**Commonwealth of Kentucky County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Kentucky Emergency Management Area:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Calendar Year** (The year LEPC meetings took place)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Grant Money to be awarded in:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*All KERC Grant documentation, with the exception of EHS Facility Emergency Response Plans, should be submitted through the electronic forms in the Kentucky LEPC Dashboard\*\*\*

**1. EHS Facility Emergency Response Plan:** The Local Emergency Planning Committees (LEPCs) shall have an EHS Facility Emergency Response Plan that has been approved by the KERC as set out in the Responsibilities of the LEPC: Course Manual for each facility in the planning district that has an extremely hazardous substance (EHS) in excess of the threshold planning quantity (TPQ). The LEPC shall submit new EHS Facility Emergency Response Plans to the KERC EHS Planner within sixty (60) days of notification that the facility has an EHS in excess of the TPQ.

Number of EHS facilities in the planning district according to the current year Tier II Reports: \_\_\_\_\_\_\_\_\_\_

**2. Meeting Minutes – LEPC Form 503-MM:** The LEPC shall meet at least twice during each calendar year (January 1 through December 31) to conduct its business, and a quorum shall be required. A copy of the minutes shall be provided to the Chairman of the KERC, or designee, within thirty (30) days of the date of the meeting. LEPCs that do not have any EHS in excess of the TPQ present in their community shall meet at least once during each calendar year to conduct its business and a quorum shall be required. A copy of the minutes shall be provided to the Chairman of the KERC, or designee, within thirty (30) days of the date of the meeting.

Date of meeting #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date posted to LEPC Dashboard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of meeting #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date posted to LEPC Dashboard: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. Public (Legal) Notice Advertisement – KERC Form 107-PLN:** No later than November 30, each calendar year (January 1 through December 31) in accordance with KRS Chapter 424, Legal Notices, the LEPC shall publish public information on LEPC activities in the following year as established in Section 7 of 106 KAR 1:091. No later than December 31, each LEPC shall provide the Chairman of the KERC, or designee, with a photocopy of the legal notice published as described clearly showing the name of the newspaper and the date of publication.

Date of Public (Legal) Notice Advertisement Publication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. LEPC Grant Application – KERC Form 101-GA:** No later than February 28 the LEPC shall submit the LEPC Grant Application, KERC form 101-GA, to the KERC LEPC Coordinator. The KERC LEPC Coordinator shall review the grant request form for completeness and conformance to KRS Chapter 39E and Title 106 KAR.

All required documentation shall accompany the form. Incomplete grant applications may delay processing and may result in invalidating the request.

Requirements for Funding Accountability: Funds provided by the KERC must be deposited in a separate "(Name of County) Emergency Planning Committee Fee Account" and are subject to audit by the KERC.

**5. Updated LEPC Membership List w/LEPC Membership Cover Page – KERC Form 104-MCP:** No later than November 30 each year, the LEPC shall submit an updated membership list and LEPC Membership Cover Page (KERC Form 104-MCP) to the Chairman of the KERC, or designee.

**6. Bylaws – LEPC Form 502-BL:** No later than November 30 each year, the bylaws of each LEPC shall be provided to the Chairman of the KERC, or designee, with certification stating that:

1. There were no changes; the bylaws are identical to last year; or
2. The bylaws have been revised and the revisions are included.

The bylaws shall identify the position or person who shall be responsible for accountability for the funds and who shall be listed as the authorized applicant as shown on the Grant Application (KERC Form 101-GA).

Authorized Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**7. Personal Property Inventory – KERC Form 103-PPI:** No later than November 30, LEPCs shall submit a Personal Property Inventory (KERC Form 103-PPI) identifying all property items valued in excess of $500 purchased using KERC Grant funds.

**8. Annual Certification Letter (ACL) – KERC Form 106-ACL:** No later than April 1 each year, the LEPC shall review all existing EHS Facility Emergency Response Plans and submit an Annual Certification Letter (ACL) to the KERC EHS Planner stating that:

1. There were no changes; the plan is correct as is; or
2. The plan has been revised and the revisions are included with the ACL.

The ACL must be dated between March 1st and April 1st of the current year.

Number of EHS Facility Emergency Response Plans listed on the current ACL: \_\_\_\_\_\_\_\_\_\_

**9. Documentation of Expenditures and Grant Ledger – KERC Form 105-GL:** The LEPC shall provide the Chairman of the KERC, or designee, documentation of expenditures, including bank statements, canceled checks, invoices, receipts, and a Grant Ledger (KERC Form 105-GL) on a quarterly basis. The final due date for submissions of documents from the final quarter of the preceding year shall be no later than January 31.

**10. LEPC Detailed Budget – KERC Form 102-DB:** No later than June 30, LEPCs shall submit a LEPC Detailed Budget, KERC Form 102-DB, to the Chairman of the KERC, or designee, identifying how the funds requested on the LEPC Grant Application are to be spent.

**11. Authorization for Electronic Deposit of Vendor Payment:** Funds provided by the KERC will be deposited electronically into the LEPC Account (EFT). This form must contain current bank information. If the KERC LEPC Program Coordinator has a copy and there have been no changes in the previous calendar year, no further action is required. If any changes have been made in the previous calendar year, a new form must be submitted to the KERC LEPC Program Coordinator.

**12. Contract:** The KERC LEPC Program Coordinator will send a copy of the contract to eligible LEPCs. Once LEPCs receive the contract, certain pages (typically 1, 2, and 9) will need to be signed and originals returned, by mail or hand delivered, to the KERC LEPC Coordinator.

\*\*\*LEPC must sign using **BLUE INK** ONLY and provide the **original** to the KERC LEPC Coordinator\*\*\*

* Page 1- in the box in the middle of the form, where it says "contractor' and to the right of multiple provider, put the county LEPC name and address.
* Page 2- fill out the part under 2nd party.
* Page 9- under (d), contractor must check appropriate box and initial where it says "the contractor has not violated"

The KERC LEPC Program Coordinator will notify each eligible LEPC when funds have been sent by EFT to the LEPC account. Please notify the KERC LEPC Program Coordinator when the grant has been deposited into the LEPC account.