SD Office of Emergency Management

Memorandum

To: State of South Dakota SERC

From: Bob Van Winsen

CC: Cari Leidholt

Date: December 10, 2015

Re: Fourth Quarter FFY2014 HMEP Grant Report

Training grant:	Fed Share: $**110,979.69**	Non Federal Share (Match): $**27,744.69**	Total: **$170.832.63**
Planning grant:	Fed Share: $**59,852.94**	Non Federal Share (Match): $**14,963.70**	Total: $**74,816.64**

First Quarter: **October, November, December, 2014**

Training: Allocated: $**100,446.88** Unallocated: $**10,532.81**

Planning: Allocated: $**33,900.00** Unallocated: $**25,952.94**

($30,000.00 has been allocated for 9 awareness classes to be held during the GY2014 performance period)

Second Quarter: **January, February, March**

Training: Allocated: $**122, 946.69 (see note)** Unallocated: $**532.81**

Planning: Allocated: $**45,385.00** Unallocated: $**1,967.94**

Third Quarter: **April, May, June**

Training: Allocated: $**123,969.43** Unallocated: $(**489.74**)

Planning: Allocated $**41,385.00** Unallocated $**5,967.94**

Fourth Quarter **July, August, September**

Training: Allocated $ Spent $ Remaining funds $
Planning: Allocated $ Spent $ Remaining funds $

Note: $12,500.00 was moved from planning to training to accommodate requests for awareness training

Note II: An additional $1,175.53 was moved from planning to training.

GY2014 HMEP Activities and Goals.

The GY2014 HMEP training grant application was sent to fire chiefs, local emergency mangers and EMS personnel throughout the state. The goal of the training grant is to assist in training public sector personnel and first responders how to identify and properly respond to transportation related hazardous materials incidents. The following classes to name a few are listed in the State application:

- Awareness and Operations
- EMS Hazardous Material, level 1 and level 2
- Technician level and above, for State of South Dakota recognized hazardous material teams
- Various conferences allowable under the grant guidelines.

The GY2014 HMEP planning grant application was sent to LEPC chairmen and the local emergency managers. The planning grant is available to assist the local LEPC's meet their responsibilities for planning of hazardous materials in the community. Specifically, these funds can be used to:

- Prepare the annual update to the hazardous materials plan required under SARA Title III. The cost of hiring a contractor and all related out of pocket expenses can be covered with this grant. **If the last major plan update was several years ago, each county is encouraged to apply for this grant.**
- Conduct a commodity flow study to determine the hazardous materials flowing through the road/rail system in each jurisdiction. This information can then be used to improve planning for hazmat incidents.
- Conduct hazardous material exercises to better prepare personnel in response to a hazardous materials event.

The application deadline stated is the requested time to get applications to OEM but we will accept applications after this date as long as funds are available and the work is completed and invoiced by the end of the performance period.

The performance period for the HMEP GY2014 grant is October 1, 2014 through September 30, 2015.

Challenges and Goals:

- Training:

  The challenge expending funds due to the consortium the hazmat teams were once utilizing has come to an end. The waiting period for the facilities using FEMA funds has drastically increased. The 4 state hazmat teams have returned to the HMEP grant for assistance. With the limited amount of money the State of South Dakota receives, allotments of $25,000.00 are being awarded to the hazmat teams. If all of the funding is not allocated the hazmat teams will be notified and they can apply for more.

  The goal of providing awareness classes is being met. There are 9 eight hour classes are being scheduled using GY2014 funds. There are also going to be five 4 hour classes sponsored by LEPC's.

  Request for Proposal (RFP) is the method the State of South Dakota has been using to attract and secure contractors for the training courses. The RFP requires the contractor furnish proof of eligibility to teach the class which eases the burden of verifying instructor qualifications for the State. This also allows competition creating fair pricing.

- Planning

  With the commodity flow study completed in the western portion of the state in 2012 the State feels with the increase in oil field related activity more in depth flows studies should be completed.

  The local planning districts have been getting involved in assisting LEPC's update or write hazmat emergency operating plans. This has created an avenue for the local authorities to take that is familiar and utilizes grant dollars available.

- GY2014Grant Planning and Training

  The HMEP grant application process at the federal level has been evolving over the last couple of years. At the present time it is a little cumbersome but I believe the changes that are being made will produce a more efficient program. This in turn will benefit the LEPC's and their communities.

  One change calls for the grantee (SD) who is applying for the grant submit all training and planning projects in detail with costs. This requires that the grant administrator contact VFD's, regional hazmat teams, EMS providers, LEPC's and County Emergency Managers to request application submittals. Presently we wait to see what the grant amount proposed will be which usually comes out the 1st of February each year. Applications are sent to the locals, returned by the first week in March and processed. The application package the State fills out has to be turned in to HMEP grants by the 4th of April. This process gives a 2 month period to send and receive applications from the locals and submit an application.

  As grant administrator I would like to request that the SERC find and make available funds to match the planning grant portion. I would request using the same process as when the state wide commodity flow studies were conducted for the East and West portion of the State of South Dakota. This would allow the state grant administrator to develop an RFP to secure a contractor to conduct commodity flow studies starting in the NW region where the oil field activity is prevalent. This should be implemented each grant cycle which would prevent grant dollars being returned at the end of the grant year.

  The state grant administrator attended the 6 emergency management quarterly region meetings. Information about the HMEP grant purpose, availability and performance timelines was shared.

  Most of the goals that were set were met.

  Problems meeting the awareness training goals were lack of attendance projected. The Eventbrite system was used to register for the classes. Deadlines were given and if enough people didn't register the class could be cancelled.

  The hazmat plan numbers were up this year. I would attribute the increase with getting the planning districts involved. There is a working relationship already established between the locals and planning districts.

  The extension we asked for and received allowed Butte County to complete their hazmat plan.

  HMEP grant personnel came to Pierre from Washington DC and conducted a site visit in September. We did very well. Two suggestions were to update the agreement used to allocated funds to the locals. That has been completed and will be used for the 2015 grant. The second suggestion was to create a reporting system so progress can be monitored throughout the performance period of the grant. That is been incorporated in the new agreement.

  The State grant administrator would like to have discussion with the SERC about the use of a completed hazmat plan as an example for those who are not familiar with one.

GY2014 HMEP Training Grant

Activity	Proposed	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Awareness	240	0	19	37	57
Operations	68	0	0	0	33
Specialist	3	0	0		3
Technician	2	0	0	2	
Incident Command	0	0	0		3
Hazmat Monitoring	0	0	0		
Safety Officer	3	0	0	3	1
Cold Zone	9	0	0	4	
Airport Rescue Live Burn	18	0	0	7	30
Airport Rescue Specialist	0	0	0		
Airport Rescue Refresher	18	0	0		9
Hazmat IQ	55	0	0		19
Hazmat IQ Advanced	30	0	0		13
Hazmat IQ Air Monitoring	0	0	0		14
HazCat	16	0	12	0	
Various Conferences	12	0	3	1	9
Total		0	34	54	191
Year to date total projected	466			Year to date trained	470

Training

First Quarter Review

- Prepare and send out the GY2014 HMEP applications to each of the 4 Hazmat teams, Fire Chiefs, County Emergency Managers, and State of South Dakota Regional Coordinators.
- Applications were returned and processed.
- Agreements were returned.
- Work can proceed.
- No requests for reimbursements have been received.

Second Quarter Review

- Process applications as received
- Process reimbursement requests as received

Third Quarter Review

- Work with contractor to hold awareness classes. Had a few cancellations. Found a couple of other agencies wishing to hold a course.
- Process applications.
- Plan for 2015 and 2016 HMEP grant.
- HMEP offered an extension to the 2014 grant. Asked for and received a 90 extension so Butte County can finish there Hazmat Plan.

Fourth Quarter Review

- The training numbers estimated at the beginning of the grant period were met.
- Work is being done to implement a condensed operations class. This class would replace the 8 hour awareness class with the purpose of teaching more than an awareness class without getting past the participants resource capabilities.
- Will close out the 2014 grant 12/31/2015.
- Staff attended the National Association of SARA Title Three Program Officials fall conference is Huston Texas In September. Federal HMEP grant specialists were in attendance. Discussion was had detailing the plans and dates the three year performance period for the FY2106 HMEP grant will go into effect.

GY2014 Planning Grant

Planning Activity	County	1st Quarter Completed
Hazmat Plans	Butte, Edmunds, Tripp, Todd, Warhawk District (to include Campbell, Walworth, Dewey, Corson, & Ziebach counties.)Roberts, Yankton, Jones	
Commodity Flow Study		
Hazmat Exercise	Todd	

Planning Activity	County	2nd Quarter Completed
Hazmat Plans	Butte, Edmunds, Tripp, Todd, Warhawk District (to include Campbell, Walworth, Dewey, Corson, & Ziebach counties.)Roberts, Yankton, Jones	
Commodity Flow Study		
Hazmat Exercise	Todd	

Planning Activity	County	3rd Quarter Completed
Hazmat Plans	Butte, Edmunds, Tripp, Todd, Warhawk District (to include Campbell, Walworth, Dewey, Corson, & Ziebach counties.)Roberts, Yankton, Jones	Todd County
Commodity Flow Study		
Hazmat Exercise	Todd	Todd County

Planning Activity	County	4th Quarter Completed
Hazmat Plans	Butte, Edmunds, Tripp, Todd, Warhawk District (to include Campbell, Walworth, Dewey, Corson, & Ziebach counties.)Roberts, Yankton, Jones	Butte, Edmunds, Warhawk District, Roberts, Jones. (Tripp and Yankton cancelled)
Commodity Flow Study		
Hazmat Exercise	Todd	

Planning

First Quarter Review:

- Prepare and send applications to LEPC chairpersons, County EM's and Regional Coordinators
- Applications were returned and processed.
- Work can proceed
- No requests for reimbursements have been received.

Second Quarter Review

- Added three new Hazmat Plans to be done under this grant cycle.
- No reimbursement requests this quarter.

Third Quarter Review

- Process Todd County reimbursement requests for a hazardous materials exercise and to write a hazardous materials plan.
- Contact applicants to monitor progress on planning projects.

Fourth Quarter Review

- Review hazmat plans that were sent in for reimbursement. The quality of the plans is improving.
- Two of the applicants who had been approved for funding did not get started on their plans. This contributed to the excess remaining funds that will have to be returned.
- Work continues to build strong relationships with the planning districts.

HMEP Grant Year 2015

The applications for the 2015 were sent out to the LEPC's, Fire Chiefs, Local Emergency Managers, and EMS providers for the GY2015 HMEP Planning and Training grant. The return date for these applications was March 6, 2015.

The request for funding submitted by the locals was used to create and submit the State application to HMEP Grants.Gov.

The State of SD has been provided a preliminary amount of $171,612.00 for the planning and training grant.

The applications submitted by the locals will be prepared and ready to send out once HMEP Grants. Gov. authorizes expenditure of the GY2015 funds. The State of South Dakota is to be notified before the performance period begins October 1, 2015.

The federal grant administrators have scheduled an audit and will be in SD sometime in September.

The HMEP2015 grant has been awarded. The State administrator will sign the award. Applications for the funds were received in March. Agreements will be written and sent out to applicants for signature. The performance period for the 2015 HMEP grant is October 1, 2015 through September 30, 2016.

The grant administrator wishes to have discussion with the SERC about the quarterly report. Is there something the SERC would rather see in the report that is not currently being reported? Does the SERC wish to have anything in particular removed?

The agreements for applications are being prepared to be sent out. Staff is putting together the email groups the applications will be sent to.

GY2014 HMEP PLANNING GRANT

Performance period 10/01/2014 - 09/30/2015

Grant Amount $74,816.64

Region	County	Hazmat Plan/Commodity Flow	Disc Received	Agreement Amount	Payment Date	Payments	Match Amount Provided	Match Required	Match Amount Remaining
4	Butte	Hazmat Plan	Yes	$6,400.00	11/13/2015	$6,400.00	$1,600.00	$1,600.00	$0.00
3	Edmunds	Hazmat Plan	Yes	$5,500.00	10/13/2015	$5,500.00	$0.00	$1,375.00	($1,375.00)
5	Tripp	Hazmat Plan	Cancelled	$4,000.00		$0.00		$0.00	$0.00
3	Warhawk Distric	Hazmat Plan	Yes	$8,000.00	11/02/2015	$6,000.00	$2,000.00	$2,000.00	$0.00
5	Todd	Hazmat Plan	Manual	$4,500.00	09/09/2015	$4,500.00	$1,762.85	$1,125.00	$637.85
5	Todd	Hazmat Exercise	Manual	$5,500.00	09/09/2015	$5,500.00	$2,000.00	$1,375.00	$625.00
2	Roberts	Hazmat Plan	Yes	$2,600.00	11/06/2015	$2,600.00	$650.00	$650.00	$0.00
6	Yankton	Hazmat Plan	Cancelled	$6,325.00				$0.00	$0.00
5	Jones	Hazmat Plan	Yes	$2,560.00	10/13/2015	$2,048.00	$512.00	$512.00	$0.00
	Todd	Awareness	isted in Training			$2,500.00	$3,458.00	$625.00	$2,833.00
			Totals	$35,060.00		$35,048.00	$11,982.85	$8,637.00	$2,720.85

FFY2014 Fed Share	$59,852.94	Non-Fed Share	$14,963.70	Planning Grant Total	$74,816.64
Moved to Training	$13,675.53				
d Share Minus Planning Moved to Train	$46,177.41				
Amount Allocated	$35,060.00				
nount Allocated Minus Cancelled Cours	$35,060.00				
Amount Unallocated	$11,117.41				
FFY2014 Funds Spent	$35,048.00				
FFY2014 Funds Remaini	$11,129.41				

Agreement signature in process
Funds allocated and agreement signed
Paid & Not Balanced with Accountant
Completed
Cancelled

FY 2014 HMEP Training Grant Applications

Region	County	Applicant	Training Level	Date of Training	Date Reimbursed	Course Length In Hours	# Students	Funds Allocated	HMEP Payment Amount	HMEP Match Supplied
1	Minnehal	Sioux Falls Fire and Rescue	Hazmat IQ	07/22/2015	12/03/2015	6	14	$ 5,950.00	$ 5,950.00	$ 2,153.00
1	Minnehal	Sioux Falls Fire and Rescue	Advanced Hazmat IQ	07/24/2015	12/03/2015	6.5	13	$ 5,950.00	$ 5,950.00	$ 2,153.00
1	Minnehal	Sioux Falls Fire and Rescue	LMSTI	8/10-8/14/2015	11/20/2015	40	3	$10,719.00	$ 9,986.87	$ 6,591.34
1	Minnehal	Sioux Falls Fire and Rescue	IAFC Coference	5/28-5/31/15	11/20/2015	32	2	$ 4,083.00	$ 4,343.70	$ 848.00
1	Minnehal	Sioux Falls Fire and Rescue	Challenge Workshop	9/8-9/11/15	11/20/2015		1	$ 4,083.00	$ 2,279.38	$ 1,243.18
1	Minnehal	Sioux Falls Fire and Rescue	Inland Waters Oil Spill	8/10-8/14/15	11/20/2014	45	3	$ 5,794.00	$ 5,560.00	$ 3,387.10
								$36,579.00	$ 34,069.95	$16,375.62
2	Codingtc	Watertown Fire and Rescue	ARFF	05/04/2015	12/03/2015	4	30	$ 8,000.00	$ 8,000.00	$ 2,976.00
2	Codingtc	Watertown Fire and Rescue	FRI	8/25 - 8/29/2015	11/02/2015	24	3	$ 6,440.00	$ 6,646.38	$ 3,690.00
2	Codingtc	Watertown Fire and Rescue	FDIC Conference	4/21 - 4/25/2015	06/10/2015	24	3	$ 8,639.00	$ 6,398.22	$ 2,857.92
2	Codingtc	Watertown Fire and Rescue	HWMDTST	3/01 - 3/14/2015	06/24/2015	80	2	$11,026.00	$ 10,973.79	$ 5,883.20
2	Codingtc	Watertown Fire and Rescue	HIQ	09/09/2015	11/02/2015	8	19	$ 6,000.00	$ 5,950.00	$ 3,040.00
								$40,105.00	$ 37,968.39	$15,471.12
								$ -	$ -	$ -
2	Brown	Aberdeen Fire and Rescue	Safety Officer Class	5/4/15 - 5/7/15	09/11/2011	24	3	$ 3,756.17	$ 3,756.17	$ 1,862.18
2	Brown	Aberdeen Fire and Rescue	IAFC Conference	5/28/15 - 5/30/15	09/09/2015	24	1	$ 1,904.20	$ 1,904.20	$ 620.16
2	Brown	Aberdeen Fire and Rescue	Airport F&R 8 Hr Refresh	9/23 - 9/24/2015	11/02/2015	10	9	$ 2,250.00	$ 2,250.00	$ 562.50
2	Brown	Aberdeen Fire and Rescue	FRI conference	8/26 - 8/29/2015	11/02/2015	24	3	$ 7,500.00	$ 6,677.61	$ 1,490.64
2	Brown	Aberdeen Fire and Rescue	Hazcat Refresher	4/21 - 4/24/2015	06/10/2015	28.5	12	$ 9,000.00	$ 9,000.00	$ 6,689.37
2	Brown	Aberdeen Fire and Rescue	Cold Zone	5/6/15 - 5/8/15	09/10/2015	20	4	$ 2,345.80	$ 2,320.90	$ 1,891.64
2	Brown	Aberdeen Fire and Rescue	ARFF Live Burn Fall	Included in 8 hour refresher held at the same tin				$ 3,500.00	$ 3,500.00	$ 1,305.09
2	Brown	Aberdeen Fire and Rescue	ARFF Live Burn Spring	05/20/2015	07/06/2015	6.5	7	$ 3,500.00	$ 3,500.00	$ 920.45
								$33,756.17	$ 32,908.88	$15,342.03

3	Campbell	Campbell CO EM	Awareness Herreid	Cancelled					$ 433.62	
2	Codingtor	Codington CO EM	Operations Watertown	9/9 7 9/16/2015	09/29/2015	8	28		$ 1,499.50	$ 1,499.50
3	Edmunds	Bowdle	Awareness Ipswitch	09/28/2015	10/28/2015	4	28		$ 677.98	$ 400.00
3	Edmunds	Ipswitch	Awareness Bowdle	09/29/2015	10/28/2015	4	19		$ 703.88	$ 430.50
5	Bennett	Bennett CO EM	Operation Martin	9/19-9/20/15	09/28/2015	16	7		$ 1,283.00	$ 1,283.00
1	Turner	Turner CO EM	Awareness Viborg Hospi	Cancelled		4	15		$ 300.00	
1	Clay	Vermillion Fire Dept.	40 hour Operations	Cancelled		40	15		$ 3,800.00	
2	Roberts	Roberts County EM	Awareness	02/21/2015	04/26/2015	4	26		$ 1,089.40	$ 1,095.00
6	Hanson	State of SD	8 hour awareness	03/28/2015	04/13/2015	8	8		$ 2,500.00	$ 2,500.00
1	Lake	State of SD	8 hour awareness	08/16.2015	09/03/2015	8	7		$ 2,500.00	$ 2,500.00
2	Brown	State of SD	8 hour awareness	Cancelled					$ 2,500.00	
2	Brown	State of SD	8 hour awareness	Cancelled					$ 2,500.00	
5	Todd	State of SD	8 hour awareness	06/01/2015	06/11/2015	8	22			Planning
5	Brule	State of SD	8 hour awareness	07/11/2015	09/03/2015	8	6		$ 2,500.00	$ 2,500.00
5	Buffalo	State of SD	8 hour awareness	07/12/2015	09/03/2015	8	5		$ 2,500.00	$ 2,500.00
2	Hamlin	State of SD	8 hour awareness	08/15/2015	09/03/2015	8	19		$ 2,500.00	$ 2,500.00
1	Tea VFD	State of SD	8 hour awareness	09/26/2015	10/05/2015	8	10		$ 2,500.00	$ 2,500.00
Awareness & Operations Total									$ 29,787.38	$ 19,708.00
Amount of match moved to planning										
								Totals	$ 140,227.55	$124,655.22

HMEP Grant ends 09/30/2015	**FFY2014 HMEP funding awarded**	**$ 110,979.69**
	FFY2014 HMEP Planning funds moved to Training	**$ 13,675.53**
In progress agreement sent	**FFY2014 Training with Planning funds total**	**$ 124,655.22**
Funds allocated and agreement signed		
Planning funds	**FFY2014 Funds Spent**	**$ 124,655.22**
Processed, Not Balanced with Accountant	**FFY2014 Funds Remaining**	**$ -**
Completed		
State Sponsored Complete		
Cancelled		