

June 15, 2016

Memorandum

To: All Local Emergency Planning Committee Chairpersons

From: James J. Gianato, Chairperson
State Emergency Planning Commission

Subject: 2016 Hazardous Materials Emergency Planning Grants

The attached application for 2016-2017 HMEP grant funding is forwarded for your review and submission. Eligible LEPCs are requested to submit proposals for a Hazardous Materials Emergency Preparedness (HMEP) Planning Grant. The grant period is October 1, 2016 - September 30, 2017. You must mail copies to the Division of Homeland Security and Emergency Management (HSEM).

Please note that no local funds are required for HMEP grants. The U.S. Department of Transportation and the WVSERC are making funds available to provide 100% grants.

To determine your eligibility to apply, carefully review the “Planning Application Requirements” of the enclosed HMEP Grant Package. If you can certify to these requirements, you are encouraged to apply; if you cannot, please take steps now to rectify your situation so your LEPC can become eligible to apply for future grants.

Beginning in 1999, the SERC voted to require LEPCs to have completed By-Laws submitted to the SERC to be eligible for grants. Remember: The amount a single county LEPC may be eligible for is \$5,000, joint LEPCs may be eligible for \$6,000. Be sure to indicate if your LEPC can utilize additional funds on page 12 of the application if needed.

Enclosed is a “2016 HMEP Grant Package” which contains everything you need to know about the program including an application for use in applying for a grant. When preparing your grant application, keep in mind the following:

(1) **All HMEP Grant awards must either be spent or encumbered by July 31st, 2017.** After this date, all unencumbered funds must be returned to DHSEM. However, you have until November 1, 2017, to submit your Final Report with your Product; if applicable.

(2) HMEP Planning Grant funds are to be used for planning activities only. This is not a training grant program. The “HMEP Grant Package” defines eligible expenditures and ineligible expenditures. Review this section carefully.

Eligible LEPCs must submit completed applications by July 30, 2016.

Once completed applications are received, the SERC Grant Review Committee will determine and recommend to the SERC which projects should be funded and for what amounts. The SERC will select those proposals that will return the maximum dividend for funds granted.

We are depending on you to take advantage of these funds. The HMEP Grant program is the primary source of federal funding for LEPCs. Therefore, LEPCs are encouraged to make maximum use of these funds while they exist. You have heard it many times before; when federal grants are not used, they eventually disappear. It could happen at any time.

Note: Be absolutely sure your application is complete and that all attachments are included before you submit it. Fax copies of anything submitted will not be accepted. You are urged to review the “Planning Application Requirements” sheet to make sure you have included all of the necessary attachments to your application. Applications that are incomplete cannot be funded.

The type of project, your ability to carry it out during the grant period, and past performances are some of the many considerations used in the final grant selection process.

The HMEP Grant Package should be reviewed by your LEPC members so they may help decide which project is most important for your LEPC. You are also required to coordinate with your County Emergency Services Director to ensure that LEPC activities are consistent with the county’s overall emergency services goals.

If you need help in determining your eligibility to apply for this grant, please contact Melissa Cross at (304) 558-5380 or Melissa.D.Cross@wv.gov. We want to help LEPCs become viable entities for the good of the citizens of our great state.

JJG/mc

cc: County Emergency Services Director
President, County Commission

Enclosure: 2016-2017 HMEP Grant Package
Grant Activities Guidance

West Virginia Hazardous Materials Emergency Planning Grant Program

Purpose: 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:

- increase effectiveness in safety and efficiently handling hazardous materials accidents and incidents
- enhance implementation of the Emergency Planning and Community right to know Act of 1986 (EPCRA)
- 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.

Applicants may fill out the forms using Adobe or Microsoft Word, if you have questions or need assistance please contact the Program Manager, Melissa Cross.

Application

Deadline Applications will be mailed to the LEPC Chairperson on April 8th. ***Application Deadline for this grant year is July 30th***. Applications must be postmarked no later than July 30th. ALL project applications and all supporting documentation should be forwarded to WVDHSEM at the following address:

WV State Emergency Reponse Commission
Attn: Melissa Cross
1900 Kanawha Boulevard, Building 1 Room EB-80
Charleston, West Virginia 25305
304 558-5380 fax 304 344-4538

Performance Period

The performance period for this grant is ***October 1 through September 30 each year***. Project expenditures must be obligated or expended by July 31st of each year. Projects must be completed no later than November 1 of each year.

Matching

Requirement Grant recipients are not required to match federal funds. The WV SERC has assumed the state match obligation for LEPC's in West Virginia.

Eligible

Applicants

The WV SERC has defined applicants as LEPC's which meet the following criteria:

- a. Approved or accepted LEPC membership
- b. Approved or accepted By-laws
- c. An exercise or actual event qualifying as an exercise
- d. LEPC has met once a quarter or 4 times during a year

Eligible

Expenditures The following listed activities are guidelines only, other projects will be considered if they are related to hazardous materials emergency response planning ***Please note that all activities must be transportation related***:

- a. Hazardous Analysis
- b. Commodity Flow Study
- c. Improvement/enhancement of EOP's
- d. Exercises which test emergency response capabilities
- e. Equipment rental and other expenses for exercises and drills may be allowed, depending upon the reasonableness of the cost
- f. Assessment of local response capabilities

Ineligible

- Expenditures**
- a. Expenditures funded under other grants or agreements
 - b. Purchase of operational equipment
 - c. Purchase of response equipment
 - d. Personnel expenses, overtime, travel, group meals or per diem for participation in drills and exercises
 - e. Any costs relating to the non-planning aspects of Emergency Planning and Community Right-to-Know Act such as Sections 304,311,312 or 313 activities
 - f. Food items
 - g. Costs incurred before October 1, or after September 30, of the performance period
 - h. Wally Wise guy programs
 - i. Public Outreach
 - i. **Weapons of Mass Destruction (WMD) training, planning and exercising. There are other dedicated funds for those programs**

Availability of Funds

The WVSERC will make a total of \$121,100 of planning funds available to LEPCs for the 2015 grant year. \$127,343 in training funds will be made available for training activities by Melissa Cross, SERC Coordinator and in coordination with RESA's throughout the state. However, if your LEPC has training needs not serviced by RESA please contact Melissa Buckley at 304 558-5380 for assistance.

Evaluation Process

As in the past, the WVSERC expects there will be more project applications than can be realistically funded. Since funding under this grant program is limited, competition is unavoidable. In order to ensure an equal and impartial awarding system the WVSERC will appoint a sub-committee of commission members to review applications in August of the grant year. Grants will be awarded in September of the grant year. Grant expenditures may begin on or after October 1 of each grant year. Each application will be reviewed individually for qualification and minimum requirements. Projects will then be judged on:

- Project & scope of work
- Intent of the Hazardous Materials Program
- Usefulness to other jurisdictions and realistic budget projections

**Progress
Reports**

Grant recipients must prepare and submit quarterly progress reports to DHSEM for the duration of the grant. The reports must include the status of all activities. Reports are due to DHSEM as follows:

October 1 - December 31 – **due by January 15th**

January 1 - March 31– **due by April 15th**

April 1 – June 30th – **due by July 15th**

July 1 - September 30th – **due by October 15th** of each grant year.

Final reports and projects are due no later than November 1 of each grant year. Failure to supply required reports may result in funding delays.

**Revision
Requests**

All changes to the grant recipient's approved scope of work and budget must be submitted to DHSEM. 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 Grant Administrator.

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

Monitoring

DHSEM 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 reports

**Accessibility
Of Records**

The Department of Transportation, the Comptroller General of the United States, DHSEM, 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.

DHSEM will provide the grant recipient reasonable notice of intent to impose measures and will make efforts to resolve the problem informally. Grant recipients may appeal to the Commission.

**Final Report
& Close out**

All funds must be obligated or expended by July 31st of the grant year. Final Projects must be completed and submitted to the WVSERC by November 1 of the grant year.

**Suspension
Termination**

DHSEM or the WVSERC 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
-

***Withdrawal
From
Program***

If an application is selected and awarded but the LEPC is unable to accept the grant written notification must be made within 15 days of grant award notice. If the LEPC is unable to complete the project the LEPC should immediately notify the WVSEPC. Arrangements will be made on final funding expenditures and grant close out activities.

***Contact
Information***

Technical assistance is available throughout the application and grant performance process. Contact the WV Division of Homeland Security and Emergency Management at 304 558-5380, Melissa Buckley or Melissa.D.CROSS@wv.gov for assistance.

***Application Forms
Required***

- Planning Application Requirements & Process
- Application Form
- LEPC Information & Activities Completed
- Application
- MOU
- Appendix A
- Appendix B
- Appendix C
- Appendix D
- Appendix E
- Request (s) for payment
- Progress Reports

Planning Application Requirements

To be deemed an eligible applicant, the following criteria must be met and agreed to by the chairperson of the local emergency planning committee (LEPC)

- I certify that a copy of our LEPC By-Laws have been submitted to the WV SERC and approved
- I certify that I have attached a true and accurate LEPC membership list to this application
- I certify that I was appointed/elected as the chairperson of this LEPC. The LEPC minutes indicating my appointment/election are attached
- I certify that a copy of the last LEPC minutes are attached to this application
- I certify that the LEPC is complying with Section 324 of EPCRA – Public availability of plans, data sheets, forms and follow-up notices
- I certify that the LEPC has met **twice** in the prior twelve months and that copies of the minutes are attached
- I certify that the LEPC will meet at least quarterly during the grant period; and that copies of agendas and minutes from these meetings will be provided to the State Emergency Response Commission
- I certify that a LEPC hazardous materials plan has been previously submitted to the SERC
- I certify that the LEPC will conduct at least one hazardous materials emergency response exercise (table top, functional or full scale) during the grant period. Actual emergencies may be used to meet this requirement, provided the proper forms have been submitted to the SERC (USE AAR FORM)
- I certify that LEPC members were allowed to review this grant application prior to submittal
- I certify that the designated agency, which will receive grant funds, will be subject to audit by the West Virginia Division of Homeland Security and Emergency Management

LEPC Chairperson Signature:

Date:

OES Director Signature:

Date:

LEPC Information and Activities Completed

| |
|---------------------------------------|
| LEPC Name: |
| Address: |
| City, State, Zip: |
| Email: |
| Telephone: |
| Name of Chairperson: |
| Number of Meetings in last 12 months: |
| Number of Members: |
| Dates of Last 2 meetings: |

| Activity | Submitted/Completed date |
|----------------------------|--------------------------|
| LEPC Emergency Plan | |
| Response SOP's underway | |
| Response SOP's completed | |
| Plan Exercise | |
| Hazard Analysis | |
| By-law | |
| Facility Outreach Program | |
| Public Information Program | |
| Commodity Flow Study | |
| Other: | |
| | |

Anticipated Results/Benefits:

| |
|--|
| |
| |
| |
| |

What activities/tasks will be included in the project?

| |
|--|
| |
| |
| |
| |

When will the activity/task be finished?

Started:

Completed:

Who will do the tasks/activities and how will they be supervised?

| |
|--|
| |
| |
| |
| |

Use additional sheets if necessary

What new products/activity (reports, plans, maps or studies etc.) will the project produce?

| |
|--|
| |
| |
| |
| |
| |
| |
| |
| |
| |
| |

If supplies will be purchased, list the cost of each item

| |
|--|
| |
| |
| |
| |

Explain why supplies are needed to complete this project

| |
|--|
| |
| |
| |

Use additional sheets if necessary

Budget Sheet

| | |
|---|-----------|
| Personnel Services: | |
| Salaries & Wages | \$ |
| Printing & Postage | \$ |
| Travel | \$ |
| Office Supplies | \$ |
| Software | \$ |
| Resource Materials | \$ |
| Training Expenses <i>Including Consumable Equipment</i> | \$ |
| Other expenses <i>(be specific!)</i> | \$ |
| Subtotal | \$ |
| Contractor Costs <i>Including Contractor Information</i> | \$ |
| TOTAL GRANT REQUEST | \$ |

Additional Funding

If additional funds become available can your LEPC utilize those funds?

If so, what would the funds be used for?

List the dollar amount needed?

Contractor Information

Why is a contractor needed?

Who is the contractor (Include name, address etc)?

What is the scope of work the contractor will be responsible for?

Who will supervise the contractor to ensure a satisfactory completion of the project (including timely completion of project)?

Will the LEPC ensure a satisfactory project is completed?

What is the latest date your LEPC can utilize additional funds

Reduction in funding request

If the WWSERC is unable to fund your project completely will the LEPC continue with the project?

If funding is reduced please indicate how the reduction will impact the project

What tasks or purchases will be eliminated, reduced or modified?

Will the overall value of the project be severely impacted? Explain how.

REMEMBER: EXPLAIN YOUR ANSWERS IN AS MUCH DETAIL AS POSSIBLE.

MEMORANDUM OF UNDERSTANDING

2016-2017 HMEP CFDA 20.703

This Memorandum of Understanding (MOU) is entered into by and between the *State of West Virginia, Division of Homeland Security and Emergency Management (hereinafter DHSEM), WV State Emergency Response Commission (hereinafter WVSERC)* and the LEPC of _____ County, State of West Virginia (hereinafter _____ County LEPC).

WHEREAS, The DHSEM and WVSERC is the designated agency for the disbursement of United States Department of Transportation funding for planning for hazardous materials emergencies;

WHEREAS, the _____ County LEPC has submitted a grant application for receipt of these funds dated the _____ day of _____ 2016.

NOW, THEREFORE, in consideration of the following covenants between the parties, the DHSEM and WVSERC shall provide a grant payment of

\$ _____ to the _____ County LEPC.

For and in consideration of this grant payment, _____ County LEPC agrees as follows:

1. To expend the funds in accordance with its grant application filed with the DHSEM and WVSERC on the _____ day of _____, 2016 and in compliance with all applicable federal rules and regulations.
2. To maintain accounting records and receipts for the purpose of an audit to prove expenditure of the funds pursuant to the grant application submitted by the _____ County LEPC on the _____ day of _____, 2016.
3. To maintain these accounting records for a period of three (3) years and to submit to any audit upon request by the Division of Homeland Security and Emergency Management Office (DHSEM) and the West Virginia State Emergency Response Commission (WVSERC); and
4. To repay to the DHSEM and WVSERC any funds not spent as agreed to herein.
5. To comply with all applicable provisions of federal, state, and local laws, regulations, and DOT directives. The _____ County agrees and understands that federal laws, regulations, policies and regulated administrative practices in force and made applicable to this grant on the date of execution may be modified from time to time and that the most recent of such provisions will govern the administration of this grant.

6. The _____ County LEPC agrees to comply with DOT regulations Drug-free Workplace Requirements (Grants) 49CFR Part 29, Subpart F. and to submit the required certification.

7. To comply with and execute the appendices attached hereto and incorporated by reference.

It is further understood and agreed that any funds not expended or encumbered by the 30th day of September, 2017, shall revert to the WV Division of Homeland Security and Emergency Management and West Virginia State Emergency Response Commission upon request of the WV Division of Homeland Security and Emergency Management and WV State Emergency Response Commission.

All LEPC's shall comply with 49 CFR 110 and 18, and shall also comply with 2 CFR Part 225. LEPC's and the WV SERC also must comply with Circular A-133 Compliance Supplement, which sets forth standards for obtaining consistency and uniformity among Federal agencies for the audit of States, local governments, and non-profit organizations expending Federal awards.

This MOU is entered into on this the _____ day of _____, 2016.

County LEPC Chairperson

James J. Gianato, Chairman
WV State Emergency
Response Commission

Date

APPENDIX A

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

DEPARTMENT OF TRANSPORTATION

The _____ County LEPC (hereinafter referred to as the "Recipient") **HEREBY AGREES THAT** as a condition to receiving any federal financial assistance from the Department of Transportation it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act) and all requirements imposed by or pursuant to Title 49, code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Program of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the Regulations) and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, sex or national origin, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any program or activity for which the Recipient receives federal financial assistance from the Department of Transportation, and **HEREBY GIVES ASSURANCE THAT** it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the project:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23 (e) and 21.23 (b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and, in adapted form in all proposals for negotiated agreements:

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 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.

3. That the Recipient shall insert the clauses of Appendix B of the agreement in every contract subject to the Act and the Regulations.
4. That this assurance obligates the Recipient for the period during which federal financial assistance is extended to the project.
5. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he delegates specific authority to give reasonable guarantee that is, other recipients, subgrantees, contractors, subcontractors, transferee successors in interest, and other participants of federal financial assistance under such programs will comply with all requirements imposed or pursuant to the Act, the Regulations, and this assurance.
6. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, and Regulations, and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts or other federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation and is binding on it, other recipients, subgrantees, contractors, subcontractors, transferees, successors in interest and other participants in the Department of Transportation Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the recipients.

DATE _____

_____ County LEPC
(Recipient)

by _____
(Signature of LEPC Chairperson)

APPENDIX B

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

During the performance of the contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agree as follows:

1. Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-Assisted Programs of the Department of Transportation (hereinafter "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
3. Solicitation for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, sex, or national origin.
4. Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the _____ County LEPC or the Research and Special Programs Administration (RSPA) to be pertinent to ascertain compliance with such Regulations, orders and instructions.

Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the _____ County LEPC or the Research and Special Programs Administration as appropriate, and shall set forth what efforts it has made to obtain the information.

5. Sanctions for Noncompliance: In the event of the contractor's noncompliance with nondiscrimination provisions of this contract, the County LEPC shall impose contract sanctions as it or the Research and Special Programs Administration may determine to be appropriate, including, but not limited to:
- (a) withholding of payments to the contractor under the contract until the contractor complies; and/or
 - (b) cancellation, termination, or suspension of the contract, in whole or in part.
6. Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directive issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the County LEPC or the Research and Special Programs Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontract or supplier as a result of such direction, the contractor may request the _____ County LEPC to enter into such litigation to protect the interests of the _____ County LEPC, and, in addition the contractor may request the United States to enter into such litigation to protect the interest of the United States.

APPENDIX C

ASSURANCE OF COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

DEPARTMENT OF TRANSPORTATION

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by _____ County LEPC executed in expending these grant funds.

The [grantee, licensee, lessee, permittee, etc., as appropriate] for herself/himself, his/her heirs, personal representatives, successors in interest, and assigns, as part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this [deed, license, lease, permit, etc.] for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the [grantee, licensee, lessee, permittee, etc.] shall maintain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination of Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of the above nondiscrimination covenants, the _____ County LEPC shall have the right to terminate the [license, lease, permit, etc.] and to reenter and repossess said land and the facilities thereon, and hold the same as if said [licenses, lease, permit, etc.] had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, the _____ County LEPC shall have the right to re-enter said lands and facilities thereon, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of the _____ County LEPC and its assigns.

The following shall be included in all deeds, licenses, leases, permits, or similar agreements entered into by the _____ County LEPC.

The [grantee, licensee, lessee, permittee, etc., as appropriate] for herself/himself, his/her personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in case of deeds, and leases add "as a covenant running with the land"] that (1) no person on the grounds of race, color, sex, or national origin shall be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over or under such land and the furnishing services thereon, no person on the grounds of race, color, sex, or national origin shall be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination, and (3) that the [grantee, licensee, lessee, permittee, etc.] shall use the premises in compliance with all other requirements imposed by or pursuant to 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 - Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

[Include in licenses, leases, permits, etc.]*

That in the event of breach of any of the above nondiscrimination covenants, the _____ County LEPC shall have the right to terminate the [license, lease, permit, etc.] and to re-enter and repossess said land and the facilities thereon, and hold the same as if said [license, lease, permit, etc.] had never been made or issued.

[Include in deeds]*

That in the event of breach of any of the above nondiscrimination covenants, the _____ County LEPC shall have the right to re-enter said land and facilities thereon, and the above-described lands and facilities shall thereupon revert to and vest in and become the absolute property of the County LEPC and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

APPENDIX D

22.4 The Grantee agrees:

22.4.1 To comply with the provisions of the Privacy Act of 1974, 5 U.S.C. Section 552A and regulations adopted thereunder, when performance under the program involves the design, development, or operation of any system of records on individuals to be operated by the Grantee, its third-party contractors, subcontractors, subgrantees, or their employees to accomplish a DOT function;

22.4.2 To notify DOT when the Grantee or any of its third-party contractors, subcontractors, subgrantees, subrecipients, or their employees anticipate operating a system of records on behalf of DOT in order to implement the program if such system contains information about individuals' name or other identifier assigned to the individual. A system of records subject to the Act may not be used in the performance of this Agreement until the necessary and applicable approval and publication requirements have been met.

22.4.3 To include in every solicitation and in every third-party contract, subgrant, and when the performance of work under that proposed third-party contract, subgrant, or subagreement may involve the design, development, or operation of a system of records on individuals to be operated under that third-party contract, subgrant, or to accomplish a DOT function, a Privacy Act notification informing the third-party contractor, or subgrantee, that it will be required to design, develop, or operate a system of records on individuals to accomplish a DOT function subject to the Privacy Act of 1974, 5 U.S.C Section 552A, and applicable DOT regulations, and that a violation of the Act may involve the imposition of criminal penalties; and

22.4.4 To include the text of Subsections 22.4.1 through 22.4.4 in all third-party contracts, and subgrants under which work for this Agreement is performed or which is awarded pursuant to this Agreement or which may involve the design, development, or operation of such a system of records on behalf of DOT.

DATE _____

_____ County LEPC
(Recipient)

_____ by _____
(Signature of LEPC Chairperson)

APPENDIX E

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS
(GRANTEES OTHER THAN INDIVIDUALS)

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 44 CFR Part 17, Subpart F. The regulations, published in the January 31, 1989 *Federal Register*, required certification by grantees prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be place when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment, (See 44 CFR Part 13, Subpart C 13.300 and Subpart D 13.400).

The grantee certifies that it will provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing a drug-free awareness program to inform employees about:

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug-counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:

- (1) Abide by the terms of the statement; and
- (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;

(e) Notifying the agency within ten days after receiving notice under subparagraph (d) (2), from an employee or otherwise receiving actual notice of such conviction;

(f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is convicted-

- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
- (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b) (c), (d), (e) and (g).

Place(s) of Performance: The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant (street address, city, county, state, zip code):

Organization Name, Address and phone number

Printed Name

Signature

Date

HMEP PLANNING GRANT PROGRAM

| REQUEST FOR PAYMENT | |
|---------------------|----|
| LEPC: | |
| Chairperson: | |
| Email Address: | |
| Total Grant Award: | \$ |
| Amount Requested: | \$ |

| I CERTIFY THIS IS AN ORIGINAL INVOICE AND PAYMENT HAS NOT BEEN RECEIVED | |
|---|----|
| County LEPC: | |
| County LEPC Chairperson Signature: | |
| Date: | |
| APPROVED FOR PAYMENT | |
| Date: | |
| WV SERC Chairperson Signature: | |
| Amount: | \$ |

REMEMBER: ALL SIGNATURES SHOULD BE IN BLUE INK!

**BACKUP DOCUMENTATION ON FILE WITH COUNTY LEPC*

HMEP PLANNING GRANT PROGRESS REPORT

Briefly describe how you are proceeding with the completion of the project (s) for which HMEP funds were awarded. Use the spaces below to describe your progress. Reports are due:

October 1 - December 31 – **due by January 15th**, January 1 - March 31– **due by April 15th**, April 1 – June 30th – **due by July 15th**, July 1 - September 30th – **due by October 15th** of each grant year.

County LEPC:

LEPC Chairperson Signature:

Date:

HMEP PLANNING GRANT FINAL PROGRESS REPORT

Describe the outcome of your project/activity to include how the product (s) will benefit your LEPC. ***INCLUDE A COPY OF YOUR PRODUCT WITH THIS REPORT.*** (plan, SOP, EOP, commodity flow study etc.)

Due NLT 1 November of each grant year.

County LEPC:

LEPC Chairperson Signature:

Date:

