

## **Hazardous Materials Emergency Planning (HMEP) Mini-Grant Process**

*The following guideline has been established to assist LEPC's with the process of applying for a HMEP Mini-Grant. Please direct any questions to Tonya Ngotel, Coordinator State Emergency Response Commission at (402) 471-7176 or [tonya.ngotel@nebraska.gov](mailto:tonya.ngotel@nebraska.gov)*

- **LEPCs are allowed to spend up to \$150.00 without prior approval. Monies should be for LEPC administrative fees, such as News Paper Ads. Please submit the reimbursement form, exhibit D with proof of payment to the SERC Coordinator for reimbursement.**
1. **APPLICATION** - LEPC/County submits an application for a mini-grant to the SERC through NEMA, using the provided mini-grant application, exhibit C.
    - Application must include a description of the project to be funded, a sample of the product (if possible) and the requested amount.
    - The LEPC will be reimbursed the approved amount, it will be the responsibility of the LEPC to pay any charges prior to receiving the mini-grant.

+ Approval – once approved the application will be sent back signed and dated.  
Please keep a copy to be submitted with the reimbursement package.

- Denial – if denied an explanation will be sent with the application.
  2. **REIMBURSHMENT** – Once the project is completed the LEPC will submit the following to the SERC for reimbursement:
    - Original application, exhibit C – signed by the SERC Coordinator
    - Request for reimbursement, exhibit D – outlining expenses
    - Invoices/receipts and a copy of check showing payment

Once all information has been submitted and gathered, reimbursement will be made through the Nebraska Information System (NIS) and paid directly to the LEPC through the identified means. The preferred method of reimbursement shall be to pay the county/city/LEPC directly as opposed to individual LEPC members.

### ***POSSIBLE Mini-Grant Submittals***

- Educational flyers/brochures/outreach materials
- City/County fair booths
- Hazmat related exercises, excluding overtime and backfill
- LEPC Administrative fees
- LEPC workshop/conference fees
- \* Please submit ideas to Tonya