a New HMEP Grant
September 1 –New Grant	LEPC Chairs submit approved application to AZSERC.  Applications received after this date <u>will not</u> be considered for project funding.
October 1 - New Grant	AZSERC completes application review process and then mails the LEPC award letters to the approved grant recipients.  Award notifications will be sent to grant recipients after the application review process has been completed.
October 1 - New Grant (Begins)	Eligible grant activities may begin - After notification from the HMEP Coordinator. Do not start your project without notification.

Current Grant in Process: Plan for these cutoff dates

Due Date (NLT)	Quarterly Activity for the HMEP Grant in process
January 1 – Current Grant	October 1 through December 31.
April 1 – Current Grant	January 1 through March 31.
July 1 – Current Grant	April 1 through June 30.
October 1 – Final Report Due	July 1 through September 30.  The Final Grant Report must be submitted to AZSERC.

## Part Two - Planning Application Requirements and Process

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### Application Components

The application must include the following documents:

- Application Form
- Designation Statement
- Grant Project Narrative
- Work Schedule and Deliverables Form
- Budget Sheet
- Vendor Data Record (if required)
- Grant Assurances

These forms can be found in Appendix A.

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### Designation Statement

The Designation Statement appoints agents authorized to execute any actions necessary under this grant. Local governments are required to file a signed Designation Statement with the HMEP application.

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### Grant Program Narrative

Complete the Project Narrative form provided in Appendix A. On the form, itemize the major project objectives and describe how the proposed activities will accomplish these objectives. The narrative must fully describe the proposed work and indicate major milestones. The project activities must be listed chronologically on the Work Schedule and Deliverables Form, along with the project tasks and deliverable within each activity. If the application is approved, the Project Narrative will become the approved scope of work. The Narrative should be concise and is limited to a maximum of two pages.

### Work Schedule and Deliverables Form

In an outline format, the Work Schedule and Deliverables form must show the:

- Project activities in the Program Narrative, listed chronologically, along with their supporting project tasks, deliverables and major milestones.
- Duration of the activities and tasks.
- Date each deliverable will be submitted.

The progress of each activity may be tracked by placing an indicator in the appropriate "monthly progress schedule" box, where "1" represents October and "12" represents September.

## Part Two - Planning Application Requirements and Process

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**Budget Sheet**      The Budget Sheet shall show the total costs to be incurred during the grant performance period. All costs must be reasonable, allocable, and allowable, and work performed prior to October 1, is not eligible. Applications may not include profit as a line item. The project should be planned without requiring overtime work. A breakdown must be provided to explain each line item in the Budget Sheet. This breakdown must detail the costs that are to be paid by the grant.

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**Application Due Date**      LEPC approved local government applications are due to AZSERC by September 1, 2012. Incomplete applications will not be approved. .

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## Part Three - Performance Period

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**AZSERC Approval of Application**      AZSERC will notify the grant recipients, in writing, of the approved application and award amount.

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**Reimbursement of Expenditures**      Planning funds will be disbursed to grant recipients on a reimbursement basis using the Reimbursement Request form included in Appendix A. Reimbursement requests can be submitted when the project is completed.

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**Revision Requests**      All changes to the grant recipient's approved scope of work and budget must be submitted to AZSERC. Revisions must be requested in writing and approved *prior* to initiating the revised scope of work or incurring the associated expenditures. These changes can be requested as part of the Quarterly Report process, or at any other time by contacting the Roger Soden

Failure to submit revision requests and receive approval prior to expenditure could result in a reduction or disallowance of that part of the grant.

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Quarterly Progress Reports Grant recipients must prepare and submit quarterly progress reports to AZSERC for the duration of the performance period, or until all grant activities are completed and the grant is formally closed. The reports must include the status of all activities. The reports are due to AZSERC as follows:

- Performance Period October 1, through December 31, – due by January 1.
- Performance Period January 1, through March 31, – due by April 1.
- Performance Period April 1, through June 30, – due by July 1.
- Performance Period July 1, through September 30, – due by October 1. (THIS IS THE FINAL PERFORMANCE REPORT).

A quarterly report template, with instructions, will be distributed under separate cover prior to the deadline for each report. Failure to submit quarterly reports could result in grant reduction, termination or suspension.

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### Part Three - Performance Period

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Procurement Requirements All grant recipients must follow their own procurement requirements as long as they meet the federal requirements at a minimum. Federal procurement requirements for this grant can be found in:

- OMB Circular A-102
  - 49 CFR Parts 18.36 and 110.80
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AZSERC Monitoring AZSERC may perform periodic reviews of the local government's grant performance. These reviews may include, but are not limited to:

- Comparing actual grant activities to those approved
  - Confirming compliance with:
    - Grant Assurances
    - Information provided on the quarterly and/or final grant reports
    - Records that reflect what AZSERC has on file.
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Record Retention Requirements Record retention requirements can be found in 49 CFR 18.42. Generally, records must be kept for three years beginning from the end of the project year.

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Accessibility of Records The Department of Transportation, the Comptroller General of the United States, AZSERC, or any of their authorized representatives, shall have the right of access to any books, documents, papers, or other records which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained. Refer to 49 CFR 18.42.

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Suspension or Termination AZSERC may suspend or terminate grant recipient funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the grant recipient's application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.

Before taking action, AZSERC will provide the grant recipient reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

#### Part Four - Grant Closeout Process

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Final Grant Report The grant recipient must notify AZSERC when all approved grant activities have been completed and paid for. The notice must be submitted by 1 October and be in the form of a final Progress Report.

*Reminder:* All work must be completed and paid for by 30 September 2013, and the Final Grant Report is due to AZSERC no later than 1 October 2013.

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AZSERC Closeout Review and Notification AZSERC will review the grant recipient's Final Grant Report for compliance with all grant conditions. Once compliance has been verified.

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Audit Requirements Grant recipients must comply with the audit requirements contained in OMB Circular A-133 and 49 CFR Parts 18.26.

Part Five - Appendices

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Appendices      The following appendices are included with this Guide:

Appendix	Description
A	Application Forms <ul style="list-style-type: none"><li>• Application Form</li><li>• Designation Statement</li><li>• Grant Project Narrative</li><li>• Hazardous Materials Emergency Preparedness Disbursement</li><li>• Budget Sheet</li><li>• Payee Data Record</li><li>• Reimbursement Request Form</li></ul>
B	Abbreviations and Acronyms

Appendix A - Application Forms for a New Grant- Due September 1, 2012

LEPC must complete the following documents:

- For a new HMEP Grant (application) pages 15-21
- Stop on page 21 (your done with the grant application)
- LEPC are responsible for tracking their application

Coordination Process:

LEPCs are responsible for mailing. The LEPC Chair or coordinator will mail or e-mail the application to AZSERC.

Do not complete pages 21-28, these documents are for the current grant in process.

APPLICATION FORM- Due September 1, 2012 to AZSERC  
Hazardous Materials Emergency Preparedness Planning Grant

LEPC Gila County	Date 08/30/2012
Mailing Address Department of Emergency Management 5515 S. Apache Ave., Suite 400 Globe, AZ 85501	Project Start Date October 1, 2012
	Project End Date September 30, 2013
LEPC Coordinator Name, Title, Phone Number and E- Mail Address: Debra L. Williams, Deputy Director of Emergency Management _____ Debra L. Williams, Deputy Director of Emergency Management _____ 928-402-8763 _____ dwilliams@gilacountyaz.gov _____	
Estimated Budget Total Budget: \$ <u>1500.00</u>	
<b>CERTIFICATION</b>	
I certify that I have read and understand the terms and conditions contained in the HMEP Application, and that to the best of my knowledge the information contained in this application and supplemental information is correct and complete.	
Name and Signature of Applicant (LEPC Chair) <b>Michael O'Driscoll</b> <i>Michael J. O'Driscoll</i>	Date 08/31/2012
<b>ADMINISTRATIVE APPROVALS</b>	
Print Name / Signature of LEPC Chair Michael O'Driscoll, Director of Gila County Health and Emergency Services	Date 08/30/2012
Print Name / Signature of LEPC -Coordinator Debra L. Williams, Deputy Director of Emergency Management	Date 08/30/2012

Instructions for completing these application form

Field Name	Description of Information Required
Applicant	The full name of the organization.
Date	Date of submittal of application package to the LEPC.
Project Title	A brief title of project.
Mailing Address	The address for correspondence and reimbursement checks.
Project Start/End Dates	Anticipated start and end date of the proposed project.
LEPC coordinator, Title, Phone, and e-mail address	The person in the organization who is responsible for the daily implementation of the project.
Estimated Budget *	The amount of HMEP funds being requested
Certification	Signature of the person in the organization with the ultimate responsibility for the project and who has the legal authority to speak for the applicant.

\*It is important not to over or under estimate costs for the project budget as this is the amount of award that will be submitted for approval. Do not guess on amount of funding the project will cost.

DESIGNATION STATEMENT

LEPC: Gila County Date: 08/30/2012

Mailing Address: 5515 S. Apache Ave., Suite 400  
Globe, AZ 85501

Coordinator: Debra L. Williams Phone: 928-402-8763

Title: Deputy Director of Emergency Management

E-Mail Address: dwilliams@gilacountyaz.gov

Total Project Budget: \$ 1500.00 (100%)

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CERTIFICATION

I certify that I have the legal authority to make a commitment to the application on behalf of the applicant and that the coordinator indicated above has the responsibility for the daily implementation of the proposed project.

I certify that I am duly authorized to act on behalf of the recipient organization and the recipient agrees with the requirements of the "Offer and Acceptance" clause, and that the award is subject to the applicable provisions of 49 CFR § 110 et seq., 49 CFR Part 18, and of the provisions of AZSERC Assistance Agreement.

I certify that the coordinator indicated above has the responsibility for the fiscal management of the grant and has the legal authority to certify all financial status reports, invoices and requests for payments that will be submitted.

I certify that the information in the attach application is true to the best of my knowledge. By submitting this application, I am making a commitment to the proposed project, budget, and scope of work (Project Narrative and Work Schedule and Deliverables).

Debra L. Williams  
Digitally signed by Debra L. Williams  
DN: cn=Debra L. Williams, o=Gila County  
Emergency Mgmt & PHF, ou,  
email=dwilliams@co.gila.az.us, c=US  
Date: 2012.08.31 17:12:20 -0700

Coordinator (print/signature)

Dep. Director of Emergency Management

Title

08/31/2012

Date





BUDGET SHEET (must be fully completed)

Applicant LEPC: Gila County

Project Title: LEPC Hazardous Material Functional Annex Plan Review and Update

	HMEP SHARE		
PERSONNEL SERVICES			
Salaries and Wages			
OPERATING EXPENSES			
Travel			
Office Supplies	300		
Facility Rental			
Communications			
Printing			
Postage			
Other Direct Expenses			
<b>SUBTOTAL</b>			
PROFESSIONAL SERVICES			
Professional/Consultant	1200		
<b>TOTAL COSTS</b>	<b>1500</b>		

Note: No Overtime or Call Backs  
 No Equipment Purchases  
 No Software with the exception of CAMEO.

Instruction for completing the budget sheet

Field Name	Description of Information Required
Applicant	The full name of the organization or person.
Project Title	A brief title of project.
Personnel Services	Included in personnel services are the salaries and wages for wage-earning personnel employed by the applicant, who will be working on the project. These types of costs for a third party are to be indicated under Professional Consultant Services. Grant recipients are required to keep up to date time charge records for the project for the duration of the grant.
Salaries and Wages	Includes the salaries and wages calculated by multiplying the number of person-time-periods (months, day, hours) for each applicant employee (whether permanent, seasonal, temporary, etc.) by the appropriate monthly salary, or daily or hourly wage. For example, a typist needed at 33 percent participation (or one third times) for six months will work for two person months. If the typist earns a salary of \$800 per month, the total salary added to the project is: 2 months x \$800 per month = \$1600. No funds may be used to pay overtime.
Operating Expenses	These include any charges and travel costs necessary for the completion of the project, plus any other operational costs. The grant recipient will be required to keep an up to date inventory of all operation expenses associated with the proposed project. The operating expenses line items require brief written justifications describing the need for these items, how the dollar amounts were derived and how the items will be used for the project.
Travel	Includes the cost of transportation, subsistence, and other associated costs incurred by applicant personnel that are directly related to the project. (Note: All non-governmental organized work shall be submitted under Professional Services).
Office Supplies	Includes all supplies generally attributed to an office, which are necessary for the completion of the project.
Facility Rental	Includes all bids and invoices for facility rental expenses, which are necessary for the completion of the project. No food charges are to be included with facility rental bids or charges.
Communication	Includes all telephone, fax, etc. charges necessary for the completion of the project. A breakdown must be provided to justify the relation of these charges to the project.
Printing	Includes all printing and reproduction charges, developed as a result of the project. Direct and indirect costs of printing and reproduction of printed materials shall be included, but must be relevant to the project.
Postage	Includes all types of postage necessary for the completion of the project.
Other Direct Expenses	Includes all costs not specially mentioned above. These costs must not be duplicated in other budget items. No funds may be used for the purchase of Equipment, no exceptions.
Professional Services	These expenses include the total costs for any subcontractors needed by the applicant to undertake the activities specified in the Scope of Work. These costs must be itemized showing travel, equipment, general operating expenses, salaries, and other costs. The applicant will assume full responsibility for the actual subcontracting process, liability, and responsibility for completion of the project as described in the Scope of Work. (Note: All non-government organized work shall be submitted under Professional Services) no exceptions.

# Current HMEP Grant in process -

## Appendix B – Reimbursement Request Form

The payment process will not be completed until AZSERC receives original document with the signatures.

### Check List:

1. Quarterly Performance Report
2. Reimbursement Request Form
3. Total Expenditures 100% (the total monies you are claiming for this billing period) include a copy of your receipts and proof of payment. You keep the original documents.
4. On the Reimbursement Request Form – Year to Date Totals (add each previous quarter to determine the total)

Note: E-mail and fax copies will be processed for reimbursement

If you have any questions, contact Roger Soden at (602) 464-6524.

### Mail Reimbursement Request to:

AZSERC  
Roger Soden  
5636 E. McDowell Rd  
Phoenix, AZ 85008

### E-Mail Reimbursement Request to:

[Roger.Soden@azdema.gov](mailto:Roger.Soden@azdema.gov)

**AZSERC - Hazardous Materials Emergency Preparedness Grant  
FFY 2013:**

Reimbursement Request Form: **MUST INCLUDE A COPY OF THE RECEIPTS and PROOF of PAYMENT.**

Mail Reimbursement Request to:

Grant Recipient: \_\_\_\_\_

AZSERC  
Roger Soden  
5636 E. McDowell Rd  
Phoenix, AZ 85008

E-Mail Reimbursement Request to:

[Roger.soden@azdema.gov](mailto:Roger.soden@azdema.gov)

BILLING PERIOD: From _____ to _____	
Total Expenditures (100% for this billing period)	(Year to date totals)
<input style="width: 150px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein
- This claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances
- This claim is for costs incurred within the Grant Performance Period

Authorized Agent (per the Designation Statement)

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

\_\_\_\_\_  
Phone No

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Fax No.

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Instruction Sheet for Reimbursement (must include receipts and proof of payment)

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Grant Recipient      The grant recipient is the entity identified in the original grant application. Do not identify any sub-departments or offices as the grant recipient.

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Billing period      Indicate the month and year for the beginning of the period covered and the end of the period covered. See Timelines on page 10.

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Total Expenditures      Enter the total amount of your claim for this billing period. Total Expenditures are required with the Quarterly Performance Report and Reimbursement Request Form (100% of the Total Expenditures)

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Authorized Agent Information      Complete all line items requested and ensure that the form is signed by an Authorized Agent named in the Designation Statement submitted with the original application.

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Mail      Mail the original to the address identified at the top of the request form

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Supporting Documents      Supporting documents are required to be submitted with the Reimbursement Requests. AZSERC reserves the right to request documentation at any time. Grant recipients are reminded to maintain documents that support the expenditures and reimbursement amounts shown on the request.

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## Appendix C – Quarterly Performance Report

### Budgetary Criteria: Hazardous Materials Emergency Preparedness (HMEP) Grant Program

#### Allowable expenses for activities eligible under HMEP grant:

- Salaries and wages (reference pages 19 & 20)
- Printing and reproduction costs.
- Mail and postage cost.
- Equipment rental only.
- Supplies and training materials.
- Hiring contractors or consultants to perform work eligible under the grant.
- Per Diem and travel expenses.

#### Non-allowable expenses:

- No funds awarded may be used to pay overtime or call backs.
- No funds awarded may be used for the purchase of equipment, no exceptions.
- No funds may be used to replace or supplant local government funding of existing planning or exercise programs.
- No Software - with the exception of CAMEO.

All expenditures of the grant funds must be in accordance with the provisions and certification of the U.S. Department of Transportation Hazardous Materials Emergency Preparedness Grant (HMEP), 49 CFR and other applicable federal laws, codes and circulars.

Quarterly Performance Report  
FFY 2013 Hazardous Materials Emergency Preparedness Grant

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Sub grantee: \_\_\_\_\_ Performance Period: \_\_\_\_\_

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Mailing Instructions: Please complete the performance report and return it to:

AZSERC  
Roger Soden  
5636 E. McDowell Rd  
Phoenix, AZ 85008

E-Mail Quarterly Performance Report to:

[Roger.soden@azdema.gov](mailto:Roger.soden@azdema.gov)

Questions regarding the completion of this performance report should be directed to the Roger Soden at (602) 464-6524, or via e-mail at [roger.soden@azdema.gov](mailto:roger.soden@azdema.gov)

The payment process cannot be completed until AZSERC receives an original and signed Quarterly Performance Report, Reimbursement Request Form and you must include Total Expenditures (the total amount of your claims for this billing period).

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Part I – Authorized Agent Information

Are the following people still Authorized Agents for this grant?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes  No   
Yes  No   
Yes  No

Is the mailing address still accurate?

Yes  No

If no, please provide correct mailing address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Part II – Project Narrative, Activities and Completion Date

Is the Project Narrative, as described in your agency's original application, still accurate?

Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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Are the Project Activities, Tasks and Deliverables, as described in your agency's original application, still accurate?

Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please list the Project Activities, Tasks and Deliverables that were completed during this Performance Period.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the anticipated completion date for the project? \_\_\_\_\_

NOTE: All eligible work and expenditures for this grant must be completed by September 30, and time extensions cannot be granted.

If the approved project will not be completed by September 30, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Part III – Financial Summary

Total Amount Awarded to the LEPC (grant) \$ \_\_\_\_\_

Total funds/disbursed to the LEPC (to date) \$ \_\_\_\_\_

Total Expenditures requested (to date) \$ \_\_\_\_\_

Has your agency requested reimbursement for all grant expenditures to date?

Yes  No

If no, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTE: LEPC must fill out a *Reimbursement Request* form to request grant payments. Please refer to the Application package for a copy of the Reimbursement Request form and instructions. AZSERC recommends that sub grantees request reimbursement as soon as eligible grant expenditures are incurred. The payment process cannot be completed until AZSERC receives an original and signed Quarterly Performance Report, Reimbursement Request Form and Total Expenditures (the total amount of your claim for this billing period)

Is the budget in the original application still accurate? Yes  No

If no, please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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#### Part IV – Certification and Signature of Authorized Agent

Please check Yes or No for the following statement:

This performance report represents the final report for this grant. All grant activities have been completed and paid for, and indicated in *Part III, Financial Summary, Sub grantee expenditures to date on this grant.*

Yes  No

I certify that I am a duly Authorized Agent of \_\_\_\_\_ and the representations made in this performance report are true and correct.

Signature: \_\_\_\_\_

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

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

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

JANICE K. BREWER  
GOVERNOR

MG HUGO E. SALAZAR  
THE ADJUTANT GENERAL



ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS

# DIVISION OF EMERGENCY MANAGEMENT

5636 East McDowell Road, Phoenix, Arizona 85008-3495  
(602) 244-0504 1-800-411-2336



12 June 2012

### Arizona Division of Emergency Management Training Programs

The Arizona Division of Emergency Management's Training Section provides emergency management, homeland security and hazardous materials training to emergency response agencies throughout Arizona. Information on scheduling our programs for local delivery, or attending our programs as a student can be found through our website at [www.dem.azdema.gov/preparedness](http://www.dem.azdema.gov/preparedness). Here you'll find our training calendar with upcoming scheduled events, our training event request process, as well as various links to training catalogs, applications, and training resources offered through many of our training partners.

Our Hazardous Materials training courses are funded through the Hazardous Materials Emergency Preparedness (HMEP) grant program. Using this funding source, we offer training that meets or exceeds the Occupational Health and Safety Administration's training standards for hazardous material waste operations and emergency response. Through an 8-hour awareness-level program (FRA), training focuses on personnel who are likely to witness or discover a hazardous substance release, and who will be trained to initiate an emergency response sequence by notifying the proper authorities of the release. Our 24-hour operations-level program (FRO) focuses on individuals who respond to releases (or potential releases) of hazardous substances as part of the initial response to the site in order to protect nearby persons, property, or the environment from the effects of the release. And finally, our 200-hour technician-level program (HazTech) trains responders to assume a more aggressive role than a first responder at the operations level in that they will approach the point of release in order to plug, patch or otherwise stop the release of a hazardous substance. These programs are taught by our Adjunct Faculty; all of whom have received a minimum of 240 hours of hazardous materials related training, and have a minimum of 2 years hazardous materials response experience. Additional hazardous materials training was provided by Federal partners in the fields of HazCatting, Tank Truck Response, PPE and Detection Devices.

While our HMEP funding may be utilized for hazardous materials training throughout the state, the majority of our programs have been conducted in the rural communities of Arizona. From October 2011 projected through September 2012, the following have received Hazardous Materials Training: Awareness Level (168), Operations Level (280), Technician Level (140) for a total of 588 trained.

For more information on our programs, please contact our Hazardous Materials Training Coordinator, Kathy Walker at 602-464-6264, or our Director of Training and Exercise, Ron Kopcik at 602-464-6210.

## Appendix E - Abbreviations and Acronyms

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AZSERC	Arizona Emergency Response Commission
CFR	Code of Federal Regulations
DOT	United States Department of Transportation
EPA	Environmental Protection Agency
EPCRA	Emergency Planning and Community Right-to-Know Act of 1986
FFY	Federal Fiscal Year
FOIA	Freedom of Information Act
HMEP	Hazardous Materials Emergency Preparedness
LEPC	Local Emergency Planning Committee
OMB	United States Office of Management and Budget
RSPA	Research and Special Programs Administration