
Chemical Emergency Planning and Community Right-to-Know Fund Grant Application

Completed grant application packet must be submitted to:

State Emergency Response Commission
Ohio EPA Right-to-Know Program
50 West Town Street, Suite 700
P.O. Box 1049
Columbus, OH 43216-1049
Attn: Grant Program

Phone: (614) 644-2260
Fax: (614) 644-3681

<http://www.epa.ohio.gov/dapc/serc/index.aspx>

Grant Application Deadline:

LEPCs and Fire Departments: **February 1, 2017**

State Agencies: **April 1, 2017**

The total grant packet shall consist of information requested in questions in this grant application and a signed resolution "certifying" the LEPC grant application. Fire departments must coordinate and file their grant application form(s) through their LEPC. Applications postmarked after these dates shall be reduced by one percent by day of their calculated award. Applications postmarked more than 30 days after February 1 will not be considered for funding for the state grant funding year in accordance with OAC 3750-50-10(E)

Local Emergency Planning Committee
 State Fiscal Year 2017 LEPC Grant Application
 Approved October 14, 2015

General Information	
County/Counties	
LEPC Name	
Tax Identification Number	
Authorized Grant Applicant	
<i>The Authorized Applicant is the LEPC member authorized to apply for and manage the grant and the grant account. (In most cases this will be the LEPC Chairperson.)</i>	
Authorized Applicant Telephone	() -
Designated Contact Person	
<i>The designated contact person can be the Authorized Applicant or another designated member of the LEPC such as the Information Coordinator or LEPC Secretary.</i>	
Designated Contact Telephone	() -
Email	
Make Grant Check Payable to	
Send check or electronic transfer or voucher to	
Membership	
<input type="checkbox"/> Current LEPC membership list is attached	
Grant Eligibility	
In determining a grant award to an LEPC, the State Emergency Response Commission shall consider the following:	
Has the LEPC prepared and submitted to the SERC emergency response and preparedness plan under ORC 3750.04(A) during the last grant period? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Indicate date of the last plan submission	/ /
Indicate if plan was submitted as a no change	<input type="checkbox"/> Yes <input type="checkbox"/> No
If the plan was a no change, indicate if this was the 1 st , 2 nd or 3 rd no change	<input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd
Indicate the last date of the hazard analysis update	/ /
Indicate the percentage of EHS facilities for which the hazard analysis was reviewed and updated as needed in the previous grant period	
If the hazard analysis has not been updated in five years, please indicate why	
Has the LEPC conducted its annual exercise or actual incident response which was credited as an exercise?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

Grant Distribution Information		
1	Total number of facilities in LEPC reporting one or more Hazardous Substances (include only those facilities that did not report an EHS) <i>Date of last review of number of Hazardous Substances reporting facilities</i>	/ /
2	Total number of facilities in LEPC reporting one or more Extremely Hazardous Substances (EHS) <i>Date of last review of number of EHS reporting facilities</i>	/ /
3	Estimated volume of hazardous substances and EHS transported through LEPC (average daily max/year) <i>Date of last review of estimated volume of hazardous substances or of EHS transported in LEPC</i>	/ /
	<p>A. Hazardous Substances</p> <p>Range in pounds</p> <input type="checkbox"/> 0-10,000 <input type="checkbox"/> 10,001-100,000 <input type="checkbox"/> 100,001-1,000,000 <input type="checkbox"/> > 1,000,000 <p>B. EHS</p> <p>Range in pounds</p> <input type="checkbox"/> 0-10,000 <input type="checkbox"/> 10,001-100,000 <input type="checkbox"/> 100,001-1,000,000 <input type="checkbox"/> > 1,000,000	
4	Estimated amounts of extremely hazardous substances produced, used or stored in the district	<p>Range in pounds</p> <input type="checkbox"/> 0-10,000 <input type="checkbox"/> 10,001-100,000 <input type="checkbox"/> 100,001-1,000,000 <input type="checkbox"/> > 1,000,000
5	Population within the district or under the jurisdiction of the fire department that resides in close proximity to facilities that are subject to ORC 3750 and to principal routes for the transportation of hazardous materials identified or listed by regulations adopted under the "Hazardous Materials Transportation Act," 88 Stat. 2156 (1975), 49 U.S.C.A. 1801, as amended. (An LEPC can use the population of the county for this estimate)	
6	Please demonstrate how this grant will enhance the ability of the recipient or, in the case of the commission, the state as a whole to prepare for and respond to releases of hazardous substances and extremely hazardous substances.	

Performance of Baseline Requirements		
Please indicate whether the LEPC commits to perform the following activities within the grant period, using the grant funds:		
		Yes No
1	Maintain an LEPC membership in accordance with ORC 3750.03(B) and submit any changes to the membership to the SERC for approval.	<input type="checkbox"/> <input type="checkbox"/>
2	Appoint a chairman and vice-chairman and a secretary to keep a record of its proceedings in accordance with ORC 3750.03(D)(1).	<input type="checkbox"/> <input type="checkbox"/>
3	Adopt bylaws for the conduct of its business in accordance with ORC 3750.03(D)(2)	<input type="checkbox"/> <input type="checkbox"/>
4	Appoint an information coordinator who shall be responsible for maintaining the committee's files of information received and for receiving and fulfilling requests from the public for that information in accordance with ORC 3750.03(D)(3).	<input type="checkbox"/> <input type="checkbox"/>
5	Appoint a community emergency coordinator who shall be responsible for coordinating the development and implementation of the chemical emergency response and preparedness plan of the district and for receiving verbal and follow-up written notices of releases of hazardous substances and extremely hazardous substances, in accordance with ORC 3750.03(D)(4).	<input type="checkbox"/> <input type="checkbox"/>
6	Obtained anything to be purchased, leased, or constructed in accordance with the provisions of 307.86 to 307.92 of the Revised Code applicable to boards of county commissioners, in accordance with ORC 3750.03(D)(5).	<input type="checkbox"/> <input type="checkbox"/>
7	Establish and carry out a program to monitor regulated facilities within the district and to conduct compliance and enforcement activities to ensure that the facilities have submitted the information required by ORC 3750.05, 3750.07 and 3750.08 in accordance with ORC 3750.03(D)(6).	<input type="checkbox"/> <input type="checkbox"/>
8	Submit the annual compliance report by October 1 in accordance with ORC 3750.03(D)(6).	<input type="checkbox"/> <input type="checkbox"/>
9	Credited the LEPC grant monies to a special emergency planning fund in the treasury of the county in accordance with ORC 3750.03(F).	<input type="checkbox"/> <input type="checkbox"/>
10	Prepare and submit an emergency response and preparedness plan to the SERC by no later than October 17 for review and concurrence in accordance with ORC 3750.04.	<input type="checkbox"/> <input type="checkbox"/>
12	Conduct an annual exercise as required by ORC 3750.04(C).	<input type="checkbox"/> <input type="checkbox"/>
Additional Core LEPC Activities Recommended by the SERC		
Please indicate whether the LEPC commits to perform the following activities within the grant period, using the grant funds:		
		Yes No
	Meet at least once during the grant period?	<input type="checkbox"/> <input type="checkbox"/>
	Provide meeting minutes to Ohio EPA	<input type="checkbox"/> <input type="checkbox"/>
	Prepare and submit the financial status report by July 31 for previous SFY	<input type="checkbox"/> <input type="checkbox"/>
For any "No" answers, please explain below (attach additional sheets as required)		

Training which the LEPC plans to sponsor or support during the grant period				
Title of Training	Anticipated Number Trained	Anticipated Cost	Will grant funds be used to support this training?	
			YES	NO
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>
		\$	<input type="checkbox"/>	<input type="checkbox"/>

Compliance with Grant Limitations and Assurances

Chapter 3750 of Ohio Revised Code restricts the use of the grant funds and identifies uses which are prohibited. Please confirm that the grant funds will not be used for purposes identified as restricted by Chapter 3750. Please note that if the funds are passed through by contract with the LEPC to another agency, these activities cannot be part of the contract with the sub-contractor, and the sub-contractor cannot use the SERC grant funds to perform these activities.

LEPC Grant Activities Restricted by Ohio Law		Agree (Check box)
1	Grant funds will not be used to acquire first response equipment, except as otherwise provided in Division (D)(4) of Section 3750.14. Division D(4) states: <i>After a committee determines that the initial training needs for emergency management personnel within its emergency planning district set forth in the committee's plan or most recent review of its plan under section 3750.04 of the Revised Code have been met, a committee may make grants from the moneys it receives under this section to fire departments located within the district for the purchase of first response equipment.</i>	<input type="checkbox"/>
2	Grant funds will not be used to defray costs for copying and mailing hazardous chemical lists, material safety data sheets, or emergency and hazardous chemical inventory forms submitted under this chapter for distribution to the public.	<input type="checkbox"/>
3	Grant funds will not be used to reimburse any person for expenditures incurred for emergency response and cleanup of a release of a hazardous substance, an extremely hazardous substance, and/or oil.	<input type="checkbox"/>
4	Grant funds will not be used to perform any assessment of damages to natural resources resulting from a release of oil, a hazardous substance or an extremely hazardous substance.	<input type="checkbox"/>

Assurances		
In executing this agreement, the grant recipient will be committing to comply with the regulations, policies, guidelines, and requirements as they relate to the application acceptance and use of emergency planning grant funds. Also the grant recipient commits with respect to the grant that:		Agree (Check box)
1	The applicant possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.	<input type="checkbox"/>
2	The applicant agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Ohio; and (b) funds awarded by the State Emergency Response Commission may be terminated at any time for violation of any terms and requirements of this agreement.	<input type="checkbox"/>
3	The applicant will give SERC through any authorized representative access to and the right to examine all records, books, papers or documents related to the grant. This provision shall also apply in the event of termination of this agreement.	<input type="checkbox"/>
4	The applicant will maintain such records as required by state and federal law. The minimum acceptable financial records consist of: a) documentation of employee time; b) documentation of all materials, supplies and travel expenses; c) inventory records and supporting documentation for allowable equipment purchased to carry out the program scope; d) rational supporting allocation of space charges (e.g., rent); e) any other records which support charges to program funds. The Applicant must maintain sufficient segregation of program accounting records from other programs and/or projects.	<input type="checkbox"/>
5	The applicant will at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this grant and which in any manner affect the work or its conduct. In accordance with ORC 3750.02(F), the local emergency planning committee of an emergency planning district lying wholly within the boundaries of a county shall be considered a county board and shall receive the services of the auditor and prosecuting attorney of the county in the same manner as other county boards. As a county board, the LEPC must follow all policies established by the county auditor. The LEPC must also follow the LEPC funding policy, adopted by the SERC on December 12, 2007.	<input type="checkbox"/>
6	The SERC grant will be deposited into a special emergency planning fund in the treasury of the county in accordance with ORC 3750.02 (F) which states: "Moneys received by the committee of a district lying wholly within the boundaries of a county shall be credited to a special emergency planning fund in the treasury of the county. The fund shall be administered by the committee of the district, and moneys credited to the fund shall be expended only for the purposes of carrying out the powers and duties of the committee under this chapter and rules adopted and orders issued under it."	<input type="checkbox"/>
7	The applicant will conform with applicable county policies regarding the use of cellular phones, and applicable restrictions regarding the acquisition and disposal of assets (items valued at more than \$300 or amount specified by county policy).	<input type="checkbox"/>
8	Contracts for personal services shall be in conformance with state and local laws and regulations.	<input type="checkbox"/>
9	The applicant will comply with State Equal Employment Opportunity and hiring practices	<input type="checkbox"/>
10	The applicant will comply with public records laws and open meeting laws, including but not limited to the public records requirements in the Emergency Planning and Community Right-to-Know Act and ORC 3750.	<input type="checkbox"/>

I hereby certify that the information as provided, to the best of my knowledge, is true, accurate and complete in support of the duties assigned to the _____ County LEPC under Chapter 3750 of the Ohio Revised Code.

LEPC Authorized Signature	/ /
Typed/Printed Name	Date () -
	Telephone Number

LEPC Budget Request

_____ County LEPC

Budget Categories	Grant Request
Personnel/Fringe	\$ _____
Contracted Services*	\$ _____
Supplies	\$ _____
Training	\$ _____
Travel	\$ _____
Exercise	\$ _____
Total LEPC Planning Budget Grant Request	\$

- **Contracted Services:** Includes personal and/or public service contracts
- **Supplies:** includes office supplies, telephone/communications, printing, postage, etc.
- **Travel:** includes mileage and lodging

Fire Department Grant:	Training	\$ _____
	Response	
	Equipment	\$ _____
Total LEPC Planning Budget Grant Request		\$

*Attach copy of the contract for services