

The 2016 HMEP Grant Closeout Packet Instructions

Please complete the attached Grant Closing Questionnaire. When closing out your 2016 HMEP grant you must complete the **Form 21 or Form 15**, as applicable. **Form 15** shall be used when salary is used as the soft match. **Form 21** shall be used for soft matches other than salary.

For each type of HMEP project you will have to complete a closing packet. (example if you were approved for a training and planning project you will have to complete two packets).

When completing your grant closeout packet, please complete all of section 1. The following closeout packet is grouped by Training, Drills & Exercise, and Planning. Complete only the section your grant was awarded for. (Example, your 2016 HMEP Grant was approved for training; you would complete section 1 of the closeout packet plus the training section 2.

In order for your grant to be closed you will need to submit all supporting documents as requested in the HMEP Grant Closeout Packet to KDEM by August 31, 2016.

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HMEP Grant Closing Questionnaire

Upon completion of the proposed projects, the LEPCs must submit a grant closing report with supporting documentation. **This questionnaire directly relates to the requirements as put in effect by USDOT in FY2016.** Please respond to the questions below to the best of your ability and check the boxes as applicable.

SECTION 1 (must be completed)

1. County Name _____ 2. Award year _____

3. Title of Project _____

Type of Project:

4. Training ____ Yes ____ No (if yes, complete Section 2)

5. Exercise ____ Yes ____ No (if yes, complete Section 3)

6. Planning ____ Yes ____ No (if yes, complete Section 4)

7. Award amount \$ _____ 8. Matching amount \$ _____

9. Amount of unobligated HMEP grant funds \$ _____

10. Do you have a current LEPC membership roster on file with the CEPR (Commission on Emergency Planning and Response) ____ Yes ____ No

11. LEPC meetings are held on every:

1-month ____ 2-months ____ 3-months ____ 6-months ____ One year ____

12. Provide the number of LEPC members who attend meetings, conferences, or other opportunities for preparedness and response education:

- Total Number of LEPC Members who attended meetings: _____
- Total Number of LEPC Members who attended conferences: _____
- Total Number of LEPC Members who attended other opportunities for preparedness and response education: _____

13. Please indicate the amount used for 20% match:

Salary and Fringe Benefits \$ _____ Cash \$ _____ Office Space \$ _____

Equipment \$ _____ Supplies \$ _____ Cash \$ _____ Volunteer time \$ _____

Indicate source of other \$ _____

SECTION 2

HMEP TRAINING

Training Questions: If you answered yes to question 4 in Section 1, please complete section 2.

The questions listed below are pertinent to the training provided by the LEPCs during the grant operating period only. Please respond to the questions to the best of your knowledge.

1. Provide total dollar amount expended to assess training needs for the jurisdiction:
\$_____

2. Provide total dollar amount expended for emergency response drills and exercises, course of study, tests and evaluations of emergency plans: \$_____

3. Provide total dollar amount expended for staff to manage the training effort designed to result in increased benefits, proficiency, and deployment of local and regional responders: \$_____

4. Number of students trained using 2016 HMEP funds:

HAZMAT TRAINING							
	Awareness	Operations	Technician	Specialist	Annual Refresher	Incident Commander	Other
Fully HMEP Funded							
Partially HMEP Funded							

SECTION 2 (cont.)

5. Please Specify the number of trained in the following categories:

HAZMAT TRAINING				
	Fire	EMS	Law Enforcement	Other
Fully HMEP Funded				
Partially HMEP Funded				

6. Did your jurisdiction provide other types of training? _____ Yes _____ No
 If yes, check all that apply and specify the numbers below,

Hazmat ICS	TRANSCAER	Chlorine	CAMEO, Tier II, EPCRA	National Hazmat Training	Regional Hazmat Training	Chemistry for first Responders	Confined Space Rescue	Other

7. Was training offered that followed OSHA or NFPA standards? __ Yes __ No

8. Was training provided based on a change in the emergency plan? __ Yes ____ No
If yes please explain in the box below or attach a separate sheet, if required.

9. Was training provided based on a change in lessons learned? _____ Yes _____ No
If yes please explain in the box below or attach a separate sheet, if required.

SECTION 2 (cont.)

10. Was training provided based on something other than a change in the emergency plan or lessons learned? _____Yes _____No

If yes please explain in the box below or attach a separate sheet, if required.

11. Did you include any certificates, pamphlets or vital information with the closing report that shows that the project was completed? _____Yes _____No

If the answer is No, please explain why

12. Did you include all receipts, rosters, invoices and copies of payments with the closing report that were made for HMEP project? _____Yes _____No

If the answer is No, please explain why

“By signing this document, I certify to the best of my knowledge and belief that the provided information is true, complete, and accurate, and all funds were used solely for the project and purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.”

Title

Signature

Date

SECTION 3

HMEP EXERCISE/DRILL

Exercise & Drills Questions: If you answered yes to questions 5 in Section 1, Please complete this section.

1. Provide total dollar amount expended for emergency response drills and exercises, course of study, tests and evaluations of emergency response plans in a separate sheet. \$_____

2. Type of exercise/drill conducted by the LEPC:

Table Top	Functional	Full-Scale	Multi-Jurisdictional	Progressive exercise series	Other

3. Total number of responders that participated in the exercise: _____

4. Agencies and the number of personnel participated in the above exercise: Please check appropriate boxes.

Fire	EMS	Public Works	Police	Hospital	Transport	Emerg. Mgmt.	Industry	Health Dept.	Non Profit	Other

5. Number of people evaluating the exercise: _____

6. Federal standard that was adopted for the exercise:

HSEEP_____ HM-EEM_____

7. Please indicate if the exercise involved a:

Fixed Facility	Mode of Transportation	Combination of both	Other

SECTION 3 (cont.)

8. If a mode of transportation was involved, indicate whether it was:

Air	Rail	Water	Road

9. If hazardous materials were used, please list the chemicals:

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Title

Signature

Date

SECTION 4

HMEP PLANNING

Planning Questions: If you answered yes to question 6 in Section 1 please complete this section.

Please check the section that apply to your project.

1. HMEP funds were used to:

- a. Develop, improve, and implement emergency plans _____
- b. Exercise to test the plan _____
- c. Enhancements to the plan to include hazard analysis & response procedures to hazmat transportation _____
- d. Assess planning and training needs _____

2. If a plan was developed/updated, provide the methods used to update the emergency plan such as:

- a. LEPC meetings _____
- b. Types of infrastructure update information _____
- c. Points of contact lists _____
- d, Location of vulnerable population's _____
- e. Updates of maps and response capabilities _____

3. HMEP funds were used to assess the need for regional hazardous materials emergency response teams: _____

4. HMEP funds were used to hire technical staff to support the planning effort. _____

SECTION 4 (cont.)

5. Provide the methods used by the LEPCs to identify risks in the community.
Please check all that apply.

Tier II Report _____

Commodity Flow Study _____

Written or Windshield Survey _____

Hazardous Analysis _____

Vulnerability Assessment _____

Other (Please specify) _____

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