

# SOUTH DAKOTA HMEP

## TRAINING

### GRANT APPLICATION PACKAGE

For more information or help applying, contact:  
Bob Van Winsen  
Hazardous Materials Coordinator  
South Dakota Office of Emergency Management  
(605) 773-3231

APPLICATION DEADLINE: At least 30 days prior to the training event

Send application to:

South Dakota Office of Emergency Management  
Attention: Bob Van Winsen  
118 West Capitol Avenue  
Pierre, South Dakota 57501-2000

APPLICANT: \_\_\_\_\_

\_\_\_\_\_ COUNTY

CONTACT NAME: \_\_\_\_\_

AGENCY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE (DAY): \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

## NON-SUBMISSION OF ANY ITEM MAY DELAY YOUR APPLICATION

1. Does the above agency currently have a budget and method to distribute funds?
2. Does the county in which applicant resides have an active LEPC with meetings and by-laws which is necessary to qualify for this grant?
3. Descriptive title and description of applicant's training project:
4. Explain (justify) the cost vs. the benefit of your project and why it should be funded.
5. Check the Level of Training being addressed by this Training Project:
  - Level 1 (Awareness)
  - Level 2 (Operations)
  - Level 3 (Technician)
  - Level 4 (Specialist)
  - Level 5 (Incident Command)
  - EMS Hazardous Materials Responder
  - Other (Specify)

### **SOUTH DAKOTA OFFICE OF EMERGENCY MANAGEMENT HAZARDOUS MATERIALS TRAINING POLICY STATEMENT**

The South Dakota Office of Emergency Management in conjunction with the South Dakota Hazardous Materials Working Group has developed the following policy statement that is used to guide hazmat training funding decisions.

#### **Awareness Level Courses**

- The Hazardous Materials Emergency Preparedness (HMEP) grant will pay for an Awareness class length of 4 hours using the approved Delmar, Street Smart Hazmat or IAFF curriculums, all of which meets the OSHA standards and the HMEP grant requirements
- Instructors qualified to teach Awareness must be trained to the Operations level and have successfully passed a recognized instructor's course for adult education methodologies

- Firefighters who have graduated from the Firefighters Essentials class and Law Enforcement personnel who have graduated from the Law Enforcement Training Center are recognized as having been trained to the Awareness level
- In-service documented hazmat discussions on skills, technical updates, and incident critiques will be recognized as annual refresher training for Awareness

### **Operations Level Courses**

- The Hazardous Materials Emergency Preparedness (HMEP) grant will pay for an Operations class length of 12 hours using the approved Delmar, Street Smart Hazmat or IAFF curriculums, all of which meets the OSHA standards and the HMEP grant requirements
- Instructors qualified to teach Operations must be trained to the technician level and have successfully passed a recognized instructor's course for adult education methodologies
- Two instructors may be utilized for Operations classes to maintain quality instruction
- Operations level training is recognized as sufficient for defensive actions
- In-service documented hazmat discussions on skills, technical updates and incident critiques will be recognized as annual refresher training for Operations

### **EMS/Hazardous Materials Responder Courses**

- The Hazardous Materials Emergency Preparedness (HMEP) grant will pay for a course length of 24 hours using the approved IAFF curriculum
- Instructors must be qualified by the IAFF to teach this course

### **Technician Level and Above Courses**

- Technician level and above training is reimbursable for recognized hazmat response teams only
- Annual refresher training for existing technicians and above not on a recognized hazmat team is reimbursable
- The OEM recognized definition of a hazmat response team for the purposes of this grant is:
  - An organized group of technicians, specialists, hazmat incident commanders and support staff operating under an emergency response plan and appropriate standard operating procedures who handle and control actual or potential leaks or spills of hazardous materials requiring close approach to the material for the purpose of control or stabilization of the incident. A hazmat team has sufficient personnel, equipment and financial resources to perform the above functions on a sustained basis\*

### **General**

- Minimum class enrollment is 10 students
- All instructors, both contract and in-house, will be reimbursed up to \$50.00 per classroom hour plus mileage and per diem as specified in the grant award documents
- OEM retains final authority on grant funding decisions with this policy serving as the general guideline

- Cross-discipline and cross-jurisdictional classes are encouraged to maximize the benefit cost ratio of the grant funds
- First responder agencies are encouraged to work with their local Emergency Manager and their regional hazmat team to determine training needs in their jurisdiction above the Awareness level

\* Definition derived from NFPA definition and definitions offered during the Hazmat Working Group meeting of March 8-9, 2005

6. Submit a course outline showing the objectives of the course, an agenda of the training project and a resume, biography or training records showing the qualifications of the instructor (attach extra pages if needed). Your application will not be considered without this information as each level of hazmat training must meet certain objectives and each instructor must have certain qualifications for the training to qualify for the grant funds. The objectives and qualifications are available under the hazmat forms section of the OEM website.

MEMO: Reimbursement will be at the rates shown on the following budget page. A formal signed contract will be required pending approval of this application. Copies of receipts are required for all reimbursements. A class roster of all students trained must also be submitted prior to grant payment. A roster form is available on the OEM Forms webpage under Hazmat.

# HMEP TRAINING GRANT PROPOSED BUDGET

Class Type: \_\_\_\_\_ Class ID: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

LOCATION: \_\_\_\_\_ COUNTY: \_\_\_\_\_

**Grant Request Amount** (Line c below): \_\_\_\_\_

Number of Participants \_\_\_\_\_

Budget Information Regarding Above Request

\*\*Breakdown costs of the project to each category\*\*

	\$	
Student Wages (Match – hard or soft) *		
Student Fringe Benefits (Match)		
* Include all classroom hours at students' estimated regular job rate		
Student Travel (Mileage) \$0.37 per mi **		
Student Meals (\$26.00 per diem instate, \$36.00 out of state)**		
Student Lodging (\$60.00 per night)**		
**For out of town classes only		
Instructor Cost (\$50.00 per hour) for 4 hours class time)		
Instructor Travel (Mileage) \$0.37 per mi		
Instructor Meals (\$26.00 per diem)		
Instructor Lodging (\$60.00 per night)		
Equipment and Supplies (\$150 for Awareness, \$300 for Operations)		
Other (Specify)		
<b>Project Total Cost</b>		<b>a</b>
<b>LESS Match</b> (Student Wages and Fringes) 20 % of Line a minimum required		<b>b</b>
<b>Grant Request Amount (a-b)</b>		<b>c</b>

Name and Title of Course Sponsor Authorized Person:

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

I certify that all information given in this grant application is true and correct and that all funds distributed to the above applicant will be used solely for the project and purposes described in this grant application.