



BOARD OF SUPERVISORS AGENDA ITEM REPORT
CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: November 19, 2019

** = Mandatory, information must be provided*

or Procurement Director Award ☐

***Contractor/Vendor Name/Grantor (DBA):**

Arizona Department of Environmental Quality (ADEQ)

***Project Title/Description:**

Hazardous Materials Emergency Preparedness (HMEP)

***Purpose:**

Funding to provide support of local hazardous materials emergency planning and training.

***Procurement Method:**

N/A

***Program Goals/Predicted Outcomes:**

Hazardous Materials Emergency Preparedness (HMEP) grants are used to develop, improve and implement emergency plans, and train public sector hazardous materials (hazmat) response employees to respond to accidents and incidents involving hazardous materials in transportation. This is accomplished through emergency planning, conducting training and exercises, and coordination with all jurisdictions within Pima County.

***Public Benefit:**

The grant will continue to provide funding to support hazardous materials trainings and exercises.

***Metrics Available to Measure Performance:**

Quarterly reports to grantor.

***Retroactive:**

OEM received the grant award letter after the grant performance period started on October 1, 2019.

GMI Approved 11/19/19 [Signature]

Revised 9/2019

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____

☐ Expense Amount: \$* _____ ☐ Revenue Amount: \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No**If Yes, is the Contract to a vendor or subrecipient?**Were insurance or indemnity clauses modified? ☐ Yes ☐ No*If Yes, attach Risk's approval.*Vendor is using a Social Security Number? ☐ Yes ☐ No*If Yes, attach the required form per Administrative Procedure 22-10.***Amendment / Revised Award Information**

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ Revenue ☐ Increase ☐ Decrease Amount This Amendment: \$ _____Is there revenue included? ☐ Yes ☐ No If Yes \$ _____***Funding Source(s) required:**Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____**Grant/Amendment Information** (for grants acceptance and awards)☒ Award ☐ AmendmentDocument Type: GTAW Department Code: OEM Grant Number (i.e., 15-123): 20*55Effective Date: 10/01/2019 Termination Date: 09/30/2020 Amendment Number: _____☐ Match Amount: \$ _____ ☒ Revenue Amount: \$ 51,483.00***All Funding Source(s) required:** Arizona Department of Environmental Quality (ADEQ)***Match funding from General Fund?** ☐ Yes ☒ No If Yes \$ _____ % _____***Match funding from other sources?** ☐ Yes ☒ No If Yes \$ _____ % _____***Funding Source:** _____***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?** _____Contact: Paige KnottDepartment: Office of Emergency ManagementTelephone: 520-724-9314

Department Director Signature/Date: _____

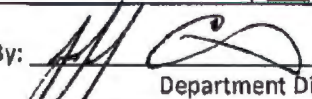
Deputy County Administrator Signature/Date: _____

County Administrator Signature/Date: _____

(Required for Board Agenda/Addendum Items)

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Office of Emergency Management	Date: 10/8/19
Contact information:	Name: Paige Knott	Telephone: 724-9314
Funding opportunity title:	Hazardous Materials Emergency Preparedness Grant (HMEP)	
Link to opportunity:	www.phmsa.dot.gov/hazmat/grants	
Funding agency:	Arizona Department of Environmental Quality (ADEQ)	
Amount to be requested:	\$ 169,147.00	
Due date and time:	10/8/2019 AM	
What are you going to spend the money on?	<p>The funding requested will provide support of local hazardous materials emergency planning, training and exercises to enhance territorial, tribal, and local hazardous materials emergency planning and training in Pima County.</p> <p>The HMEP grant is on a 3 year grant cycle and funds are dispersed on an annual basis. OEM requested \$169,147 for the entire 3 year grant cycle. The 1st year - FY 2019-2020 HMEP grant award is for \$51,483.</p> <p>This grant application was originally submitted on 04/25/2019 and OEM received the award letter on 10/7/19. See the award letter attached.</p> <p>In the past, 100% of this grant paid for costs incurred by LEPC and other Hazmat training activities and not for PC personnel wages, fringe, travel and training. If eligible costs are charged, OEM will include a 10% indirect rate on those costs.</p>	
What will be the benefit to Pima County?	<p>HMEP funding will make available Hazmat training, exercises and planning for LEPC and first responder Hazardous Material (Hazmat) training in Pima County. The training, exercises and planning will allow OEM, LEPC and the local first responder community to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents including the unique challenges of responses to transportation situations. Additionally, HMEP funding is used to develop, improve and implement emergency plans, and train public sector hazardous materials (hazmat) response employees to respond to accidents and incidents involving hazardous materials in transportation. This is coordinated with all jurisdictions within Pima County.</p>	
Indirect costs -- check one:	<input checked="checked" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: 10 % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs	
By:  Date: <u>10-8-19</u> <div style="text-align: center;">Department Director or Designee</div>		

GRANT COST/BENEFIT ANALYSIS**To be completed by GMI staff**

CFDA No. 20.703

Competitive Criteria:

This application for this grant was submitted in late April of 2019. Grant administration shifted from DEMA to ADEQ three years ago. The guidance issued by ADEQ allows indirect costs.

Other Factors:

Number of Awards:

Total amount to be awarded:

Match Required: ☐ Yes ☒ No If required what is the amount/percent: _____

Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):

Grant is for three years, with ADEQ awarding a yearly allotment for three years. The monetary value of the yearly allotment can change from year to year. There are no unusual term notes, which are listed in the award letter dated October 3, 2019 from Laura Malone at ADEQ.

Will this project require additional office/project space?

☐ Yes ☒ No

Will this project require staff time that cannot be paid for by the grant?

☐ Yes ☒ No

Will your project require any equipment items over \$5,000 per item?

☐ Yes ☒ No

Does the proposal use a fixed price contract?

☐ Yes ☒ No

Is this project subject to Human Subjects compliance?

☐ Yes ☒ No

Does this project involve subrecipients?

☐ Yes ☒ No

Is there a Statutory Funding Preference from the funding agency?

☐ Yes ☒ No

Allowable Indirect Rate: 10% If Indirect is not allowed, attach documentation.

List any other proposal or funder specific requirements:

GMI notes & recommendations:

Recommend approval.

By: 

GMI Director

Date: 10/11/19

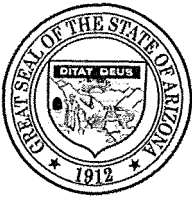
County Administrator Approval RequestApproved: ☒ Not Approved: _____ Subject to Further Review: ☐ Yes ☐ No

If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.

By: 

County Administrator or Designee

Date: 10/16/2019



Douglas A. Ducey
Governor

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY



Misael Cabrera
Director

October 3, 2019

Jeff Guthrie, Director
Pima County Emergency Management and
Homeland Security
3434 E. 22nd St.
Tucson, AZ 85713
Email: jeff.guthrie@pima.gov

received
10/07/19
PSC
electronic

Re: FY 2019-2020 Hazardous Materials Preparedness Grant Program (HMEP) Award

Dear Mr. Guthrie,

Thank you for participating in the Hazardous Materials Preparedness Grant Program (HMEP). We are happy to announce your grant award for Federal Fiscal Year 2019-2020 of the HMEP. Although the HMEP grant is on a 3-year grant cycle, ADEQ intends to disperse funds on an annual basis.

This letter is to notify you the amount requested by your district for FFY 2019-2020 was \$51,483.00; **the amount awarded to your district for FFY 2019-2020 is \$51,483.00.**

The project narrative submitted and approved by the Pipeline and Hazardous Materials Safety Administration (PHMSA) is attached.

This award supports your LEPC's request for grant funds for FFY 2019-2020. **The grant performance period begins October 1, 2019 and ends September 30, 2020.** This award meets all of your requests. This award serves to enhance hazardous materials response capacity within your planning district.

Important Compliance Notes:

1. This award is for reimbursement of approved funding requests. If your request differs or your needs change during the grant performance period, please notify us as soon as possible at azserc@azdeq.gov. A request will be submitted to PHMSA for approval. Your LEPC should continue to work on a composite list of needs and potential work projects and keep open communication with Chris Nutter and Michele Martinez. We cannot approve any requests that have not had prior approval from PHMSA.
2. Please submit your reimbursement request(s) to us at azserc@azdeq.gov. Request(s) must include a) ADEQ HMEP reimbursement form; b) narrative of the training or planning

exercise; c) copies of invoices/receipts and; d) the name of the organization who is requesting reimbursement.

3. Reminder that any unexpended funds will be returned to ADEQ for distribution as deemed appropriate and as approved by PHMSA. Please work with us should you anticipate that you will not be able to utilize the funds during the grant performance period.

Congratulations and we are excited to work with your County.

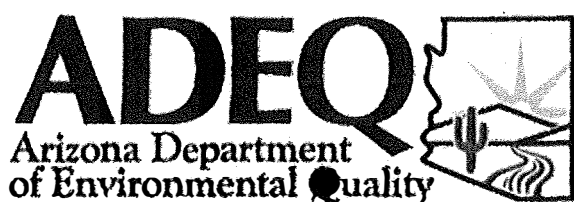
Sincerely,

A handwritten signature in black ink that reads "Laura L. Malone". The signature is fluid and cursive, with the first name "Laura" being the most prominent part.

Laura L. Malone
Division Director
Waste Programs Division

cc: Shane Clark, Coordinator shane.clark@pima.gov
Griselda Moya-Flores griselda.moya-flores@pima.gov

Attachments: Project Narrative FFY 2019-2020
ADEQ HMEP Reimbursement Form



Arizona Department of Environmental
Quality 1110 W. Washington Street
Phoenix, AZ 85007 azserc@azdeq.gov

HMEP Request for Funds Narrative

The project narrative submitted and approved by the Pipeline and Hazardous Materials Safety Administration (PHMSA) is below.

Sub-grantee: Pima County

Narrative FY 2019-2020

Activity Name	Cost	Participants	Description
HOTZONE Hazardous Materials Conference	\$4,000.00	3	Hazmat technicians will obtain knowledge on up to date technology, procedures, standard of care, safe operations, control, and mitigation of hazardous materials releases in one of the five modes of transportation. The technicians will be required to share their new knowledge and education with responders on the Pima County Regional Hazmat Team.
Fall NASTTPO Workshop	\$3,840.00	3	Attendees will acquire up to date information on the PHMSA HMEP Grant process and planning activities pertaining to the transportation of hazardous materials. The LEPC will effectively implement knowledge obtained to meet the mission of the Pima County LEPC by using the planning information to strengthen current plans & programs to protect the whole community.
Western Region SERC/TERC Conference	\$3,543.00	3	The conference and training provides critical information on lessons learned and best practices for use in coordinating and efficient response to releases of hazardous materials, which threaten public health and the environment. Attendance is important to the overall planning and preparedness efforts of Pima County LEPC.
Continuing Challenge	\$4,000.00	3	The workshop is designed to provide the student with the latest information while still maintaining the basics for those students who are just entering the HazMat field. Advancements in hazardous material emergency response are dynamic and attendance at this very popular annual workshop is critical to promote the health and safety of responders, the public, and the environment. After attending a choice of over 100 classroom sessions, hands-on workshops, and exciting contests and demonstrations to test new skills, attendees will return to share the knowledge with the Pima County Hazardous Materials team members.

IAFC Hazardous Materials Team Conference	\$8,000.00	6	<p>This activity allows 6 participants to attend the International Association of Fire Chiefs Annual Hazardous Materials Response Team Conference held annually in Baltimore MD.</p> <p>The Hazmat Conference is a four-day event offering hands-on training across a range of essential topics, including:</p> <ul style="list-style-type: none"> • Bio threat response and sample collection • Incident management best practices • Chemical and physical properties of hazardous materials • Recognizing and responding to commercial explosive incidents
Outreach Booth at Southern Arizona Environmental Management Society's (SAEMS) Annual RCRA and Transportation Training Seminar	\$500.00	2	<p>This activity will allow four LEPC/PCOEM attendees and booth/table space purchase for community outreach during the SEAMS annual training where businesses, transporters, government, first responders and others gather to discuss environmental regulations. There are presentations on hazardous materials transportation every year.</p>
AristaTek/PEAC Software Package	\$6,650.00	13	<p>This licensed and patented software has the ability to incorporate prior and future studies for transportation of hazardous materials and overlay them into a visual interface for planning and response purposes. It is also designed for use at the scene of a hazard supporting First Responders in making informed decisions and providing immediate operational response for HAZMAT (hazardous materials) and CBRNE (chemical, biological, radiological and nuclear defense) incidents. Includes 13 licenses of PEAC-WMD.</p>
HAZMATIQ Above the Line/Below the Line Training (Hazardous Materials Training for First Responders)	\$20,850.00	90	<p>The HazMat IQ 4-Step System is developed by first responders, for first responders. The system incorporates trademarked, innovative "smart charts" that enable responders to quickly assess the risks and efficiently respond to any known or unknown chemical or mixture.</p> <p>The cost of the training includes all instructor fees, travel expenses and course materials. Three 8 - hour trainings allow for a class size of 30+ for each training. Training will be conducted in three shifts to ensure first responders/technicians that work variable shifts will have the opportunity to attend.</p>
Hazardous Materials Response Plan Tabletop Exercise	\$100.00	30	<p>In federal fiscal year 2020, the Pima County LEPC would like to hold an Emergency Operations Center Hazardous Materials Tabletop Exercise to test the 2019 revision of the Pima County Hazardous Materials Response Plan. The exercise will allow Pima County to test the Pima County Hazardous Materials Response Plan Revision. This will also familiarize the Pima County LEPC with the Pima County Hazardous Materials Response Team response procedures when dealing with a transportation hazardous materials incidents.</p>
Total Request	\$51,483.00		