

ILLINOIS EMERGENCY MANAGEMENT AGENCY
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANTS
GRANT PROGRAM GUIDANCE FOR FFY12 GRANT

I. INTRODUCTION

The Illinois Emergency Management Agency (IEMA), as the State Emergency Response Commission (SERC), is committed to support every Local Emergency Planning Committee (LEPC) in order that each LEPC meets its legal obligations. This guidance document is designed to assist LEPCs to obtain Hazardous Materials Emergency Preparedness (HMEP) planning grants as administered by IEMA.

The primary objective of the HMEP Planning Grants Program is to develop, implement, and improve the hazardous chemical emergency plans under the federal and state Emergency Planning and Community Right-to-Know Acts (EPCRA) 42 USC 11001 et seq., 430 ILCS 100/1 et seq.

Activities eligible for funding are:

1. Enhancing hazardous chemical emergency plans;
2. Determining flow patterns of hazardous materials (Commodity Flow Studies);
3. Conducting emergency response drills and exercises of the hazardous chemical emergency plans;
4. Assessing local response capabilities; and,
5. Performing a hazard analysis.

II. HMEP GRANTS FOR LEPC BASIC NEEDS

Through the HMEP grant program, IEMA shall provide financial support to all LEPCs to cover basic needs which include, but are not limited to, the following *consumable supplies*:

1. **Office supplies** used to support specifically-approved LEPC projects (paper, pens, pencils, tape, folders, staplers, print and toner cartridges etc.).
2. **Printing services** including services to produce materials in support of an exercise or tabletop drill, or materials produced through a pre-approved project, such as:
 - a. Copies of the hazardous chemical emergency plan; and
 - b. Maps to identify planning-related factors, including major transportation routes, regulated facilities, and populations at risk.

3. **Postage** for use in implementing a pre-approved LEPC project, or planning an exercise or drill,, including, but not limited to, the following:
 - a. Distribution of printed material to LEPC members, local organizations involved in planning or response, and members of the general public; and
 - b. Communication with local facilities, IEMA, other state or federal agencies, and members of the general public.
4. **Travel** for purposes of:
 - a. Attending SERC meetings (such as the IEMA Conference);
 - b. Attending pre-approved LEPC training, meetings, workshops, or conferences.

(Reimbursement includes state-approved lodging, cab fare, mileage for personally-owned vehicles, and meal / per diem costs.)
5. **Equipment Rental** *only* for a limited time for the support of an exercise or drill.
6. **Expenses of an Exercise of a Chemical Emergency Response Plan** that would include:
 - a. Rental of a meeting room for orientation or to conduct a tabletop exercise;
 - b. Tools for direction and control (i.e. message forms, portable status boards);
 - c. Personnel identification devices for responders (i.e., vests, badges, etc.);
 - d. Props (moulage kits, smoke bombs, placards);
 - e. Scale models for use in exercises; and,
 - f. Replenishment of expendable supplies used during an exercise, such as first aid supplies or expendable personal protective equipment.

III. HMEP GRANTS FOR SPECIAL PROJECTS

Through the HMEP grant program, IEMA will fund LEPC special projects on a case-by-case basis. In order to qualify for a special project grant, LEPCs must satisfy the following requirements:

1. Demonstrate that the project will develop and/or improve chemical emergency and response to transportation-related incidents.
2. The LEPC demonstrates that it has completed the following:
 - a. Filed with IEMA a current approved membership roster, including required officer designations;
 - b. Submitted, for IEMA review, rules or by-laws by which the committee functions;
 - c. Posted legal notice(s) of LEPC meeting times, dates and locations;
 - d. Conducted LEPC meetings on at least a quarterly basis; and,
 - e. Posted when and where the annual emergency and hazardous chemical inventory forms (Tier forms) and the Chemical Emergency Response Plan, if completed, may be viewed.

3. The application for a special projects grant includes the following:
 - a. A project narrative statement of the goals and objectives of the project, including:
 - i. A description of exactly what will be done by whom, including an individual description of multiple phases or components, if applicable; and,
 - ii. A description of the benefit to the LEPC and to the community.
 - b. Name, address, and daytime telephone number of the LEPC Project Officer for the grant. This person will provide invoices and vouchers to IEMA and will be considered IEMA's contact person for grant purposes.

Examples of Allowable Special Project Expenses:

1. **Contracts for services** such as:
 - a. Training for LEPC members not provided by IEMA;
 - b. Hazard analysis, commodity flow studies, review and updating of the chemical emergency response plan through consultants, not-for-profit organizations or colleges and universities; and,
 - c. Creation and maintenance of an LEPC website providing planning information to the public; and,
 - d. Special planning projects related to hazardous materials transportation, approved through US DOT.
2. **Registration Fees** for LEPC-related professional training sessions and conferences.

IV. REIMBURSEMENT PROCEDURES FOR EXPENDITURES

1. ACCESSING GRANT FUNDS – PURCHASE & CLAIMS PROCEDURES

- a. Complete and submit, a HMEP Grant Application form (Excel), a Grant Addendum (Word document), and a HMEP Grant Spending Plan, **due July 6, 2012**, to IEMA.
- b. After notification of Grant Award amount, you will receive a copy of the IEMA-approved HMEP Grant. The Grant spending period begins on October 1, 2012. You may purchase the approved items(s) and submit a Quarterly HMEP Grant Claim Form to IEMA. Upon IEMA's review and approval, the Illinois State Comptroller's Office will process payment of the claim form.

2. REIMBURSEMENT PAYMENT PROCEDURES

- a. On a quarterly basis, complete and submit, to IEMA, an HMEP Grant Claim Form. Claim forms are to be used for reimbursements.
- b. Upon IEMA's review and approval, IEMA and the Illinois State Comptroller's Office will process payments to the EMA/ESDA organization. Payments will take up to six (6) weeks to process.

- c. If the total Grant amount was approved for \$25,000 or more, the Grant recipient **MUST** file a report quarterly. This does not necessarily need to be a request for reimbursement, but may certainly accompany such a request.

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