

## DEKALB COUNTY

ITEM  
NO.

## BOARD OF COMMISSIONERS

HEARING TYPE

Preliminary

BUSINESS AGENDA / MINUTES

MEETING DATE: February 9, 2016

ACTION TYPE

Resolution

**SUBJECT:** GRANT ACCEPTANCE – Hazardous Materials Emergency Preparedness (HMEP) Grant Program, FY2016 Local Emergency Planning Committee (LEPC) Award

DEPARTMENT: Public Safety

PUBLIC HEARING:  YES  NOATTACHMENT:  YES  NoINFORMATION: Susan Loeffler  
CONTACT: Director, EMA

PAGES: 6

PHONE NUMBER: (678) 406-7768

**PURPOSE:**

- To consider approving the FY2016 Local Emergency Planning Committee (LEPC) Award of the Hazardous Materials Emergency Preparedness Grant Program; and
- To consider accepting the award from the Georgia Emergency Management Agency (GEMA) in the amount of \$6,000.00 and appropriating that amount to the Grant Fund along with the required match of \$1,500.00 (04935.573053.100); for spending in compliance with the grantor's requirements; and
- To consider authorizing the Chief Executive Officer to execute all the necessary documents.

**NEED/IMPACT:**

The grant award governs the use of the funds provided by GEMA, Georgia Office of Homeland Security to assist the DeKalb County Emergency Management Agency to build and enhance capabilities to prevent, protect against, respond to, and recover from hazardous materials emergencies in accordance with national direction and guidance to enhance local hazardous materials emergency planning and training. The HMEP Grant will be used to support training, supplies, and equipment costs on behalf of DeKalb EMA.

The grant and matching funds are to be distributed as follows:

Department	HMEP Funds	Match Funds	Match Funding Stream	Total
EMA	\$6,000.00	\$1,500.00	04935.573053.100	\$7,500.00

**No positions will be created with this funding.**

**Effective dates: October 1, 2015 to July 31, 2016**

**RECOMMENDATION (S):**

- To approve the FY2016 Local Emergency Planning Committee (LEPC) Award of the Hazardous Materials Emergency Preparedness Grant Program; and
- To accept the award from the Georgia Emergency Management Agency (GEMA) in the amount of \$6,000.00 and appropriating that amount to the Grant Fund along with the required match of \$1,500.00 (04935.573053.100); for spending in compliance with the grantor's requirements; and
- To authorize the Chief Executive Officer to execute all the necessary documents.

GEORGIA EMERGENCY MANAGEMENT AGENCY  
GEORGIA OFFICE OF HOMELAND SECURITY

NATHAN DEAL  
GOVERNOR

JIM BUTTERWORTH  
DIRECTOR



December 21, 2016

Ms. Sue Loeffler  
DeKalb County LEPC  
1960 West Exchange Place, 4<sup>th</sup> Floor  
Tucker, Georgia 30083

Dear Ms. Loeffler:

Your county is in compliance with the State of Georgia Local Emergency Planning Committee (LEPC) requirements. Therefore, please find enclosed your Hazardous Materials Emergency Planning (HMEP) subgrant award for Fiscal Year 2016 (FY 2016) as approved by the State Emergency Response Commission (SERC). Enclosed you will find the following documents:

- Statement of HMEP Subgrant Award
- U.S. Department of Justice OJP Form 4061/6

The award document specifies: 1) federal award amounts and the required match, 2) period of performance, and 3) special conditions of the award. This federal funding must be matched by local funds (cash or in-kind). Matching expenses from local funds must be allowable under grant requirements and must not be used elsewhere to match other federal awards, grants, or agreements. Please have the authorized official sign the award document and OJP Form 4061/6, and return by January 15, 2015.

The end of spending for FY 2016 HMEP grant funds is July 31, 2016. The final report is due no later than August 31, 2016. Receipts are required for all approved grant expenditures. Please keep original receipts and mail copies to the address below. If qualifications for HMEP funding are not maintained or specified requirements are not satisfied, this grant award could be terminated.

Please mail all forms and receipts to GEMA/Homeland Security, Attn: Russell Bergmann, Post Office Box 18055, Atlanta, GA 30316. You are welcome to contact Russell Bergmann, HMEP/LEPC Coordinator, at 404-635-7337 or [Russell.bergmann@gema.ga.gov](mailto:Russell.bergmann@gema.ga.gov) with questions.

Sincerely,

Jonna W. West  
Director  
Homeland Security Division

JW:RB  
Enclosures  
cc: GEMA/Homeland Security  
Area Field Coordinator



RECEIVED  
JAN 08 2015

GRANTS DIVISION

**GEORGIA EMERGENCY MANAGEMENT AGENCY**  
**GEORGIA OFFICE OF HOMELAND SECURITY**

NATHAN DEAL  
GOVERNOR



JIM BUTTERWORTH  
DIRECTOR

**STATEMENT OF SUBGRANT AWARD, PAGE 1**  
**HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS AWARD**

**FEDERAL GRANT:** Hazardous Materials Emergency Preparedness (HMEP)  
**STATUTORY AUTHORITY FOR GRANT:** Federal Hazardous Materials Transportation Law, 49 U.S.C. 5101 et seq.  
**FUND SOURCE:** CFDA 20.703

<b>GRANTEE IMPLEMENTING ENTITY:</b> DeKalb County LEPC 1950 West Exchange Place Tucker, GA 30084	<b>AWARD DATE:</b> 12/15/15
	<b>AWARD NUMBER:</b> SHM16-012
	<b>START DATE:</b> 10/1/2015
	<b>END DATE:</b> 06/30/2016

**BUDGET:** The following expenditures have been proposed by the grantee and approved by GEMA for FY 16.

Expense	International Hazardous Materials Conference
HMEP Category	Planning
Projected date	May 2016
Justification	Funding to be utilized to send 3 technicians to the conference which provides information on the latest tools, ideas, best practices, and methods for handling HazMat transportation incidents.
Expected cost	\$3,250
Expense	Camera
HMEP Category	Planning
Projected date	March 2016
Justification	A camera with required accessories will be purchased to film HazMat transportation related training and exercises.
Expected cost	\$700
Expense	HazMat Training Foam
HMEP Category	Training
Projected date	May 2016
Justification	Purchase of approximately 150 gallons of firefighting foam for use in HazMat training exercises.
Expected cost	\$500.00
Expense	HazMat Training Books
HMEP Category	Training
Projected date	May 2016
Justification	Purchase of HazMat instructor manuals to teach firefighting foam use and the HazMat training and awareness class to new recruits
Expected cost	\$950



Expense	HazMat Training Videos
HMEP Category	Training
Projected date	May 2016
Justification	The purchase of 4 training videos to be utilized to increase general knowledge of HazMat Transportation incidents and to enable the fire academy to meet target requirements for all fire fighters to satisfy their 8 hours of mandatory HazMat training.
Expected cost	\$600
Expense	Local Match
HMEP Category	Planning
Projected date	August 2016
Justification	Local Match from DeKalb County through contributions of LEPC members and purchase of supplies that support HMEP program activities.
Expected cost	Local Match - \$1,500

**GEORGIA EMERGENCY MANAGEMENT AGENCY**  
**GEORGIA OFFICE OF HOMELAND SECURITY**

NATHAN DEAL  
GOVERNOR



JIM BUTTERWORTH  
DIRECTOR

**STATEMENT OF SUBGRANT AWARD, PAGE 2**  
**HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS AWARD**

<b>SPECIAL CONDITIONS:</b> The HMEP grant is subject to all conditions and limitations as set forth in the U. S. Department of Transportation Regulations regarding the Hazardous Materials Emergency Preparedness (HMEP) Grant Program (49 CFR 18 and 49 CFR 110) and the State of Georgia LEPC Requirements.	<b>PLANNING AWARD:</b> \$3,950
	<b>TRAINING AWARD:</b> \$2,050
	<b>TOTAL AWARD:</b> \$6,000
	<b>MATCH REQUIREMENT:</b> \$1,500
	<b>TOTAL PROJECT COST:</b> \$7,500

The budget outlined on page 1 of this document was proposed by your LEPC representative and approved by GEMA for FY 16 use of HMEP funds. If there are any changes to the above proposed use of funds, please submit a change request that includes the new proposed expenditure, the projected date, the justification for using HMEP grant funds, and the expected cost to [russell.bergmann@gema.ga.gov](mailto:russell.bergmann@gema.ga.gov).

<b>IMPORTANT DATES</b>	
3/31/2016	First semi-annual report due
7/31/2016	End of spending
8/31/2016	Final semi-annual report due, reimbursements checks sent

<b>SIGNATURES</b> below indicate the acceptance of HMEP FY 16 grant funds to be used within Federal and State guidelines		
<b>PRINTED NAME</b> (and title for authorized representative)	<b>SIGNATURE</b>	<b>DATE OF ACCEPTANCE</b>
<b>LEPC DIRECTOR:</b>		
<b>AUTHORIZED GRANTEE OFFICIAL:</b>		
<b>APPROVING AUTHORITY, GEMA:</b>		





U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE OF THE COMPTROLLER

## CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

### 1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### 2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510—

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a

public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### 3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620—

A. The applicant certifies that it will or will continue to 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 an on-going 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 in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

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

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; 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 (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

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Check  if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check  if the State has elected to complete OJP Form 4061/7.

**DRUG-FREE WORKPLACE  
(GRANTEES WHO ARE INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620—

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 Seventh Street NW., Washington, DC 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

2. Application Number and/or Project Name

3. Grantee IRS/Vendor Number

4. Typed Name and Title of Authorized Representative

5. Signature

6. Date

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