



# Local Emergency Planning Committee Grant Program Guidance

The Local Emergency Planning Committee (LEPC) Grant Program is intended to support, sustain, and enhance LEPCs in order to perform their statutory responsibilities under state and federal law and to perform all-hazards planning projects that support the LEPC mission of increasing awareness of chemical and all-hazards in their communities as well as preparing and mitigating for all-hazards through planning activities.

This document describes the grant program and eligible expenditures.

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## INTRODUCTION

The following guidelines have been developed to describe activities eligible for funding under the Local Emergency Planning Committee (LEPC) grant program through the Alaska Division of Homeland Security and Emergency Management (DHS&EM). The performance period for the LEPC grant follows the State Fiscal Year (SFY), July 1 to June 30.

Federal law established the Emergency Planning and Community Right-to-Know Act (EPCRA, CRTK) in 1986 in part due to an event in Bhopal, India, where gas from a chemical plant was accidentally released killing thousands of people. EPCRA required states to establish a State Emergency Response Commission (SERC) and create Local Emergency Planning Districts (LEPD), with Local LEPCs within these districts. LEPCs are directed by state and federal law to help increase community awareness of chemical hazards and other all-hazards through planning, preparedness, and mitigation from potential events such as the one that occurred in Bhopal. These missions are accomplished by the LEPC through its membership with community stakeholders, facilities, and industry reporting on hazardous and extremely hazardous substances to the LEPC through Tier II reports.

The Alaska SERC has developed policies and procedures for communities and LEPCs. These policies and procedures include how to form a LEPC within an existing LEPD, developing a local emergency response plan, responding to EPCRA and CRTK requests, and how to reduce the risks to communities. (The section *The Responsibilities, Policies, and Procedures of the Alaska State Emergency Response Commission and Local Emergency Planning Committees* document which specifically outlines LEPC responsibilities is attached in Appendix C.) The document in full is available online at <http://ready.alaska.gov/SERC>. The responsibilities of LEPCs as defined in statute and described in this document are the foundation for the LEPC baseline goals and baseline grant funding allocations.

In this document it is stated, "LEPC(s) should consider planning for all realistic hazardous situations in the LEPD. To accomplish this task, the LEPC works cooperatively with the political subdivisions in the LEPD. The decision for an LEPC to plan for all-hazards must be made with cooperation and support of the local political subdivisions. Many procedures for warning, evacuation, communications, etc., are similar to procedures used for a hazardous substance plan." The SERC and LEPCs have adopted an all-hazards approach with regard to planning and preparedness.

LEPCs are planning entities and generally cannot commit manpower or resources. The broad volunteer membership required of LEPCs is its strongest asset. LEPCs should also help involve citizens in the discussion about what an appropriate emergency response for a disaster of any type is for their community, where public funds are spent, and whether and how much of those funds should go for additional responder training, training local government officials, or purchasing response equipment.

LEPC grant funds are used to support, sustain, and enhance the LEPC in order to perform its statutory responsibilities under state and federal law and for all-hazards planning projects supporting the LEPC mission to increase awareness of chemical and all-hazards in their communities as well preparing and mitigating for hazards through planning in their communities. In response to comments received by LEPC representatives, SERC Finance has expanded allowable activities the LEPC grant funds may be utilized.

Funds for these activities are limited to those annually allocated by the legislature and may not be sufficient to fully cover all requests. DHS&EM anticipates receiving funding for LEPCs; however, funding awards will be contingent upon final action by the legislature and the Governor within the SFY budget. The SFY LEPC allocation is appropriated through General Funds (GF) and subject to final action by the legislature and the Governor. The LEPC mission will not change regardless of the funding mechanism. Applications for LEPC grants must be submitted to DHS&EM. Funding for individual LEPCs will be based on baseline funding levels established by the SERC Finance Committee.

There are no fund matching requirements associated with the LEPC grant funding process. Funding for other all-hazards disaster preparedness planning activities should be sought through other available federal or state funding mechanisms.

The following LEPCs and LEPCs are formally recognized by the SERC and if currently active, are eligible to apply for an LEPC grant:

- Aleutians East Borough LEPC\*
- Aleutian-Pribilof Islands LEPC
- Anchorage LEPC
- Bristol Bay Borough LEPC\*
- Copper River Basin LEPC
- Delta-Greely LEPC
- Denali Borough LEPC
- Fairbanks Area LEPC
- Greater Ketchikan Area LEPC
- Iditarod Region LEPC\*
- Juneau LEPC
- Kenai Peninsula Borough LEPC
- Kodiak Island Borough LEPC
- Kuspuk LEPC\*
- Lake and Peninsula Borough LEPC\*
- Lower Kuskokwim LEPC\*
- Lower Yukon LEPC\*
- Matanuska-Susitna Borough LEPC
- Nome LEPC
- North Slope Borough LEPC
- Northern Southeast LEPC (Skagway)
- Northwest Arctic Borough LEPC\*
- Petersburg-Wrangell LEPC
- Prince William Sound LEPC\*
- Sitka LEPC
- Southern Southeast LEPC (Craig)
- Southwest Region LEPC\*
- Valdez LEPC
- Yukon Flats LEPC\*
- Yukon-Koyukuk LEPC\*

\* Denotes inactive or no LEPC

## GENERAL INFORMATION

The purpose of baseline funding is to support the core activities of the LEPCs, thus providing stability to the LEPCs. LEPC baseline funds are for use in supporting, sustaining, and enhancing the LEPC in order to perform its statutory responsibilities under state and federal law and for planning projects that support the LEPC mission of increasing awareness of chemical and all-hazards in their communities well as preparing and mitigating for hazards through planning in their communities.

### REQUIRED Baseline Activities

<ul style="list-style-type: none"> <li>• Establish an LEPC and maintain membership</li> <li>• Establish and maintain rules (bylaws) to include: <ul style="list-style-type: none"> <li>Provisions for public notification of committee activities</li> <li>Public meetings to discuss emergency plan</li> </ul> </li> <li>Receive public comments and response to such comments</li> <li>Distribution of emergency plans</li> <li>• Annually publish notice of public availability of CRTK data</li> <li>• Establish procedures for receiving and processing requests from the public for Material Safety Data Sheets (MSDS) and Tier II information</li> <li>• Review emergency plans once a year</li> <li>• Evaluate need for resources to develop, implement, and exercise the emergency plan</li> </ul>	<ul style="list-style-type: none"> <li>• Make recommendations to DHS&amp;EM and SERC regarding resources required for plan execution</li> <li>• Act as an advisory committee to the political subdivisions within the Local Emergency Planning District (LEPD)</li> <li>• Attend scheduled LEPC Association and SERC meetings</li> <li>• Submit timely quarterly reports to DHS&amp;EM in accordance with the LEPC Obligating Grant Award Document</li> <li>• Maintain a current list of all facilities within the LEPD required to complete a Tier II report</li> </ul>
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<sup>1</sup> Baseline funding is awarded if the LEPC is active and its performance is acceptable. If performance is not acceptable, the SERC Finance Committee may reduce, reallocate, or not award funds to an LEPC.

## ELIGIBLE BASELINE EXPENSE CATEGORIES

### Management:

This category supports the day to day sustainment of the LEPC. This includes:

- personnel costs associated with LEPC administration
- support services such as postage, telephone, prorated utilities for LEPC office/meeting room, meeting room rental, service charges (banking and phone excluding late fees), and copying (Other charges require pre-approval.)
- miscellaneous office supplies such as paper and toner cartridges
- Capital equipment purchases for LEPC planning such as purchase of computers or copy machines **(any item with a value of over \$1,000 must be pre-approved by DHS&EM)**
- travel such as conducting a yearly face to face meeting of LEPC, or sending additional representatives to the LEPCA or SERC meetings **(all travel must be pre-approved by DHS&EM)**

### Outreach:

This category supports the LEPC baseline goals of public involvement in the emergency planning process, CRTK, and all-hazards awareness. This includes:

- notification of LEPC activities
- public meetings to discuss emergency plans
- distribution of the emergency plans
- receiving of public comments on emergency plans and response to such comments
- annually publishing notice of public availability of CRTK data
- increasing awareness of chemical and all-hazards through media campaigns such as public service announcements, camera-ready materials, website support or newsletters
- outreach activities and public events such as booth display; event backdrops or signs; displays and demonstrations; and informational materials such as brochures/flyers
- items distributed at community events to promote LEPC awareness such as pins, patches, and magnets **(other items require pre-approval by DHS&EM)** All items must include the LEPC name, and if applicable, the mission, logo, tagline, and website, if possible

Other examples of outreach activities are:

- conducting or updating all-hazards analyses
- public awareness campaigns of hazardous and extremely hazardous substances in the community preparedness measures
- public awareness campaigns of community all-hazards, man-made, or natural hazards in the community and preparedness measures
- managing information submitted to the LEPC and providing it to the public upon request
- materials needed to present community awareness events on all-hazards brochures, videos, or posters
- costs associated with production and execution of print or other media regarding all-hazard topics of concern to the community and LEPC
- costs associated with production and execution of required print or other media notice of emergency operations plans review, material safety data sheets (MSDS), and emergency and hazardous chemical inventory forms availability
- production costs associated with producing community procedures and contacts for emergency situations such as standalone all-hazards brochures, telephone book inserts, or community posters

**Preparedness:**

This category supports the LEPCs baseline goals of increasing awareness of and planning for chemical and all-hazards events. It further supports the state strategy by strengthening whole community planning and preparedness goals. Activities should strengthen citizen capabilities and preparedness through involvement with community, school, and private sector/business outreach. This includes:

- reviewing emergency plans once a year
- evaluating the need for resources to develop, implement, and exercise the emergency plans
- making recommendations to DHS&EM and SERC regarding resources required for plan execution
- acting as an advisory committee to the political subdivisions within the LEPC
- provide training and other support as necessary to further develop preparedness and sustain citizen preparedness capabilities
- build new partnerships to expand planning and citizen capabilities through preparedness planning and activities involving community, school and private sector businesses

Other examples of preparedness activities are:

- participating in the development of local emergency operations (response) plans for oil and hazardous substances using the Alaska Department of Environmental Conservation's Checklist, or an all hazards Emergency Operations Plan (EOP)
- revising local EOPs
- tabletop exercises held in conjunction with a regularly scheduled LEPC meeting that test plans previously reviewed or in the process of review and approval by the state
- pre-approved, non-response training for the LEPC and the community held in conjunction with a regularly scheduled LEPC meeting

**Non-Eligible Expenses include, but are not limited to:**

- janitorial maintenance expenses for the facility that the LEPC uses. This includes operating supplies not in support of the LEPC mission (cleaning supplies, paper products, and cleaning expenses such as window washing, floor waxing, etc.)
- food items: any type of food or beverage items
- travel expenses when travel not pre-approved from the DHS&EM project manager
- training expenses when not pre-approved from the DHS&EM project manager
- response training such as first aid, cardiopulmonary resuscitation (CPR), Community Emergency Response Team (CERT) specialized first responder training
- response equipment
- promotional items not related to promotion of the LEPC, its mission, and its baseline goals
- activities that do not relate to reviewing plans, evaluating the need for training and resources to develop, implement, or exercise all-hazards plans, or activities not related to better informing the public and first responders of awareness of community all-hazards and preparedness activities

## GENERAL AWARD PROVISIONS

1. To be eligible for funding, applications must be received by the due date shown in the application document. Applications may be emailed or faxed, followed by mailed signed originals to DHS&EM (see page 1).
2. Funding will be awarded for LEPC activities to be conducted during the applicable SFY only.
3. All unexpended or unencumbered grant funds will be returned to the state through an award amendment process effective close of business June 30.
4. Funding awards will be made contingent upon satisfactory completion of deliverables funded in the current and prior years, to include timely submission of quarterly reports and annual equipment inventory report of capital equipment purchases with LEPC funds. The SERC Finance Committee (at its discretion) may reduce the baseline funding award to an LEPC that has not completed deliverables funded in previous fiscal year(s). Additionally, the SERC Finance Committee will continue to closely monitor the performance of LEPCs that fail to submit a quarterly report by the due date or fail to have a representative attend LEPCA or SERC meetings. The Committee will reserve the right to reallocate any or all LEPC funding based on unsatisfactory performance of these requirements.
5. LEPCs who fail to send a representative to all Local Emergency Planning Committee Association (LEPCA) meetings (without prior approval from DHS&EM of the absence) in the prior grant year will be recommended for reduction in LEPC grant funding. Attendance at LEPCA meetings is a grant assurance on the obligating award document.
6. LEPC grant funds are to be used to assist LEPCs in accomplishing their federal and state obligations under 42 USC 11001 et seq. and AS 26.23 including CRTK, risk reduction, and disaster emergency response planning. These funds may be used for any activity that relates to 42 USC 11001 et seq. and/or AS 26.23.071–077. Funding acquired from other sources must be accounted for separately from funding awarded under this program. DHS&EM may ask to see such funding records.
7. Requests for funding must be submitted using the LEPC Application Form and must be completed every year the jurisdiction desires funds.
8. Funding will only be awarded through a grant award between DHS&EM and a local jurisdiction entity identified by the applicant. The local jurisdiction must agree to accept and administer the funds on behalf of the LEPC under the terms of the grant. An authorized jurisdiction official must sign the Application Form before the funding request will be considered by DHS&EM.
9. All LEPCs and local governments as applicable, will be required to comply with the standard terms and requirements detailed in the grant award agreement.
10. Emergency management personnel e.g. fire, police, emergency medical technicians, and emergency managers, or persons identified to have an assigned position within the Incident Command System (ICS) during emergencies, and are members of the LEPC, need to accomplish the Emergency Management Institute Independent Study Courses (IS) 100, 200, 700, and 800, for National Incident Management System (NIMS) compliance, if not previously completed.
11. LEPC grant funds cannot be used to meet the 50 percent local match requirement of the Emergency Management Performance Grant (EMPG).

## QUARTERLY REPORTING REQUIREMENTS

All LEPC grant recipients must file a two–part quarterly progress report for each reporting period. These two elements are a Narrative Progress Report to document grant related activities undertaken by the jurisdiction during the reporting period, and a Financial Progress Report/Request for Reimbursement to document the expenditure of grant funds.

Postmark the Quarterly Progress Reports to DHS&EM by the due date noted on the accompanying table. Electronic or faxed signed copies are accepted as long as pages are signed and all supporting documentation is included. Progress reports are incomplete if any applicable supporting narrative or financial documentation is not received or reports are not signed by all required signatories. Incomplete reports will not be processed or marked as received, until all documents are present.

Quarterly Progress Report Schedule

First quarter (Jul., Aug., Sept.)	Due: October 20
Second quarter (Oct., Nov., Dec.)	Due: January 20
Third quarter (Jan., Feb., Mar.)	Due: April 20
Fourth quarter (Apr., May, Jun.)	Due: July 20

### 1. Quarterly Narrative Reports

Use the designated reporting form Narrative Progress Report to document activities for each reporting period. The LEPC Chairperson or Project Manager, and the jurisdiction Signatory Official (or designee) must sign the Narrative Progress Report.

Please see Narrative Progress Report Instructions for further information on submitting Narrative Reports.

### 2. Quarterly Financial Reports:

Quarterly Financial Reports consist of the following:

- a. The completed Financial Progress Report and Request for Reimbursement. The Chief Financial Officer (or designee) for the local jurisdiction must sign this form.
- b. Supporting Documentation. Supporting documentation for wages and benefits must include source documents suitable for audit purposes, including, but not limited to:
  - Time and attendance records of employee with name, position, title, hours worked
  - Wage rate, straight time and overtime if applicable
  - Fringe benefit calculation (actual or formula/percentage of wages)
  - Method of allocating and tracking employee personnel costs to the project
  - Applicable Collective Bargaining Agreement; or
  - Certified Payroll Report which captures the above information required (certification cannot be made by individual receiving payroll reimbursement.)
- c. Supporting documentation for other expenditures:
  - Invoice, purchase order, receipts

Please see Financial Progress Report Instructions for further information on submitting financial reports.

All current Grant reporting forms are located on the DHS&EM website

<http://ready.alaska.gov/grants.htm>

Copies or questions can be directed to the DHS&EM Grants Section

[mva.grants@alaska.gov](mailto:mva.grants@alaska.gov) (907) 428-7000 or 1-800-478-2337

## MIDYEAR REVIEW

The state will review expenditures at the end of the second quarter to ensure funds are being adequately spent. If not, the state may de-obligate some or all remaining funds. Third and fourth quarter funds will not be reimbursed until this condition is released.

## APPLICATION PROCESS

The application contains a section to provide the LEPC's contact information, hazardous/extremely hazardous substance information, and an evaluation of previous Baseline performance.

An LEPC must also create an anticipated baseline budget in the application. Space is provided to estimate LEPC Management, Outreach, and Preparedness expenses. The total budget must be equal to the Projected SERC Finance Committee Baseline Funding shown in Table A of the grant application.

Expenses under the outreach and preparedness categories must be associated with an activity. A narrative description of the activity is required.

The application must be signed by an authorized local jurisdiction and LEPC representative.

A current LEPC Signatory Authority Form and Membership Roster must be completed and returned with the Application. These documents can be found on the DHS&EM Grants website.

## AWARD PROCESS

Applications will be evaluated and awards will be made as follows:

- The SERC Finance Committee will review and comment on applications as needed. The Committee may request additional information from other state agencies and DHS&EM staff
- At the award Committee meeting, the SERC Finance Committee will approve or disapprove LEPC baseline amounts. The committee will provide an opportunity for the LEPC to make a presentation with the Committee prior to a final decision being made
- The SERC Finance Committee will forward its funding recommendations to the SERC co-chairs for final approval

## STATE SINGLE AUDIT AND MAJOR PROGRAM THRESHOLDS

**State Single Audit Threshold:** Unless additional audit requirements are imposed by state or federal law, a recipient of state financial assistance that **expends a cumulative total** equal to or greater than \$500,000 during the entity's fiscal year is required to submit an annual single audit per 2 AAC 45.010.