

**KANSAS DIVISION OF EMERGENCY MANAGEMENT  
HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP)  
FFY 2018-2019 GRANT APPLICATION**  
(Application Submission Deadline – January 31, 2018)

**1. FEDERAL AWARD IDENTIFICATION**

**i. Subrecipient (County/LEPC/Entity) Name (to be completed by the applicant)**

Sedgwick County – on behalf of Sedgwick County LEPC

**ii. Subrecipient's DUNS Number**

056577166

**iii. Federal Award Identification Number (to be completed by the state when available)**

HM-HMP-0542-16-01-00

**iv. Federal Award Dates**

**Start Date: 9/30/2018**

**End Date: 9/30/2019**

**v. Subaward Period of Performance Start Date and End Date**

**Start Date: 9/30/2018**

**End Date: 9/30/2019**

**vi. Amount of Federal HMEP Funds Requested by the Applicant for this Project**

**\$35,000.00**

**vii. Total Amount of Federal HMEP Funds requested by the Applicant for this Grant Period**

**\$35,000.00**

**viii. Total Amount of Federal Award (Total HMEP Funds requested by the LEPC this year)**

**\$35,000.00**

**ix. Federal Award Project Descriptive Project Title:**

Impact of Hazardous Materials Transportation on Susceptible Populations and Organizations Within Sedgwick County.

**x. Name of Federal Awarding agency, Pass-Through Entity, and Contact Information for Awarding Official**

Federal Awarding Agency: USDOT PHMSA; Pass Through Entity: The Adjutant General's Department, State of Kansas; Contact Information for Awarding Official: Angelynn T. Morgan, Deputy Director, Kansas Division of Emergency Management, 2800 SW Topeka Blvd. Topeka, 66611; Phone: 785-646-1403

**xi. CFDA Number and Name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement**

CFDA Number: 20.703;

Name: The Adjutant General's Department;

HMEP Dollar Amount Available in 2018-2019 (to be filled up by the State when available): \$ 321,500.00

CFDA Number at the Time of Disbursement: 20.703

- xii. **Identification of Whether the Award is R&D:** No
- xiii. **Indirect Cost Rate for the Federal Award (including if the de minimis rate is charged per § 200.414 Indirect (F&A) costs (to be completed by the applicant if indirect cost is used):**

## 2. APPLICANT CONTACT INFORMATION

### Project manager

Name	Ricky L Shellenbarger
Title	Planning Officer, Sedgwick County Emergency Management
Address	714 N Main Street
City, Zip code	Wichita KS 67203
Telephone Number	316-660-5971
Email	Rick.Shellenbarger@sedgwick.gov

### Local emergency planning committee chair/division director

Name	James Catt
Title	Safety Manager
Address	550 N Hillside
City, Zip code	Wichita KS 67214
Telephone Number	316-962-2046
Email	Jim.catt@wesleymc.com

### Financial contact information (person responsible for fiscal management)

Name	James Catt
Title	Safety Manager
Address	550 N Hillside
City, Zip code	Wichita KS 67214
Telephone Number	316-962-2046
Email	Jim.catt@wesleymc.com

## 3. PROJECT INFORMATION (use a separate form for each project)

### **Hazmat Planning:**

Commodity Flow Study/ Hazards Analysis	Capabilities Assessment	Plan Development/Update	Attending Hazmat Conference/Symposium	Other (Specify)
		X		Transportation Seminar

### **Hazmat Exercise:**

Full Scale	Functional	Drill	Tabletop	Other (Specify)
X			X	

List the Core Capabilities to be addressed : <ul style="list-style-type: none"> <li>• Planning</li> <li>• Community Résilience</li> <li>• Long-Term Vulnérability Réduction</li> <li>• Situational Assessment</li> </ul>
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**Hazmat Training:**

NFPA 472 Core Competency Training	NFPA 472 Mission Specific Competency	Chemical Specific Training	Training Gap Analysis	Other (Specify)

**Tentative Project Dates** (to be completed by the applicant)

Proposed Start Date	Proposed Completion Date
11/01/2018	08/15/2019

**Estimated Cost of the Project**

Amount of HMEP funds requested	\$35,000.00	
If you are willing to accept partial funding, indicate the amount		
Match share (multiply the amount of HMEP funds requested by 0.25, which equals to the (20/80) % Match share)	Full	Partial
	\$8,750.00	

**Description Of Match** (All Match must be non-federal (e.g. EMPG, DHS, etc.), not allocated to other grant))

Match	Description	Full (\$)	Partial (\$)
Type of match (soft-match or cash, or both)	<b>Soft Match</b>	<b>\$8,750</b>	<b>\$0.00</b>
Source (time of fire fighter, law enforcement, students, citizen, first responder, others, etc.)	<b>80 Volunteers, 15 LEPC members, 4 Subject Matter Experts, 20 Fire Fighters, 15 Law Enforcement, 15 CERT members</b>	<b>\$6,450</b>	<b>\$0.00</b>
Other (describe, e.g. indirect cost)		<b>\$0.00</b>	<b>\$0.00</b>
Salary and/or fringe benefit (rate x hours)*		<b>\$0.00</b>	<b>\$0.00</b>
Facility space used for planning/exercise	<b>Conference Rooms to hold up to 150 people x 5 sessions</b>	<b>\$500.00</b>	<b>\$0.00</b>
HMEP project related travel (planning/training) to be used as match	<b>Travel to Meetings for Planning and Training Locations</b>	<b>\$300.00</b>	<b>\$0.00</b>
Equipment used for training/exercise (describe)	<b>Computers, Projectors, Speakers, Microphones Rental</b>	<b>\$900.00</b>	<b>\$0.00</b>
Other allowable match (describe)	<b>Printing, folders and CD Costs of Handout Materials and Toolkits for Attendees</b>	<b>\$600.00</b>	<b>\$0.00</b>
Total match (non-federal and not used for any other federal and/or state funded projects)		<b>\$8,750</b>	<b>\$0.00</b>

\*Prevailing market rate can be used for salary, fringe benefits, equipment, and facilities if exact values are not known

## 4. PROJECT NARRATIVE

### a. NEEDS ASSESSMENT:

NEEDS ASSESSMENT: PROGRAM NEED = (DESIRED PROGRAM – ACTUAL PROGRAM)

Describe the jurisdiction's current need (hazmat planning, training, or exercise) using the steps below.

- Perform an accurate needs assessment, assess your hazmat program, identify gaps in planning and training, and provide a synopsis of the analysis.
- For exercise projects, describe if this is part of county's multi-year training and exercise plan. If so, include a copy of the county's multi-year training and exercise plan. If you have conducted exercises in the past with HMEP grant funds, explain how the current project differs from the previous ones. Explain if the county revised their plan based on the gap analysis or provided trainings to fill the gaps.
- Evaluate needed tasks, activities, and any supplies and equipment for the upcoming period.
- Determine if the needs coincide with the goals of your agency, and if the needs are feasible.
- Develop priorities for tasks and activities to be conducted, prioritize need according to level of importance.

Since the 2008 grant to identify special needs populations, training and educating providers who provide services to them on emergency planning and preparedness for hazardous materials accidents through workshops and exercises, it has shown positive results. However, less than 10% of the providers were able to receive these workshops and exercises, and the hazardous materials threat has increased each year with increased transportation traffic. With the advent of the CMS Final Rule on Emergency Preparedness mandate, the need for ensuring service providers of our susceptible populations increases in urgency. In addition, schools, the elderly and other susceptible populations continue to remain with little to no emergency planning and preparedness, and existing plans have not been tested. It is estimated that our current gap is 27% of the susceptible population is in need of education, training and testing based on recently developed population maps. Conducting hazardous materials awareness through seminars and workshops will help engage the need for emergency planning, followed by testing those plans with a tabletop and full-scale exercise. Having organizations and agencies already involved with emergency planning and response assist with these venues will help minimize the gap that exists and better prepare of susceptible populations in the event of a hazardous materials release. Final results will include emergency plan development and testing, internal and external communications, continuity of operations to remain resilience and sustainable, and a better understanding of resources available.

### b. GOALS AND OBJECTIVES: List hazmat emergency response program's long and short term (upcoming grant cycle) goals and objectives. When determining *goals and objectives* for your program, ensure they:

- Align with state and PHMSA's program *Goals and Objectives* (see *PHMSA HMEP Guideline*).
- Address the findings of the needs assessment, and ensure they are obtainable and reasonable, clear and concise, and measurable in terms of projected outputs and outcomes

**Goal 1:** To identify susceptible populations within Sedgwick County which can be susceptible to an accidental hazardous materials release from a transportation related accident or event. Susceptible populations are generally defined as those people who have specific needs or care due to physical and developmental disabilities, or having behavioral conditions. This includes populations that are elderly, disabled, inmates, mentally or personality challenged, or having addiction problems. Although it is the ultimate goal to notify and protect all populations during a hazardous materials release, facilities with susceptible populations may not be adequately notified or prepared for such an event.

- **Objective 1:** Identify susceptible populations to include population size per facility or location, proximity to known hazardous materials fixed storage and/or manufacturing sites, and transportation routes.
- **Objective 2:** Determine if the susceptible population facilities have an emergency plan, continuity plan, and/or evacuation plan in the event of a hazardous materials release and/or disaster situation. This includes determining provisions, transportation, shelters, and medical supplies available in the event of an emergency situation.

**Goal 2:** Using the Federal Emergency Management Agency (FEMA) Central City tabletop exercise toolkit, design and conduct a tabletop exercise utilizing information developed for susceptible populations.

- **Objective 1:** Evaluate existing resources and response procedures for the first response community and susceptible facilities to determine if existing plans need to be modified and/or created.
- **Objective 2:** Use information developed from the tabletop exercise to determine areas needing further evaluation and tested in a full-scale exercise in an existing mid-size community within Sedgwick County.

**Goal 3:** Develop a full-scale exercise in a mid-sized community with emphasis on first response actions in susceptible population evacuation procedures, health related considerations, and communications.

- **Objective 1:** Determine resources needed by first responders and susceptible population facilities in the event of a large hazardous materials release.
- **Objective 2:** Determine if existing plans are adequate or need enhancement to ensure continuity of operations and safeguarding of susceptible populations.

**PROJECT DESCRIPTION: The project narrative must fully describe the proposed activities.**

- [Project Activity](#)
- [Project Timeline](#)
- [Deliverables and End Products](#)
- [Monitoring and Evaluation](#)
- [Budget Narrative](#)

i. [Project Activity](#)

The project narrative must fully describe the proposed activities. When listing Tasks & Activities, it is very important to remember the following:

- *Who* – Who will be performing the task or activity?
- *What* – What task or activity is to be performed?
- *Why* – Why is the task or activity being performed?
- *Where* – Where will the task or activity take place?
- *When* – When is the task or activity projected to be performed?
- *How Many* – What is the projected number participants involved in the task or activity?
- *How Much* – What is the projected cost of the task or activity?

Describe what task or activity will be performed (include scenarios for exercises):

Discussion-Based Exercises

- Seminar: Transportation Awareness – will involve transportation representatives giving presentations to attendees and will include Over-The-Road (OTR), Railroad, Pipelines, and Aviation. Operation LifeSaver is also part of the seminar.
- Workshop: Attendees will receive presentations with hands on training regarding Emergency Planning, Exercise Overview, and Continuity of Operations. A packet containing helpful tools will be provided to attendees. A morning and afternoon session is expected due to the anticipated number of attendees.

Operations-Based Exercises

- Table Top Exercise (TTX): This will be building on the previous exercise information to allow attendees to go through a hazardous material release near their facility and what actions they will take. First response agencies will be there to assist as subject matter experts in their fields of expertise.
- Full-Scale Exercise: For those facilities wishing to conduct exercises, based on the responses of the Table Top exercise.

Describe who will be performing the tasks and/or activity or how it will be performed (project manager, emergency manager, or contractor):

#### Discussion-Based Exercises

- Seminar: Led by transportation representatives, moderated by LEPC and Emergency Management leadership.
- Workshop: Monitored and directed by Emergency Management and LEPC leadership best qualified to discuss topics.

#### Operations-Based Exercises

- Table Top Exercise (TTX): Monitored and led by LEPC and Emergency Management leadership. Evaluated by subject matter experts.
- Full-Scale Exercise: Monitored and led by LEPC and Emergency Management leadership. Evaluated by subject matter experts.

Describe why the task or activity is being performed. If you are requesting funds for a hazmat training, did you check if the training is offered free by any state or federal entities? Have you completed the KDEM Course Request Form and has the course been approved by the State Training Officer? Refer to Appendix F/Appendix G. If not, explain. Submit a copy of the approval letter/certification from KDEM training officer with your application.

Demographically, Sedgwick County is situated in the South-Central portion of Kansas in the Arkansas River Valley. The 2010 U.S. Census indicated there were 498,365 residents identified within a 1,008 square mile area. The county seat and largest city within the county is Wichita with a population of 382,368. Susceptible and special needs populations within the county according to the census indicate almost 8% of the population are under age 5 and 11.4% of the population are age 65 or older. In addition, there are an unknown number of other special needs individuals within Sedgwick County.

Hazardous materials transportation modes in Sedgwick County include:

- Over 203 miles of railroad lines (utilized by two Class I and three Class III carriers) carrying over 254 hazardous material rail and tank cars per day through the City of Wichita alone.
- Over 157 miles (one-way) or more than 315 miles (directional) of state and federal highways where hazardous materials are primarily transported to and from facilities that store and/or manufacture hazardous materials.
- Over 721 miles of petrochemical and natural gas underground pipelines and two bulk fuel storage facilities.
- Over 72% of the population in the City of Wichita resides within ½-mile of a transportation corridor that carries hazardous materials.

Industrially, Sedgwick County has 265 fixed site industrial facilities that store, manufacture, receive and/or transport reportable quantities of chemicals. Twenty of these facilities have filed Risk Management Plans (RMPs) in the event of a hazardous materials release. Several of these facilities have calculated release scenarios extending from several miles to over 25 miles from the release point. .

Based on the amount of hazardous materials transported, stored, manufactured, and reported incidents, the Sedgwick County LEPC/Citizen Corps Council is concerned about special needs populations which are considered at greatest risk and vulnerability. With this in mind, the identification of these special needs population locations, proximity to hazardous materials sites and routes, emergency/evacuation planning preparedness, and overall awareness by first responders and the community is paramount to protecting these populations. This project would also allow for the testing of existing plans and response capabilities to identify shortfalls and needed improvements by facilities housing and/or caring for special needs populations.

Describe where the task or activity will take place (location):

Discussion-Based Exercises

- Seminar: Sedgwick County Extension Center, Wichita KS
- Workshop: Wesley Medical Center, Wichita KS

Operations-Based Exercises

- Table Top Exercise (TTX): Sedgwick County Extension Center or Wesley Medical Center, Wichita KS
- Full-Scale Exercise: Sedgwick County EOC Center and various participant locations, Wichita KS

List any supplies and/or consumables or equipment rental that will be used for the project:

- Printing costs and paper for seminar and workshop handouts
- Drinks and refreshments for seminar and workshop
- Computer and projector for seminar
- Printing costs and paper for mandatory material for exercises

Describe if a contractor will be hired and which portion of the project will be carried out by the contractor (If the contractor does partial work explain who will do the rest of the work):

No contractor will be hired.

List the contractor if you have selected one for the project. Justify why this contractor has been selected. Is it the most cost effective option? Explain if Sole Source, State Contract, etc. Provide documentation supporting your selection. If you plan to select a contractor after receipt of the grant, describe here:

n/a

Describe if any portion of the project will be carried out by the LEPC, including local volunteers:

Direction of activities will be done by LEPC Leadership. Speakers for workshop will include various LEPC members.

ii. **Project Timeline:**

Describe when the task or activity projected is to be performed, and the timeline of the project. Provide tentative dates for the proposed activities (do not list the grant start and end dates):

Identification of presenters for Seminar within first six months of 2018, completion of seminar by first week of December, 2018. Completion of workshop by the end of March, 2019. Completion of Table Top Exercise by end of June, 2019. Completion of Full Scale Exercise by end of July, 2019. Submission of final paperwork for grant by end of August, 2019.



iii. **Deliverables and End Products:**

For planning projects, describe what will be the output and how it will be delivered – electronic, hardcopy or both). Upon completion, upload planning documents in Kansas Planning System.

n/a

If a training is conducted, provide a tentative number of students that will be trained. Pre-test, post-tests and course evaluation are required to ensure effectiveness of training.

n/a

If an exercise is conducted, provide a detailed exercise scenario, explain how the exercise relates to hazmat transportation incidents and how it can help with protecting people and the environment from the risks of hazardous materials transportation incidents. Provide the list of agencies that will participate in the exercise and a tentative number of responders to be trained.

The community-wide exercises will be based on a transportation hazardous materials release and looking at educating and testing KDHE/KDADS licensed facilities, child/day care facilities, schools, and other susceptible populations.

iv. **Monitoring and Evaluation:**

Describe if the local (LEPC/county) procurement process align with federal and state procurement processes as described in 2CFR 200.318-326.

n/a

Describe procurement process to be used for awarding contracts. Refer to 2CFR200.318-326 to determine which procurement standard applies to you. Micro-purchases (currently set at <\$3,500) may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable. If small purchase procedures are used (less than the Simple Acquisition Threshold of \$150,000), price or rate quotations must be obtained from an adequate number (3 or more) of qualified sources. Provide “Cost Analysis” for projects exceeding the Simplified Acquisition Threshold. Every procurement in excess of the Simplified Acquisition Threshold (\$150,000) must have a cost or price analysis performed, including contract modifications.

n/a

Explain how you will ensure competition and affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used as described in 2CFR200.

n/a

v. **Programmatic Monitoring**

Describe in detail the process that the LEPC will use to manage the program; for regional projects, identify the lead county who will lead and coordinate the project, submit reports, provide match, etc.

The LEPC Chair will ensure all funds expended are documented, attendance sheets maintained, disbursements are made IAW grant requirements, and any unused monies returned to the state.

Describe internal controls as defined in accounting and auditing (2CFR300.313) to be used to ensure contractor conformance with the terms, conditions, and specifications of the contract.

No equipment purchases will be made for the grant

Describe how you would maintain oversight to ensure that contractors perform in accordance with the terms and conditions of their contracts or purchase orders as described in 2CFR200.319. Would you have a termination clause in the contract for contractor's inadequate performance?

No bids will be solicited

vi. **Budget Narrative:**

Justify the proposed costs. List the vendors that you have selected for the project. Provide explanation if at least three bids were not provided.

Payment of backfill costs to non-Sedgwick County agencies performing exercises, and for subject matter experts used during exercises.

Itemized budget:

Cost Category	Cost Estimate
Contractual Planning Fees:	
Contractual Training Fees:	
Training Course Fees:	
Facility Rental:	
Lodging:	
Meals:	
Mileage (0.54/mile):	
Car Rental:	
Equipment Rental:	
Gasoline:	
Printing:	
Materials & Supplies:	
Other Costs-1 (describe): Backfill for Non-County Agency Personnel	\$35,000.00
Other Costs-2 (describe):	
Total Funds Requested:	\$35,000.00
Match (Total Funds Requested x (20/80)):	\$ 8,750.00
Total Cost (Total Funds Requested + Match):	\$43,750.00

**5. CERTIFICATION: LOCAL EMERGENCY PLANNING COMMITTEE APPROVAL (FOR REGIONAL PROJECTS, EACH PARTICIPATING COUNTY/LEPC MUST SIGN THIS PAGE):**

The County LEPC maintains written standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts. The county standards of conduct provide for disciplinary actions. A certificate assuring adherence to Conflict of Interest standards is attached.

The county will not use any soft match for HMEP grant award that is/may be used to match for other federal grants (e.g. EMPG, DHS, etc.) or any other co-operative agreement.

By applying for this HMEP funds, the County LEPC certifies that if funds are awarded, the emergency responders who will receive training under the grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection Association standards for competence of responders to accidents and incidents involving hazardous materials. Planning activities funded by the Hazardous Materials Emergency Preparedness Planning and Training Grant will be used to develop, improve, and carryout emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (42 U.S.C. 11001 et seq.), see 49 U.S.C. 5116(a).

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 distributed to the above applicant will be 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.

\_\_\_\_\_  
Signature of the Project Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the LEPC Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Signature of the Chair of County Commission

\_\_\_\_\_  
Date