

LOCAL EMERGENCY PLANNING COMMITTEE APPLICATION FOR HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS GRANT

AUTHORITY: 1976 PA 390, MCL 30.407a; 42 USC 11002-11003;
COMPLIANCE: Voluntary, however failure to complete application will result in denial of request

Send Completed Form To:
Michigan State Police
Emergency Management and Homeland Security Division
ATTN: SARA Title III Program
P.O. Box 30634
Lansing, Michigan 48909

Application Due Date:
March 1, 2024

Questions/Comments:
Phone: 517-224-6349
Email Address: MatzkeT@michigan.gov

I. Application Information				
Local Emergency Planning Committee's (LEPC) Name Alpena County		LEPC Grant Contact's Name Nic Modrzynski		
Contact's Daytime Phone Number (989) 354-9822		Contact's Email Address modrzynskin@alpenacounty.com		
Name of Government Jurisdiction and Agency to Receive Hazardous Materials Emergency Preparedness (HMEP) Funds Alpena County Office of Emergency Management				
Fiscal Officer's or Agency's Name Cindy Cebula		Title Alpena County Treasurer		
Agency's Mailing Address 720 W. Chisholm Street, Suite #3		City Alpena	State MI	ZIP Code 49707
Agency's Daytime Phone Number (989) 354-9534		Federal ID Number 36-6004834		Organizational Unique Entity ID (UEI) 0803512810
II. Chair, Officer, and Coordinator Information (Completion of the following sections is a mandatory condition for grant award approval)				
LEPC Chair				
LEPC Chair's Name Todd Britton		Phone Number (989) 354-9500		Email Address toddbritton@alpenacounty.org
Address 720 W. Chisholm Street, Suite #7		City Alpena	State MI	ZIP Code 49707
Public Information Officer				
Public Information Officer's Name Andy Marceau		Phone Number (989) 354-1859		Email Address andym@alpena.mi.us
Address 501 W. Chisholm Street		City Alpena	State MI	ZIP Code 49707
Emergency Management Coordinator				
Emergency Management Coordinator's Name Nic Modrzynski		Phone Number (989) 354-9822		Email Address modrzynskin@alpenacounty.org
Address 720 W. Chisholm Street, Suite #13		City Alpena	State MI	ZIP Code 49707
III. Grant Award and Site Plan Information				
The LEPC is applying for an HMEP grant award to support new and/or current off-site emergency response plans (site plans) under the Emergency Planning and Community Right-to-Know Act as found in Title III of the Superfund Amendments and Reauthorization Act (SARA Title III).				
Number of complete updates this LEPC proposes to current SARA Title III site plans. 4				
Number of new SARA Title III site plans this LEPC proposes to complete. 0				
This LEPC agrees to comply with the requirements for a support grant as referenced in the HMEP, Planning Grant Instructions, Attachment A, Parts II and IV, and requests the \$1,500 grant.			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
The LEPC has attached its meeting schedule. (Note: This is required for grant award approval.)			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

EMHSD-040 (11/17)
MICHIGAN STATE POLICE
Emergency Management and Homeland Security Division

The LEPC agrees that if it receives a grant award, it will verify that meetings were held as scheduled by submitting meeting minutes or a list of attendees to the Michigan State Police Emergency Management and Homeland Security Division.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
LEPC Chair Signature	Date <input type="text"/>

LEPC OFFICER/MEMBER RECORD

AUTHORITY: 1976 PA 390, MCL 30.407a; **COMPLIANCE:** Voluntary

Complete the following information for the Chairperson, Information Coordinator, and Emergency Management Coordinator. If there is no change from the previous submission, write "NO CHANGE" in the Name field.

Year 2025-26	LEPC Name Alpena County			
I. Chairperson				
Name Todd Britton		Mailing Address 720 W. Chisholm Street, Suite #7		
City Alpena	State MI	ZIP Code 49707	Phone Number 9893549500	Email Address toddbritton@alpenacounty.org
II. Information Coordinator				
Name Nic Modrzynski		Mailing Address 720 W. Chisholm Street, Suite #13		
City Alpena	State MI	ZIP Code 49707	Phone Number 9893549822	Email Address modrzynskin@alpenacounty.org
III. Emergency Management Coordinator (A.K.A. Community Emergency Coordinator)				
Name Nic Modrzynski		Mailing Address 720 W. Chisholm Street, Suite #13		
City Alpena	State MI	ZIP Code 49707	Phone Number 9893549822	Email Address modrzynskin@alpenacounty.org

Member's Name	Add	Delete	Current	Group Represented
John Grimshaw	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MSP Alpena Post Commander
Mike Nowak	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	City of Alpena
Anthony Utt	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	MSP Alpena Post Commander
Dan Mitchell	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	City of Alpena
Nick Harrison	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NE Mich Med Control
Edna Sorenson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public, Member at Large
Cristen Pedersen	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MyMichigan Medical Center
Al Rapson	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Deputy Emergency Services Coordinator
Burt Francisco	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	County Commissioner
Kimberly Elkie	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Emergency Services Coordinator
Rory Sherwood	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alpena County Lead 911 Dispatcher
Erik Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alpena County Sheriff
Rob Edmonds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alpena City Fire Department
Eric Hamp	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Alpena City Police Department
Katie Detgen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District Health Department #4
Lucille Bray	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	County Commissioner
Todd Britton	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	County Commissioner



STATE OF MICHIGAN
DEPARTMENT OF STATE POLICE
LANSING

GRETCHEN WHITMER
GOVERNOR

COL. JAMES F. GRADY II
DIRECTOR

January 23, 2026

Dear Local Emergency Planning Committee Chairperson and Local Emergency Management Coordinator:

Michigan has received notice that the Hazardous Materials Emergency Preparedness (HMEP) grant will again be authorized for Fiscal Year 2025–2026, and funding is being made available to all Local Emergency Planning Committees (LEPCs) in the state. As a result, each local emergency management coordinator is receiving the local grant application package. Please coordinate your activities so that only one application package is completed and returned no later than **March 3, 2026**, to:

ATTN: Mr. Thomas Matzke
SARA Title III Program
Emergency Management and Homeland Security Division
Michigan Department of State Police
P.O. Box 30634
Lansing, Michigan 48909

This grant funding will emphasize the completion of the Superfund Amendments and Reauthorization Act (SARA), Title III, Section 302, off-site emergency response plans and provide support for emergency planning for fixed facilities and transportation. Reimbursement will be provided to LEPCs on a new and updated plan basis. The per-plan reimbursement for new plans is expected to be \$250. Per-plan reimbursement for updated plans will be \$30 per update. Support grants of \$1,500 are also being offered to all LEPCs through this funding source. The requirements for receiving this funding are included in Attachment A, which is included in the grant package and summarized below. All LEPCs are eligible and are encouraged to apply. All stated funding amounts are estimates and are subject to change based on the actual federal grant award and how many plans are submitted by LEPCs across Michigan.

You may request a list of all active SARA Title III sites within your jurisdiction, to determine which sites need an off-site emergency response plan, from Mr. Matzke via email at MatzkeT@michigan.gov. The lists will be compiled using the Department of Environment, Great Lakes, and Energy's current Tier II Manager information.

Although new SARA Title III plans must be submitted by the LEPC, it may work with a local organization (e.g., fire department) or individual (e.g., college intern or retiree) to complete the plans. The LEPC may utilize funding from this grant to reimburse local organizations or individuals for the plans they complete on behalf of the LEPC.

All LEPCs will be eligible for a \$1,500 support grant. To receive this grant, the LEPC must:

- Meet in person at least four times and verify that planning meetings have been held by sending the Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) a copy of the meeting schedule, or other verification as requested.
- Complete all updates for existing off-site emergency response plans.
- Incorporate its completed off-site emergency response plans into the city/county Emergency Operations Plan (EOP) or Emergency Action Guidelines (EAG). Review the city/county EOP/EAG annually to ensure that its hazmat response section is current.

January 23, 2026

- Submit documentation on the associated costs being reimbursed by the \$1,500 HMEP support grant. Appropriate documentation includes a receipt, timesheet (reflecting hours worked on SARA related planning issues), purchase order, or a paid invoice attached to the support grant form and returned to MSP/EMHSD by the assigned due date.

Each subrecipient in Michigan will be asked to submit a Unique Entity Identification to receive payment from the HMEP grant.

All subrecipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier requirements located at 2 Code of Federal Regulations (CFR) Part 25, Appendix A.

All subrecipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Sub-awards and Executive Compensation located at 2 CFR Part 170, Appendix A.

Be aware that the plan reimbursement figures stated above and in the instructions are estimates only and may vary, depending both on the actual federal grant award and on how many plans are submitted by all LEPCs in Michigan.

The HMEP grant application form and the LEPC Officer/Membership record forms are included in the grant package. If you wish to complete the forms electronically, please email these to Mr. Matzke at MatzkeT@michigan.gov. Please send the completed application form, LEPC Officer/Membership record, and LEPC schedule to complete your application package.

NOTE: Reimbursement to the LEPC from the HMEP grant will be paid to the county or recognized municipality.

If you have questions regarding the grant application materials or the HMEP grant program, please contact Mr. Matzke at 517-224-6349, or via email at MatzkeT@michigan.gov.

Sincerely,



Capt. Kevin Sweeney, Commander
Emergency Management and Homeland Security Division

Hazardous Materials Emergency Preparedness Planning Grant Instructions

I. Grant Program Description

The Michigan State Police, Emergency Management and Homeland Security Division (MSP/EMHSD) has been designated by the Governor's office to administer the Hazardous Materials Emergency Preparedness (HMEP) planning grant program. The HMEP planning grants are being made available to Local Emergency Planning Committees (LEPCs) for enhancing hazardous material response planning.

II. Eligibility Requirements

To be eligible to receive funding through the HMEP planning grant, LEPCs must:

- A. Be formally appointed by the Michigan Citizen-Community Emergency Response Coordinating Council.
- B. Have an appointed chairperson.
- C. Have an appointed information coordinator.
- D. Have an appointed emergency management coordinator.
- E. Meet in-person quarterly and have an established meeting schedule.
- F. Assure that a 20% in-kind match will be available for all funding received through this grant. In-kind match includes non-federally funded LEPC member time, office space, secretarial support, LEPC office and administrative expenses, etc. (See item III.D).
- G. Assure county or municipal compliance with Title VI of the Civil Rights Act of 1964.
- H. Assure county or municipal compliance with lobbying, debarment, suspension, and other responsibility matters certifications, as well as drug-free workplace requirements.

If individuals holding these positions change, please update the LEPC Roster and submit to the MSP/EMHSD. The forms are available by contacting Mr. Thomas Matzke at 517-224-6349 or at MatzkeT@Michigan.gov.

III. Application Process

- A. **Deadline:** All applications and 2025–2026 LEPC meeting schedules must be received by the MSP/EMHSD no later than **March 2, 2026**.
- B. **Application Mailing Address:** If you are submitting via mail, please address the package to:

Attention: Mr. Thomas Matzke
SARA Title III Program
Michigan State Police, Emergency Management and Homeland Security Division
P.O. Box 30634
Lansing, MI 48909

- C. Agreement Finalized:** The MSP/EMHSD will review all applications for completeness and accuracy. Local Emergency Management programs with approved applications will be sent two HMEP Grant Agreements, along with multiple attachments that must be submitted to the MSP/EMHSD to receive HMEP funding. Funding levels stated in the agreement are subject to the availability of federal funds. The Local Emergency Management Coordinator must sign the agreements, return one to the MSP/EMHSD, and retain one copy for their LEPC files by the date specified in grant agreements.
- D. Matching Funds Identified:** When the LEPC receives the HMEP Grant Agreement, it will also receive a form to document its matching funds. Federal grants require matching funds to be calculated against **TOTAL** program costs. For grant purposes, total program costs are calculated by dividing the proposed reimbursements from the HMEP planning grant by .80. The resulting amount (total program cost) is then multiplied by .20 to calculate the match required. The HMEP Planning Grant Agreement In-Kind Match" form must be returned to the MSP/EMHSD with the HMEP Grant Agreement packet. This form is used to estimate matching funds based on the proposed agreement amount (see Item II.F). However, the subrecipient must be prepared to match funds based on the amount of grant funding actually received for the contract period, including additional funding received in excess of the agreement amount.

Note: Staff positions and/or programs supported by other federal funds cannot be used as match for this grant.

IV. Allocation Formula

- A. New Plan and Plan Update Payments:** The MSP/EMHSD will reimburse LEPCs for new and updated off-site emergency response plans. The reimbursement rate for new plans in 2025–2026 is \$250. Updated plans will receive \$30 per update. Facilities must be on the SARA Title III, Section 302-site list or added to the 302-site list by September 7, 2026. Plans that are added to the 302-site list after September 7, 2026, may not receive reimbursement from the 2024–2025 HMEP planning grant. To receive this funding, items B and/or C on the bottom of the "Local Emergency Planning Committee Application for the HMEP Grant form must be completed. This form is included in the application package.
- B. Support Grant Payments:** Each LEPC is eligible for a \$1,500 support grant. To qualify for the support grant, a LEPC must:
- Meet in-person at least four times annually and verify that meetings have been held by sending the MSP/EMHSD a copy of the meeting schedule, or other verification if requested.
 - Annually update the LEPC's officer/membership list and submit the completed form to the MSP/EMHSD.
 - Incorporate completed off-site response plans into the city/county Emergency Operations Plan (EOP) or Emergency Action Guidelines.
 - Review the city/county EOP/Emergency Action Plan annually to make sure the hazmat response section is current.
 - Complete all updates for existing 302-sites.

Verification of the above items, via a form signed by the LEPC Chair and/or Local Emergency Management Coordinator, will be requested by the MSP/EMHSD prior to the end of the grant year.

V. Proof of Purchase and Associated Work

All subrecipients in the HMEP planning grant program must submit documentation on the associated costs being reimbursed by the \$1,500 HMEP Support Grant. The eligible expenses are laid out in the "HMEP \$1,500 Support Grant Certification Form," which will be sent to each LEPC at the close of the fiscal year. Costs entered on this form need to be supported by a receipt, time sheet (reflecting hours worked on SARA (Superfund Amendment and Reauthorization Act related planning issues), purchase order, or a paid invoice. The "HMEP \$1,500 Support Grant Certification Form" and attachments must be returned to the MSP/EMHSD by the assigned due date.

VI. Planning Grant Requirements

A. Products: The intent of the planning grant is to encourage the development of new off-site hazardous material response plans and to complete updates to previously submitted off-site response plans for each SARA Title III Section 302-site in Michigan. Plans must be submitted to the appropriate MSP/EMHSD District Coordinator by the date specified in each LEPC's Grant Agreement. A list of updated plans for sites on the current 302 site list must also be submitted by that date. A plan update includes verification and updating of a facility's emergency contact information, on-site extremely hazardous substances and their quantities, storage locations, and any other items which may have an impact on employee or community life, health, and safety. The list must include the site name, the Department of Environment, Great Lakes, and Energy (EGLE) SARA identification number, and name of facility contact that assisted with the review. The "Plan Review List Form" for submittal is located on the MSP/EMHSD website and can be submitted directly to Mr. Thomas Matzke via email at MatzkeT@michigan.gov.

B. Eligible Expenses: HMEP planning grant funds are to be utilized for expenses that support and facilitate the development and/or updating of required SARA Title III off-site plans. Expenses can include, but are not limited to:

- Training for LEPC members, as long as it relates to the LEPC's planning mission.
- Development, improvement, and implementation of emergency plans required under SARA Title III.
- Exercises that test LEPC plans.
- Enhancement of LEPC plans, e.g., improving the hazard analysis or transportation of hazardous materials (including radioactive materials) response procedures.
- Commodity flow studies.
- Needs analysis for establishing regional response teams.
- Technical staff to support the planning effort.
- Assessment of local response capabilities.
- Subscription cost for EGLE's Tier II Manager.

Types of eligible costs that must be directly related to SARA Title III planning activities include:

- Meeting room rental.
- Per Diem for LEPC members.
- Public notices.
- Printing costs.
- Office administrative expenses.
- Local Emergency Planning Committee (LEPC) staff costs.
- Tier II Manager subscription.

Note: Computer hardware or software is not an allowable purchase.

C. Off-Site Response Plans:

- New off-site emergency response plans must be submitted to the appropriate MSP/EMHSD District Coordinator for review by September 7, 2026.
- A list of completed updates must be submitted electronically to Mr. Thomas Matzke at MatzkeT@michigan.gov by September 7, 2026.
- If the LEPC completes fewer updates and/or new off-site response plans than it proposes, their award will be prorated according to the number of plans/updates accepted by the MSP/EMHSD.

Note: Upon request, LEPCs may be required to make updated plans available to the MSP/EMHSD for verification purposes.

D. Michigan State Police Emergency Management and Homeland Security Division (MSP/EMHSD) Information Requests:

Upon request, the LEPC must provide the MSP/EMHSD with information on how HMEP funds were spent and what was accomplished. Other information requests related to LEPC operations may also be sent to LEPCs.

E. Federal Reporting of Sub-awards and Executive Compensation:

Upon request, the subrecipient shall supply information to the MSP/EMHSD to address federal reporting requirements relevant to the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), as amended by Section 6202(a) of the Government Funding Transparency Act of 2008 (Public Law 110-252).

F. Reporting of Unique Entity ID (UEI):

To comply with federal government reporting requirements, the MSP/EMHSD is required to collect a UEI from any recipient of sub-awards provided through the state of Michigan. A UEI must be submitted before reimbursement of funds can be made.

G. Other Requirements:

The subrecipient must comply with the requirements of 2 Code of Federal Regulations (CFR) 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; 2 CFR 1200, *Nonprocurement Suspension and Debarment*, 49 CFR Part 20, *New Restrictions on Lobbying*; and 49 CFR Part 21, *Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of the Title VI of the Civil Rights Act of 1964*, which can be found at www.ecfr.gov.

VII. Reimbursement Process

Reimbursement to LEPCs (or a prorated portion) will be processed by the MSP/EMHSD upon acceptance of the LEPC's products, as specified in its contract.

VIII. Items to Include with Application**A. Hazardous Materials Emergency Preparedness (HMEP) Planning Grant Application Form:**

Appropriate boxes for the type of grant requested must be checked on the application, and Officer/Emergency Manager information must be included.

B. Local Emergency Planning Committee (LEPC) Officer/Member Record.**C. Local Emergency Planning Committee (LEPC) Meeting Schedule for 2025–2026.**

Questions concerning the HMEP planning grant should be directed to Mr. Thomas Matzke at 517-224-6349, or via email at MatzkeT@michigan.gov.

Alpena County Office of Emergency Management

720 W. Chisholm Street, Suite #13

Alpena, MI 49707

(989) 354-9822



Alpena County LEPC Meeting Dates:

16 Oct 25

15 Jan 26

16 Apr 26

16 Jul 26

17 Sep 26