

IV-1

**ATTACHMENT A
Scope of Work**

PLANNING GRANT

Option 1: COMMODITY FLOW STUDY

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, develop a commodity flow study of hazardous materials and extremely hazardous substances transported over selected Interstate and U.S. Highway corridors within the LEPC District. At a minimum, this will include two (2) north/south corridors and two (2) east/west corridors.

1. Carry out a placard survey of trucks carrying hazardous and extremely hazardous substances (EHSs). Record placard number, chemical name, carrier name, direction of travel, date and time of observation and type of vehicle. Data will be collected from several locations along each corridor over a six (6) month period in two to three hour time increments.
2. Generate a series of maps showing the most frequently recorded hazardous materials at each of the observation locations.
3. Provide a report to all county emergency management directors in the LEPC District detailing the results of the study. Prior approval of the report format by the Division is required.

Task 2: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the analysis.
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.
4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning

projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 2: COMMUNITY WORKSHOPS AND SECTION 302 FACILITY OUTREACH

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop and conduct educational and safety workshops. The purpose of the workshops shall be to raise the awareness of the importance of preplanning and preparedness activities among emergency response agencies, Section 302 facilities and the general public. Workshops will also be designed to raise the community's awareness of hazardous materials and the related planning programs.

1. Workshops will include sessions on topics such as but not limited to: sample tabletop exercises, "How to Comply" seminars, explanations of applicable and related laws, chemical process safety, reduction of inventory, legislative changes to the program, methods for minimizing the hazard to the community, managing hazardous chemicals in the community, interagency coordination in emergency response and biennial hazards analyses.
2. **A *minimum* of three workshops will be held.** Additional workshops may be held based on available funding. Each workshop will include a minimum of twenty (20) participants.
3. The Recipient will provide the following for each workshop:
 - a. workshop advertising
 - b. appropriate meeting facilities
 - c. participant training or reference materials
 - d. program speakers or instructors
4. The Recipient will conduct workshop evaluations with participants, which include the opportunity for participants to indicate any need for additional programs.

Task 2: Reporting requirements.

1. Provide a written follow-up report to the Division within thirty (30) days of each workshop.
 - a. Maintain a list of attendees and provide for participant evaluations. Summarize workshop evaluations for submission in the follow-up report.
 - b. Provide the Division with a project outline and timetable which indicates the estimated time frames to complete the individual tasks. Include a brief description of the methods the Recipient will use to accomplish each task.

2. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

3. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 3: LOCAL EMERGENCY PLANNING COMMITTEE PLAN EXERCISE

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct an exercise of the LEPC hazardous materials emergency plan. Use the Homeland Security Exercise Evaluation Program (HSEEP) guidelines to develop, conduct and evaluate the exercise. The following exercise must be regional in scope to reflect an incident requiring a multi-jurisdictional or cooperative response. The exercise must meet the following criteria:

1. A full-scale exercise that tests a minimum of two functional areas (e.g., communications, evacuation, resource management, etc.) or:
2. A comprehensive table-top exercise utilizing a simulator / diorama that can be altered to closely reflect an actual location within the jurisdiction being tested. The exercise must test a minimum of two (2) functional areas (e.g., communications, evacuation, resource management, etc.)

Task 2: The required exercise staffing tasks at a minimum consist of the following:

1. Meet with local emergency management directors and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the exercise;
 - b. Establish a method to coordinate procedures among local emergency response officials;
 - c. Identify key personnel to be involved in the exercise which shall include emergency management officials; and
 - d. Develop exercise goals and objectives.
2. Develop an exercise scenario. The following work products shall be completed and submitted to the Division for approval no less than **30 days** prior to the date of the exercise;
 - a. A detailed schedule of exercise events;
 - b. A summary of exercise messages; and
 - c. A listing of exercise control procedures and responsibilities.
3. Following the completion of the exercise, all major participants shall meet to discuss the exercise and identify areas for improvement in the LEPC hazardous materials emergency plan.

Task 3: Submit an after-action report, using HSEEP guidelines, to the Division containing the results of the exercise, a summary of the post-exercise meeting outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address the recommendations.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan. For the purposes of this scope of work an actual event may *not* be substituted for the exercise requirement.

Option 4: QUALITY CONTROL OF SUBMITTED TIER II INFORMATION

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, perform a quality control of the Tier IIs that are being submitted by the Section 302 and 311/312 facilities within the district. All of the Section 302s will be accomplished prior to doing the Section 311/312s.

1. Set up a systematic review of Tier IIs which are submitted on March 1 of each year to verify their completeness, correctness and thoroughness. This validity check will include the following items.
 - a. Correct Reporting Year date entered.
 - a. Facility identification block contains the facility's complete physical address.
 - b. Correct SIC Code and Dunn & Bradstreet Numbers. Get facility to add, if any.
 - d. Ensure Federal Employer Identification number is entered.
 - e. Complete address for Owner/Operator block.
 - f. Name, Title and two (2) telephone numbers each (daytime and 24-hour) for two (2) Emergency Contact persons.
 - g. Ensure that Chemical Abstract Service Number agrees with the Chemical Name and vice versa.
 - h. Make sure that there is an X in either the Pure or Mix blocks, as well as the Solid, Liquid or Gas blocks. Check to see that only Extremely Hazardous Substances (EHS) have an X in the EHS block.
 - i. If brand and/or trade names have been used for Chemical Name, make sure that the EHS Name is included.
 - j. Check to see that the Physical and Health Hazards have been correctly marked.
 - k. Ensure that the facility is reporting Inventory in Pounds in either Active Ingredient pounds or Total pounds and that they are not still using range codes, 01, 02, 03 etc.
 - l. Make sure that the facility is not reporting its dry chemicals in pounds and wet chemicals in gallons.
 - m. Check the Days on Site block for an entry.
 - n. Ensure that proper Storage Codes are being used for the Container Types, Pressure and Temperature.
 - o. Ensure that all Container Types are being reported, i.e. Drums, Cans and Jugs , if chemical is present in all three containers.
 - p. Ensure that Storage Locations are entered for the various Container Types.
 - q. Ensure that Certification block is filled out with signature, title and date.
 - r. Ensure that Option Attachments blocks are checked, if there are any.

2. Cross reference the Hazardous Materials Information System database, for the region, to verify that all facilities that are required to submit annual Tier IIs are doing so.
 - a. Verify that Tier IIs are not missing for each required reporting year.

Task 2: Contact those facilities that contain four (4) or more errors as listed in Task 1:1., or Task 1: 2. a. which reveals missing Tier IIs, to educate the Facility Representative on the proper completion of Tier II forms and the use of the State Emergency Response Commission (SERC) How-to-Comply Handbook.

1. Review sample Tier II and Instructions provided in the handbook.
2. Submit corrected or missing Tier IIs to the SERC and the local fire departments.

Task 3: Prepare and submit to the Division a report of the Tier IIs reviewed, identifying those with no errors, those with minor errors and those with major errors. Identify those facilities which required onsite visits for focused attention in regards to preparing accurate Tier II forms.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 5: FACILITY HAZARDS ANALYSIS SUMMARY

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop a facility hazards analysis summary to be used by first responders and their dispatchers.

1. Create a cross-reference two-part loose-leaf booklet, in a chart format, for each Section 302 facility (by county) within the district. This document can be submitted in an alternate format with prior approval from the Division. Information should include, but is not limited to the following.
 - a. Facility name.
 - b. Facility address.
 - c. Facility coordinator - including name, title and telephone number.
 - d. Evacuation routes - based on wind direction.
 - e. A list of Extremely Hazardous Substances (EHS) used, produced or stored at the facility - including name and Chemical Abstract Service (CAS) number.
 - f. The quantity of each EHS in the largest vessel or interconnected vessels.
 - g. The total quantity of each chemical on site.
 - h. The vulnerable zone of each chemical listed.
 - i. The total exposed population relative to each EHS listed.
 - j. The storage method for each EHS, i.e., tank, drum, cylinder, etc.
 - k. A history of previous incidents (if any).
 - l. The potential health hazards for each EHS.
 - m. The potential environmental impact for each EHS.
2. Cross-references should be ordered according to the following sub-sections.
 - a. An alphabetical listing of facilities (to include a listing reference number).
 - b. Physical/street address listing of facilities using the City Directory format (to include listing reference number).
3. A copy of the analysis summary should be sent to the supervisor of dispatchers of each fire station within each county/jurisdiction within the district.
4. Prepare and submit to the Division the following documentation.
 - a. A preliminary summary sample for review and approval.
 - b. A list of the facilities studied.
 - c. A list fire stations, by county, and contact name of dispatch supervisor.

5. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

6. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 6: SECTION 302 FACILITY OUTREACH

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, the Recipient shall develop and conduct a Section 302 facility outreach and/or feedback program. The purpose of the program will be to provide reporting Section 302 facilities with increased awareness and understanding of the hazards analysis created for the facility.

1. The program will include components which provide at a minimum, contact with every Section 302 facility within the District, fifty (50) of those facilities will require on-site contact (whenever possible these on-site visits should be coordinated with the counties' on-site visits). Components may consist of, but are not limited to, any of the following features; but must include providing a copy of the most current hazards analysis prepared for the facility available to the LEPC:
 - a. Explanation of the hazards analysis process and results and a review by the facility for omitted or erroneous information.
 - b. Increasing facility representatives' understanding of the LEPC plan including the relationship between the facility's hazards analysis and the LEPC plan and LEPC activities such as, LEPC-sponsored training, LEPC participation, or exercise development.
 - c. Increasing facility representative understanding of reporting requirements for on site spills.
 - d. Providing information about local first responders, (location, telephone numbers, contact names).
 - e. Provide a reliable latitude and longitude for each facility's physical location in either degrees, minutes, seconds or decimal degrees.

Task 2: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks. Include in this report a request for a complete listing of Section 302 facilities within the District.
2. Prepare and submit to the Division a report consisting of two separate lists: one list for the 50 facilities that receive on-site visits and a second list for those facilities contacted by other means. On each list indicate the facilities contacted, the method of contact (on-site, telephone, mail, facsimile, etc.) and any technical assistance provided.

3. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

4. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 7: SHELTER IN PLACE EDUCATION ENHANCEMENT

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to, the following activities.

Task 1: On behalf of the LEPC, provide staff support to the LEPC to develop and conduct Hazardous Materials Shelter-In-Place (SIP) and Evacuation Information Seminars in each county in the region and similar train-the-trainer seminars to state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. to further disseminate information about SIP and evacuation procedures in hazardous materials emergencies. Improve worldwide web page SIP information, and construct a scale model SIP demonstration community:

1. Meet with local emergency management directors and local emergency response officials within the district to accomplish the following:
 - a. Explain the purpose and scope of the SIP Information Seminars and train-the-trainer seminars programs to be held in given counties;
 - b. Ascertain level of involvement that local emergency management directors wish to have in development and hosting of the SIP programs;
 - c. Identify key personnel, county/municipal departments, etc. to be involved in the SIP programs; and
 - d. Develop program goals and objectives.
2. Identify locations where programs will be held in counties, schedule speakers, arrange presentation and agenda, and publicize events using appropriate mail lists, e-mail lists, advertising on world wide web (where accessible), radio, newspapers, and television through public service advertisements and interviews/community calendars.
3. Conduct the programs, which shall, at a minimum, include:
 - a. Hold at least a minimum of four (4) Information Seminars (one in each county) in the LEPC district to increase public, community, local government and state agency awareness concerning emergency/accidental hazardous materials releases and the response which individuals, families, businesses and institutions should take in the event of a hazardous materials incident using video presentations, slides, and lectures.
 - b. Hold a maximum of three (3) train-the-trainer seminars for state and county agency health and human care facility inspectors, nursing and day care home operators/owners, etc. within the LEPC district.

- c. A written evaluation form shall be given to participants which allows them to assess the materials and speaker presentations.
4. Submit an after-action report to the Division containing the results of the programs and web page development, a summary of questions asked at the meetings, attendance rosters, and evaluation sheets with a critique of the presenters as outlined in 3 above and subsequent recommendations. The report should also include information regarding what is being done, or will be done, to address any recommendations which LEPC staff, emergency management directors, or participants in the programs make towards future improvements of the presentations and web pages.

Task 2: Enhance existing LEPC web services by researching and providing additional community safety and shelter-in-place/evacuation instructions through hyperlinking and web page additions.

1. Work directly with county emergency management directors, the Division's computer web masters, and LEPC subcommittee members in identification of sites which may be appropriate for hyperlinking. Ensure that participants in the project view potential sites for hyperlinking so as to avoid creating links which give the public information which is in conflict with normal emergency preparedness and emergency management activities of West Florida.
2. Develop world wide web pages which incorporate appropriate hyperlinks and valuable information. Place a counter on the primary web page to ascertain number of times the site is accessed by the public.
3. Publicize the availability of the information through local area media and on web search engines.
4. Submit an after-action report to the Division containing the results of the project, number of pages developed, and number of public access hits received. Also indicate the number of sites which are being hyperlinked with a summary of what the sites contain.

Task 3: Construct one (1) desk-sized portable model community (properly scaled) which can demonstrate the various aspects of hazardous materials emergency actions. The example will include buildings (sealed and unsealed) which demonstrate the value of sheltering-in-place in certain situations, and demonstrate how some common hazardous materials (like chlorine) seek low spots on terrain. (A piece of dry ice in water would simulate a hazardous material release on the scene.)

1. Utilizing the services of the LEPC's Education and Public Awareness Subcommittee (serving as the lead subcommittee), and incorporating the needs and advise of the Exercise Design Subcommittee and Resource and Training

Subcommittee, develop an Half-O (HO) scale scene. Use model homes, rail tracks, vehicles, people, landscaping, etc. to create a realistic model community. Request services of model railroad club members to assist in design and construction of the scene.

2. Once completed, run several test table-top exercise scenarios to demonstrate the effectiveness of the unit for training and public education. Work out any flaws regarding scenarios and presentations.
3. Advertise the availability of the model community to the public using various sources of media and the world wide web. Provide public presentations on request. Advise EM directors of the availability of the scene for use in training and presentations.
4. Submit an after-action report to the Division containing the results of the project, layout of the scene, photographs of the scene, amount of publicity given and number of public requests for demonstrations.

Task 4: Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.

Task 5: Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

Option 8: ON-SITE ASSESSMENT OF OR NEEDS ASSESSMENT SURVEY FOR HAZARDOUS MATERIALS RAPID RESPONSE TEAMS

Funding is provided to perform eligible activities as identified in the Hazardous Materials Emergency Preparedness Planning Grant Program. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. The work tasks include, but are not limited to the following activities.

Task 1: On behalf of the LEPC, conduct an on-site assessment of or needs assessment survey for a hazardous materials rapid response team(s) in the district.

1. The assessments will be conducted in accordance with the instructions included in the State Emergency Response Commission approved assessment tool.
2. Provide a completed summary of the assessment of each entity as provided in the assessment tool instructions, in addition to all raw data collected pursuant to completion of this project.
3. Provide a complete overview summary of all teams assessed including a comprehensive review of all the statistical values without reference to individual team entities.
4. Provide a non-judgmental review of the outcomes of the assessment.
5. Ensure knowledgeable application of the assessment tool through ensuring all assessors meet or exceed the requirements for an assessor as expressly defined within the assessment tool.
6. Utilizing an existing assessment survey questionnaire (approved by the Division), ascertain the response needs of all response entities relative to the Extremely Hazardous Substances known to exist in the region. The survey should include, but is not limited to, existing:
 - a. Hazardous materials response equipment
 - b. Hazardous materials response training
 - c. Hazardous materials trained personnel, including level of expertise
7. Submit a list of agencies that will be targeted to receive the assessment survey.

Task 2: Develop an analysis of the hazardous materials response capabilities and needs of the region, including a matrix of public, private, local and regional response teams. In the analysis recommendations include any noted resource or equipment deficiencies and any restrictions or special considerations that would prohibit the response organization's participation in a hazardous materials incident.

1. Prepare a summary of the assessment survey analysis and distribute to survey participants and other interested parties.

Task 3: Reporting requirements.

1. Provide the Division with a project outline and timetable which indicate the estimated time frames to complete individual tasks. Include a brief description of the methods that will be used to accomplish the work tasks.
2. Prepare and submit to the Division a report of the findings and data collected, including any recommendations regarding the assessment(s) or survey(s).
3. Provide a written report to the Division within ten (10) working days of identifying any significant impediments to the completion of the project tasks as outlined in this scope of work.
4. Maintain accurate records of personnel hours spent performing the tasks outlined in this scope of work. Personnel participating in HMEP-sponsored planning projects are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent on the project. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N). Personnel hours paid with HMEP grant funds are not eligible for soft-match.
5. Incorporate the results of this planning project into the annual update of the LEPC's hazardous materials emergency response plan.

AND
SCOPE OF WORK

TRAINING GRANT

PUBLIC SECTOR TRAINING ASSISTANCE

Funding is provided to ensure training of public sector hazardous materials response personnel. The staff assigned to this program should conduct activities pursuant to this scope of work with the support of the Local Emergency Planning Committee (LEPC) and consistent with the direction of the Division. Nothing in this scope of work shall prohibit the Recipient from entering into subcontract(s) with existing public or private institutions that conduct education and training courses. All subcontracts must be consistent with the provisions of this Agreement and must be submitted to the Division within thirty (30) days of execution. Subcontracts shall also be consistent with the requirements set forth in the attached agreement between the Florida Division of Emergency Management and the U.S. DOT.

Task 1: Assist Division staff with an annual hazardous materials training needs assessment.

1. In the event that the Division chooses to conduct an annual needs assessment survey, the Recipient should be prepared to assist state staff with identifying survey recipients within each district.

Task 2: Coordinate the delivery of transportation related hazardous materials response training within the district.

1. Sponsor training courses that are consistent with the State Emergency Response Commission's (SERC) *Guidelines for Public Sector Hazardous Materials Training* (Guidelines) within the district with emphasis on maximizing the audience trained. A plan of instruction and course outline including level of training, number of hours, target audience, estimated cost of training, instructor credentials, materials or training packages to be used and a brief narrative describing the training scenario and goals of the course must be submitted to the Division for approval prior to utilization for HMEP-sponsored training. Attachment I depicts a sample format for the plan of instruction.
2. Coordinate with emergency response groups that wish to sponsor their own training. Make easily reproducible, low-cost program materials available to these groups and assist with program sponsorship, if needed.
3. The LEPC and LEPC subcontractors providing HMEP funded training are encouraged to register with the Florida State Fire Marshal (Florida State Fire College) as a training provider.

4. Maintain a roster of those participating in each LEPC sponsored or coordinated HMEP-funded course throughout the district as well as pertinent statistics on those trained (i.e. profession, previous training, exam score, etc. [See Attachment J for a sample format]. Statistics should coincide with the contract year (October 1 - September 30). Upon mutual consent between the Division and the Recipient, the above requirements may be met by entering the training statistics into the Florida State Fire Marshal's (Florida State Fire College) training database.
5. Evaluate courses offered as well as students participating in those courses. Administer at the end of each course a questionnaire for students to evaluate the training.
6. Incorporate the results of this training project (numbers and types of responders trained at each level using HMEP training funds) into the annual update of the LEPC's hazardous materials emergency response plan (See Attachment M).

Task 3: Facilitate the delivery of federally-sponsored training.

1. Within the limits of funding available, coordinate the siting, organization and delivery of federally sponsored training courses such as those offered by EPA, OSHA, U.S. DOT, etc.
2. Maintain a system to inform interested parties within the district of upcoming federally-sponsored training courses.

Task 4: With funding from this grant, deliver only courses that have been approved by the U.S. DOT for use with HMEP training grant funds or courses that meet the SERC training guidelines.

1. Courses included on the "List of Federally-Approved Courses" are eligible for sponsorship under the grant.
2. Courses not appearing on the list cited in Task 4: 1. above must be consistent with the SERC training guidelines. HMEP funds cannot be used for training courses that do not meet these guidelines.

Task 5: Document number of hours of trainers and course participants spent in HMEP-sponsored training courses.

1. Personnel participating in HMEP-sponsored courses, whether as instructors or students, are to be counted toward the state's 20 percent contribution to the HMEP grant for the hours spent in the course. This "soft-match" contribution must be documented by the Recipient and submitted on the year-end program summary (See Attachments K and N).

2. Course instructors paid with HMEP grant funds are not eligible for soft-match.

Task 6: Submit quarterly performance reports to the Division outlining courses offered and monies spent under the HMEP training grant program (see Attachment L for a sample format).

1. The performance report addressing courses offered should be a brief narrative including levels of training provided, training audience and a brief evaluation of each course.
2. The financial report will include a statement of all HMEP training funds spent during the period. The recommended format for this report is included as Attachment L.
3. In accordance with HMEP requirements, the Recipient shall ensure that at least 75 percent of the district's HMEP training grant funds are used to benefit public sector employees.
4. Training schedules shall be submitted when established, and updated as necessary, to the Division's representative.

DELIVERABLES

At a minimum, the Recipient shall deliver to the Division each quarter for its acceptance and approval a quarterly report which fully documents the satisfactory completion of all tasks as described in the Scope of Work which were due to be completed during that quarter. In addition to the report itself, the Recipient shall include copies of all documents which evidence and verify that the task has been accomplished. This documentation may include course outline and agenda, staff resumes, sign-in sheets and evaluations for training courses, and such other documentation as is appropriate to evidence the satisfactory completion of other tasks.

The quarterly reports and other deliverables are due to the Division in accordance with the dates set forth in Paragraph (7) of this Agreement.