



LEPC Checklist: KERC Grant Eligibility & Paperwork Requirements



COUNTY: _____

KYEM Area: _____

Documents Posted to WebEOC Board: _____

Calendar Year (This is the year the meetings and documentation took place): _____

Grant Award Year: _____

1. Approved EHS Facility Emergency Response Plan (106 KAR 1:091 Section 2(1)(b)): Local Emergency Planning Committees (LEPC) must have an approved EHS Facility Emergency Response Plan for each facility in the planning district that has an extremely hazardous substance (EHS) in excess of the threshold planning quantity (TPQ). LEPCs must submit new plans to the Kentucky Emergency Management (KYEM) Area Manager (AM) 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 – KERC Form 503-MM (106 KAR 1:091 Section 2(1)(c)): LEPCs must meet at least twice per calendar year (January 1 through December 31); LEPCs which do NOT have any EHSs in their jurisdiction are required to meet only once per calendar year. A quorum is required. LEPCs must provide the KERC, or designee, a copy of ALL meeting minutes, sign-in rosters, and food invoices within thirty (30) days of the date of the meeting. If the minutes are later changed before approval, a copy of the revised minutes shall be submitted to the KERC, or designee, within thirty (30) days of the approval.

Date of meeting #1: _____

Date posted to SharePoint: _____

Date of meeting #2: _____

Date posted to SharePoint: _____

3. Public (Legal) Notice Advertisement – KERC Form 107-PLN (106 KAR 1:091 Section 2(1)(d)(1 and 2)) : No later than January 31 of each calendar year (January 1 through December 31), in accordance with KRS Chapter 424 (Legal Notice), the LEPC shall publish public information on committee activities entitled "Public (Legal) Notice Advertisement."

No later than February 28 of each calendar year, LEPCs must 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 newspaper advertisement _____

4. Annual Certification Letter (ACL) – KERC Form 106-ACL (106 KAR 1:091 Section 2(1)(e)): No later than April 1 of each calendar year (January 1 through December 31), the LEPC shall review all EHS Facility Emergency Response Plans and submit an Annual Certification Letter (ACL) to the KYEM AM stating that there were no changes and therefore the plan is correct as is; or the plan has been revised and the revisions are included with the ACL. ACL must be dated between March 1 and April 1 of the current year.

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

5. Grant Application – KERC Form 101-GA (106 KAR 1:091 Section 2(1)(f)): No later than April 1 of each calendar year (January 1 through December 31), LEPCs shall submit the Grant Application to the KYEM AM. 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.



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6. Grant Ledger – KERC Form 105-GL (106 KAR 1:091 Section 2(1)(g)): No later than April 1 of each calendar year (January 1 through December 31), the LEPC shall provide the KERC, or designee, documentation of expenditures, including but not limited to, bank statements, canceled checks, invoices, receipts, and a LEPC Grant Ledger for the preceding year. All documentation must balance to be eligible for a grant.

7. Detailed Budget – KERC Form 102-DB (106 KAR 1:091 Section 2(1)(h)): No later than June 1 of each calendar year (January 1 through December 31), all applicant agencies shall submit a Detailed Budget to the KERC, or designee, identifying how the funds requested on the Grant Application are to be spent.

8. Updated LEPC Membership List w/ LEPC Membership Cover Page – KERC Form 104-MCP (106 KAR 1:091 Section 2(1)(i)): No later than December 1 each calendar year (January 1 through December 31), the LEPC shall submit an updated Membership List and LEPC Membership Cover Page to the KERC, or designee. Membership Lists should be confirmed, and thus dated, as of the most previous LEPC meeting to the December 1 due date.

9. Bylaws – KERC Form 502-BL (106 KAR 1:091 Section 2(1)(j)): No later than December 1 each calendar year (January 1 through December 31), the bylaws of each LEPC must be provided to the KERC, or designee, with certification stating that there were no changes and therefore the bylaws are identical to last year; or the bylaws have been revised and the revisions are included. The bylaws shall identify the position and person who will be responsible for accountability for the funds and who will be listed as the authorized applicant as shown on the Grant Application.

Authorized Applicant: _____

10. Personal Property Inventory – KERC Form 103-PPI (106 KAR 1:091 Section 2(1)(k)): No later than December 1 each calendar year (January 1 through December 31), LEPCs shall submit to the KERC, or designee, a Personal Property Inventory identifying all property items valued in excess of \$500.00 purchased using KERC Grant funds.

11. Authorization for Electronic Deposit of Vendor Payment (106 KAR 1:091 Section 6): Funds provided by the KERC will be deposited electronically into the LEPC Account (EFT). This form must contain current bank information. If the KYEM 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 KYEM LEPC Program Coordinator.

12. Contract: The KYEM LEPC Program Coordinator will send a copy of the contract to the KYEM AMs who will forward to each of their eligible LEPCs. Once LEPCs receive the contract, certain pages (typically 1, 2, and 9) will need to be signed and returned to the KYEM AM. The AM will deliver or mail the originals to Frankfort.

LEPC must sign using **BLUE INK ONLY** and provide the **original** to the KYEM AM

- 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 LEPC Program Coordinator will notify the KYEM AM when funds have been sent by EFT to the LEPC. Please notify your KYEM AM and the LEPC Program Coordinator when the grant funds have been deposited into the LEPC account.