

RESOLUTION NO. 2022- 152

A RESOLUTION AUTHORIZING THE FILING OF A GRANT APPLICATION WITH THE STATE OF NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY FOR FY22 HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) TRAINING/ PLANNING SUB-AWARD PROGRAM.

WHEREAS, the United States Department of Transportation provides grant funding for the Hazardous Materials Emergency Preparedness (HMEP) Sub-award Program administered by the State of New Jersey, Department of Law and Public Safety; and

WHEREAS, the Vineland Department of Fire is applying for FY22 Hazardous Materials Emergency Preparedness (HMEP) Training/Planning Sub-award grant funds in an amount of \$23,994.00, to be utilized by the Vineland Hazardous Materials Response Team for a 40 hour Hazardous Materials Railcar Specialist class; and

WHEREAS, it is considered to be in the best interest of the City of Vineland that an application be submitted by the Vineland Department of Fire in the amount of \$23,994.00 for said funding; now, therefore,

BE IT RESOLVED by the City Council of the City of Vineland as follows:

1. THAT the Vineland Department of Fire is hereby authorized to submit an application to the State of New Jersey, Department of Law and Public Safety for FY22 Hazardous Materials Emergency Preparedness (HMEP) Training/Planning Sub-award grant funds.
2. THAT the Mayor of the City of Vineland or his designee be and the same is hereby authorized to execute an agreement and such other related documents as required.
3. THAT the City of Vineland agrees to undertake its obligations under the grant agreement.

Adopted:

President of Council

ATTEST:

City Clerk

FY22 Hazardous Materials Emergency Preparedness (HMEP) Training/Planning Subaward Application Overview

Name of Applicant Agency: City of Vineland (Fire Department Hazardous Materials Response Team)

Title of Proposal: Hazardous Materials - Railcar Specialist

Proposal Abstract (limit 100 words or less):

The City of Vineland Hazardous Materials Response Team is applying for grant funding to receive a 40-hour Hazardous Materials Railcar Specialist class. The training would be conducted by **Rick Hoffman** via classroom and hands-on training. If approved, the grant would be utilized to enhance the team member's ability to respond to and mitigate incidents involving hazardous materials transported by rail. This training would be offered to other hazmat teams which work as mutual-aid partners in hazardous materials response.

FY22 HMEP Training/Planning Sub-award Applicant Information

Official Name of Applicant Agency: City of Vineland (Fire Department)

Type of Agency: _____ State _____ County XXX Municipality _____ Nonprofit

Address: 110 North Fourth Street

City/State: Vineland, NJ Zip Code: 08360 County: Cumberland

Implementing Agency (if different than applicant) _____

Federal ID Number: 21-6001670

Agency DUNS Number : 073739955

Is Applicant Agency registered with the System for Award Management (SAM)? XX Yes _____
No

If no, please explain _____

Name of Project: Hazardous Materials Railcar Specialist

Type of Application: XXX New _____ Continuation CFDA # _____

Name of Project Contact: Capt. Robert Strain

Address (if different from above): _____

Telephone Number: 856-691-2480

Fax Number: 856-794-5073 Email Address: rstrain@vinelandcity.org

Congressional District: 2

Areas affected by the Project (Statewide, county, city): City, County, State (as a regional response team)

Proposed Project start and end dates: 2023 upon successful receipt of grant approval

Resolution _____ attached, Date to be submitted _____

Name of Chief Financial Officer: Susan Baldasaro Telephone: 856-794-4000

Name/Title of Authorized Representative: Robert C. Strain, Captain / Hazmat Team Leader

Signature of Authorized Representative: _____


APPLICATION AUTHORIZATION

I certify that the information in this application is true and correct, that the undersigned possesses the authority to apply for this grant, and that the applicant will comply with all Conditions and Assurances associated with this program.

The undersigned gives authorization to submit the application to the State of New Jersey, Division of State Police for the following subaward project:

FFY22 Hazardous Materials Emergency Preparedness Sub-award Program

at an estimated project total of \$ 23,994 , which includes \$ 23,994 in federal funding and \$ 0.00 cash or in-kind match.



(Signature of Authorized Official)

03/24/2022

(Date)

Anthony R. Fanucci, Mayor

(Print Name and Title)

City of Vineland

(Name of Unit of Government)

NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

FEDERAL SINGLE AUDIT REQUIREMENTS & CERTIFICATION

Applicant/Subrecipient: City of Vineland (Fire Department Hazardous Materials Response Team)

State Vendor Identification Number or EIN: 21-6001670

Total amount of funds received from all entities (including the Department of Law & Public Safety) during your last fiscal year: Federal Amount: \$ \$ 2,949,888.00 State Amount: \$ \$ 2,355,213.97

Applicant/Subrecipient fiscal year end date 2020

The State of New Jersey, Department of Law and Public Safety, Division of Administration, Grant Operations requires that all Subrecipients complete this Federal Single Audit Requirement Certification and, if subject to the federal single or program-specific audit requirements, submit proof of compliance from the Federal Audit Clearinghouse ("FAC") website. Please have your Chief Financial Officer or designee complete this form.

A Subrecipient that expends \$750,000 or more in Federal awards (from all sources including pass-through subawards) during its fiscal year must have a single or program-specific audit conducted for that year. See 2 C.F.R. Part 200, Subpart F, Audit Requirements.

Directions: Please check the applicable box below and sign the certification. If your organization or jurisdiction was subject to the federal single audit requirements for the current, or the immediately preceding, fiscal year,¹ **you must attach** proof of submission² of your audit reporting package to the FAC website. The FAC website can be found at: <https://facweb.census.gov/>

I understand and acknowledge the above federal audit requirements and:

- My organization or jurisdiction was subject to the federal single or program-specific audit requirements for my organization or jurisdiction's most recently closed fiscal year. Proof of compliance from the FAC website is attached.
- My organization or jurisdiction was not subject to the federal single or program-specific audit requirements for my organization or jurisdiction's most recently closed fiscal year; or
- My organization is a New Jersey State Agency that is audited during the State of New Jersey's annual single audit.

Printed Name of CFO or designee: Susan Baldosaro

Title: CFO

Signature: 

Date: 03/24/2022

¹ Audit reports are due 30 days after receipt from the auditor or 9 months after the end of the fiscal year, whichever is sooner. For example, for fiscal years ending 12/31/2015, audits were due no later than 9/30/2016. For fiscal years ending 6/30/2015, audits were due no later than 3/31/2016.

² See attached directions.



NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

NEW JERSEY SINGLE AUDIT REQUIREMENTS & CERTIFICATION

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Applicant/Subrecipient fiscal year end date 2020

The State of New Jersey, Department of Law and Public Safety, Division of Administration, Grant Operations requires that Subrecipients complete this State Single Audit Requirement Certification. Please have your Chief Financial Officer or designee complete this form. Subrecipients must comply with the following State audit requirements outlined in OMB Circular 15-08-OMB (available at http://www.state.nj.us/infobank/circular/cir1508_omb.pdf):

- A Subrecipient that expends \$750,000 or more in federal financial assistance or \$750,000 or more in state financial assistance during its fiscal year must have a single or program-specific audit conducted for that year.
- A Subrecipient that expends less than \$750,000 in federal or state financial assistance during its fiscal year, but expends \$100,000 or more in state and/or federal financial assistance (combined amount) during its fiscal year, must have either a financial statement audit conducted in accordance with Government Auditing Standards (Yellow Book) or a program-specific audit conducted for that year.

Directions: Please check the applicable box below and sign the certification.

I understand and acknowledge the above state audit requirements and:

- My organization or jurisdiction was subject to the state audit requirements for my organization or jurisdiction's most recently closed fiscal year¹;
- My organization or jurisdiction was not subject to the state audit requirements for my organization or jurisdiction's most recently closed fiscal year; or
- My organization is a New Jersey State Agency that is audited during the State of New Jersey's annual single audit.

Printed Name of CFO or designee: Susan Baldosaro

Title: CFO

Signature: 

Date: 03/24/2022

¹ Audit reports are due nine months after the end of the audit period unless otherwise instructed pursuant to OMB Circular 15-08-OMB.



NEW JERSEY DEPARTMENT OF LAW AND PUBLIC SAFETY
OFFICE OF THE ATTORNEY GENERAL

DEPARTMENT OF LAW & PUBLIC SAFETY DEBARMENT AND SUSPENSION
CERTIFICATION

Applicant/Subrecipient: City of Vineland (Fire Department Hazardous Materials Response Team)

DUNS Number: 073739955

Federal funds cannot be awarded to entities that are excluded or disqualified from participating in federal contracts or grants. The State of New Jersey, Department of Law and Public Safety, Consolidated Grants Management Office requires that all subrecipients certify that they are not excluded from receiving federal funds. Please have an Authorized Official, Project Director, or designee complete this certification and return it with your completed application package. Packages received without a completed certification will be considered incomplete.

Proof of eligibility for federal funds must be attached. You may access and search your agency through the Federal System For Award Management (SAM) website at:
<https://www.sam.gov/>

The prospective lower tier participant certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funds by any federal department or agency.

Printed Name of Authorized Official, Project Director or designee:
Anthony R. Fanucci

Title: Mayor

Signature: 

Date: 03/24/2022



FY22 HMEP Training/Planning Sub-award Project Work Plan.

Project Name: Hazardous Materials Railcar Specialist

Objective	Activity	Person Responsible	Project Start and Completion Dates
Prepare Members of the Hazmat Team to respond to and mitigate Incidents involving hazardous materials transported via rail.	40-hour classroom and hands-on training	Vineland Fire Capt. Robert Strain Vendor: Rick Hoffman	2023 upon successful receipt of grant award through HMEP

FY22 HMEP Training/Planning Sub-award Budget Detail Worksheet

The Budget Detail Worksheet is for the preparation of the budget requested in support of the proposed project. All required information must be provided. Any category of expense not applicable to the project should be marked N/A.

A. Personnel – List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Annual salary	% of time on project	Federal amount requested
Firefighter Overtime to staff Fire Headquarters for duration of training		100%	\$6,144.00
Firefighter/Hazmat Tech Overtime to attend training		100%	\$9,600.00
Fire Officer/Hazmat Tech Overtime to attend training		100%	\$2,580.00

Sub-Total: \$18,324.00

B. Fringe Benefits – Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for personnel listed in category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Name/Position	Fringe Benefit Rate	% of time on project	Federal amount requested
Non-Applicable			

Sub-Total: XXXXX

Personnel and Fringe Benefits Total: XXXXX

C. Travel – Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc.) In the Budget Narrative, show the basis of computation. For example, 6 people for 3 day-training at \$X airfare; \$X lodging, \$X per diem. (Airfare – 6 x \$value per person = \$. Hotel - 6 x \$ rate per night x number of nights = \$. Per diem - 6 x \$ per diem = \$.) In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, applicant or Federal Travel Regulations. Registration fees for conferences and training should be listed under the “Other” category.

Purpose of Travel	Location	# person(s)	# nights/days	Hotel	Airfare	Per Diem	Federal amount requested
Inclusive in Quote							

Total: XXXXX

D. Equipment - List non-expendable items with a value of over \$5,000 that are to be purchased. (Note: Organization=s own capitalization policy for classification of equipment should be used. Expendable items, including equipment valued under \$5,000, should be included in the ASupplies@ category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the AContractual@ category. Explain in the Budget Narrative how the equipment is necessary for the success of the project. Include a description of the procurement method to be used.

Item	# of Units	Cost per Unit	Federal amount requested
Non-Applicable			

Total: XXXXX

E. Supplies - List items by type (equipment valued under \$5,000, office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Item	# of Units	Cost per Unit	Federal amount requested
Provided by Vendor			

Total: XXXXX

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Federal amount requested
Non- Applicable		

Total: XXXXX

G. Consultants/Contracts - Indicate whether applicant=s formal, written Procurement Policy or the Federal Acquisitions in the Budget Narrative is used.

Consultant Fee: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on project.

Name of Consultant	Service to be provided	Hourly or daily fee	Time on project	Federal amount requested
Rick Hoffman	Lecture / Hands-on Training	Inclusive	40 Hours	\$5,670.00

Subtotal: \$5,670.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (travel, meals, lodging, etc.)

Item	Location	Cost per unit	# of units	Federal amount requested
Quote Attached				

Subtotal: XXXXX

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification for sole source contracts in excess of \$100,000 must be provided in the Budget Narrative.

Item	Vendor	Service to be provided	Federal amount requested

Subtotal: XXXXX

Consultants/Contracts Total: XXXXX

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Cost per unit (define unit)	# of units	Federal amount requested
Non-Applicable			

Total: XXXXX

I. Indirect Costs – Reference the Indirect Cost Rate Fact Sheet for details on computation.

Description	Computation	Cost

Total: XXXXX

FY22 HMEP Training/Planning Sub-award Budget Summary - When the budget worksheet is completed, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal funds requested and the amount of non-Federal funds if applicable.

Budget Category	Federal Amount Requested	Non-Federal Amount	Total
A. Personnel	\$18,324.00		\$18,324.00
B. Fringe Benefits			Non- Applicable
C. Travel			
D. Equipment			Non- Applicable
E. Supplies			
F. Construction			Non-Applicable
G. Consultants/Contracts	\$5,670.00		\$5,670.00
H. Other			
Total Direct Costs			
I. Indirect Costs			
Total Project Costs	\$23,994.00		\$23,994.00

RE: Haz-Mat Railcar Specialty Workshop

March 23, 2022

Mr. Rob Strain,

This letter is written in response to your request for a quotation to conduct a 40 Hour – 5 day course for a Haz-Mat Railcar Specialty Workshop. The course will be in –depth, hands on training. The workshop will be held at your location.

This course meets or exceeds the National Fire Protection Association (NFPA) 472 *Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents* Chapter 12, "Competencies for Hazardous Materials Technicians with a Tank Car Specialty."

If the new NFPA 470 has any changes to this class, I will incorporate them as needed to make it complete.

Topics

- Tank Car Construction
- Damage Assessment
- Transfer Techniques
- Leak Containment
- Flaring
- Fitting Repair
- Safety

Rick Hoffman, Instructor will provide the work described above for the following fees:

Proposed Costs:

Flight from CMH to PHI	\$ 765.00
Hotel	1,050.00 (6 Nights)
Car Rental	725.00 (6 days)
Instructor fees	2,750.00 (\$550/day x 5 days)
Parking at CMH	60.00 (\$ 10./day x 6 days)
Fuel to CMH, PHI to Vineland/Return	100.00
Admin costs/postage/certs	20.00
<u>Class Materials/Books</u>	<u>200.00</u>
TOTAL:	\$ 5,670.00

You are asked to provide facilities suitable for classroom training and your hazmat team response equipment, such as kits, practice suits or any tools that your team uses.

If you have any questions or comments following your review of this proposal, please contact me at (740)-215-4004, email haz40@Hotmail.com

Thank you again for your interest and I will look forward to the opportunity to serve your training needs in the near future.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Rick Hoffman", written in a cursive style.

Rick Hoffman