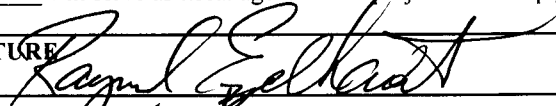
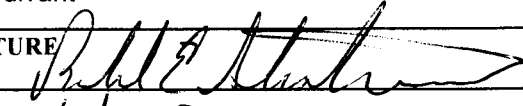


**APPLICATION FORM - Due July 31, 2012 to TDEM
HMEP Application Coversheet for FY 2013 grant year**

1. APPLICANT INFORMATION		PLEASE TYPE ALL INFORMATION	
a. Legal Name of LEPC County or City: Fort Bend County LEPC		Geographic area covered/Project Title: Fort Bend County	
b. Name of Grant Manager: Raymond Engelhardt		Address: 307 Fort Street Richmond, TX 77469 raymond.engelhardt@nrenergy.com e-mail address:	
Telephone: (281) 343-2372			
Fax: (281) 343-2100			
c. Name of person writing final summary letter: Raymond Engelhardt		Address: 307 Fort Street Richmond, TX 77469 raymond.engelhardt@nrenergy.com e-mail address:	
Telephone: (281) 343-2372			
Fax: (281) 343-2100			
d. Name of person who will administer funds ¹ : Robert Sturdivant		Address: 301 Jackson Street Richmond, TX 77469 sturob@co.fort-bend.tx.us e-mail address:	
Telephone: (281) 341-3760			
Fax: (281) 341-3774			
e. County or City's Vendor Identification Number:			
2. CERTIFICATION			
To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the [county judge, mayor, city manager] and a majority vote of the Local Emergency Planning Committee. The County/City of <u>Fort Bend County</u> will serve as fiscal agent for the project and comply with all contractual obligations if assistance is provided.			
NAME OF LEPC CHAIR: Raymond Engelhardt		SIGNATURE 	
TELEPHONE: (281) 343-2372 FAX: (281) 343-2100		DATE: 8/6/2012	
NAME OF AUTHORIZED FISCAL AGENT ² : Robert Sturdivant			
TITLE: Fort Bend County Auditor		SIGNATURE 	
TELEPHONE: (281) 341-8608 FAX: (281) 341-8609		DATE: 8/19/2012	

¹ This cannot be the LEPC Chair or grant manager. Must be a member of the authorized fiscal agent.

² This is the county or city fiscal agent that will manage of any and all monies awarded under this grant.

Instructions for completing these application form

Field Name	Description of Information Required
Applicant	The full name of the organization.
Geographic/Project Title	Area covered and brief title of project.
Manager Mailing Address	The address for correspondence and reimbursement payments.
Project Manager, Title, Phone, and e-mail address	The person in the organization who is responsible for the daily implementation of the project.
Certification	Signature of the person in the organization with the ultimate responsibility for the project and who has the legal authority to speak for the applicant.

DESIGNATION STATEMENT

Applicant Fort Bend County LEPC Date 07-31-2012

Project Title Assess & Improve Hazmat Transport Emergency Plans and Network

Mailing Address 307 Fort Street
Richmond, TX 77469

Project Manager Raymond Engelhardt Phone (281) 343-2372

Title LEPC Chair E-Mail Address: raymond.engelhardt@nrenergy.com

Financial Officer* Robert Sturdivant Phone (281) 341-3760

Title County Auditor

Total Project Budget: \$ 87,287 (100%)

HMEP Share: \$ 69,828 (80%)

Local Share: \$ 17,459 (20%)

***FINANCIAL OFFICER CANNOT BE THE PROJECT MANAGER**

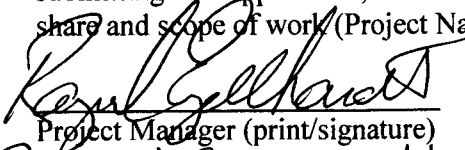
CERTIFICATION

I certify that I have the legal authority to make a commitment to the project on behalf of the applicant and that the project manager indicated above has the responsibility for the daily implementation of the proposed project.

I certify that I am duly authorized to act on behalf of the recipient organization and the recipient agrees with the requirements of the "Offer and Acceptance" clause, and that the award is subject to the applicable provisions of 49 CFR § 110 et seq., 49 CFR Part 18, and of the provisions of TDEM Assistance Agreement Contract.

I certify that the financial officer indicated above has the responsibility for the fiscal management of the grant and has the legal authority to certify all financial status reports, invoices and requests for payments that will be submitted.

I certify that the information in the attached application is true to the best of my knowledge. By submitting this application, I am making a commitment to the proposed project, budget, match share and scope of work (Project Narrative and Work Schedule and Deliverables).


Raymond Engelhardt LEPC Chair Title 8/6/2012 Date
 Project Manager (print/signature)

Instructions for completing Designation Statement

Field Name	Description of Information Required
Applicant	The full name of the organization or person (Authorized Agent).
Date	Date of submission of application package.
Project Title	A brief title of project.
Mailing Address	The address for correspondence and reimbursement payments.
Project Manager, Title, Phone, and e-mail address	The person in the organization who is responsible for the daily implementation of the project must sign and complete the Reimbursement Request Form and Quarterly Performance Report.
Financial Officer, Title, and Phone	The person responsible for the fiscal management of the grant. This person must certify all financial status reports, invoices, and requests for payment submitted. The Financial Officer cannot be the Project Manager and cannot complete Reimbursement Request Forms (no exceptions).
HMEP Funds Requested	The amount of HMEP funds being requested.
Match Contribution	A minimum twenty percent match to the amount of HMEP funds is required and can be a soft match.
Certification	Signature of the person in the organization with the ultimate responsibility for the project and who has the legal authority to speak for the applicant.

PROJECT NARRATIVE (must be completely outlined, use additional pages if necessary)Applicant/ Local Government: Fort Bend County LEPCProject Title: Assess & Improve Hazmat Transport Emergency Plans and Network

Fort Bend County is located on the southwest side of the Houston Metroplex. The population served by the LEPC is approximately 557,000, and FBC communities include Cinco Ranch, Greatwood, Mission Bend, Missouri City, New Territory, Pecan Grove, Richmond, Rosenberg, Stafford, Sugarland, and south Katy neighborhoods. The county has heavy truck traffic along US-59, Interstate 10, Beltway 8, and TX-6. Other truck traffic corridors include US-90A, TX-36, FM-1093, TX-99, and Spur 10. Regional growth and infrastructure developments continue to affect commercial truck traffic in the Fort Bend County area and present substantial hazmat transport risks.

Fort Bend County maintains a current emergency operations plan (EOP) that addresses chemical transport hazards. However, one problem is uncertainty about the consistency of local plans across different municipalities and county agencies for hazmat transport emergency response and cargo transport routing. Another problem is the need for improve relationships and strengthen networks of hazmat transport emergency planning and response stakeholders across organizational, professional, and sectoral boundaries. The major goals of this project are to evaluate and improve hazmat transport emergency response and cargo transport plans and stakeholder networks in Fort Bend County.

Texas Transportation Institute (TTI) and Texas A&M University (TAMU) will work with Fort Bend County Local Emergency Planning Committee (LEPC) and Fort Bend County on the project. The project will include: * An evaluation of hazmat transport emergency response and cargo routing plans across municipal and county agencies; * A gaps analysis and recommendations for improving hazmat transport emergency response and cargo transport plans, and for strengthening relationships among associated stakeholders; and * A briefing and workshop at which stakeholders can review of project outcomes and provide input about adoption of recommendations for the county's EOP and other applicable plans/programs.

The planning assessment and network analysis will be led by Dr. David Bierling of TTI's Multimodal Freight Transportation Programs and Dr. Joshua Barbour of TAMU's Department of Communication. Mr. Raymond Engelhardt of Fort Bend County LEPC will be the project manager, Mr. Ronald Drachenberg, P.E., R.P.L.S. of Fort Bend County Engineering will coordinate the project for Fort Bend County, and they will be joined by diverse public and private hazmat transport emergency preparedness stakeholders in providing project input and review.

Please see the attached supplemental pages for further information about the proposed project tasks and timeline.

WORK SCHEDULE AND DELIVERABLES

Applicant Fort Bend County LEPC

Project Title Assess & Improve Hazmat Transport Emergency Plans and Network

Project Activities, Tasks, And Deliverables	MONTHLY PROGRESS SCHEDULE											
	1	2	3	4	5	6	7	8	9	10	11	12
1. Situational review	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Data collection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2A. Quarterly progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3A. Quarterly progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Presentation and workshop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5A. Quarterly progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Review and select recommendations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6A. Closeout and quarterly progress report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

BUDGET SHEET (must be completed in full)

Applicant (local government) Fort Bend County LEPC

Project Title Assess & Improve Hazmat Transport Emergency Plans and Network

	HMEP SHARE	MATCH SHARE	TOTAL COSTS
PERSONNEL SERVICES			
Salaries and Wages	See attached		
OPERATING EXPENSES			
Travel			
Office Supplies			
Facility Rental			
Communications			
Printing			
Postage			
Other Direct Expenses			
SUBTOTAL			
PROFESSIONAL SERVICES			
Professional/Consultant	\$69,828	\$17,459	\$87,287
TOTAL COSTS	\$69,828	\$17,459	\$87,287

**Note: No Overtime or Call Backs
 No Equipment Purchases
 No Software with the exception of CAMEO.**

Instruction for completing the Budget Sheet

Field Name	Description of Information Required
Applicant	The full name of the organization or person.
Project Title	A brief title of project.
Personnel Services	Included in personnel services are the salaries and wages for wage-earning personnel employed by the applicant, who will be working on the project. These types of costs for a third party are to be indicated under Professional Consultant Services. Grant recipients are required to keep up to date time charge records for the project for the duration of the grant.
Salaries and Wages	Includes the salaries and wages calculated by multiplying the number of person-time-periods (months, day, hours) for each applicant employee (whether permanent, seasonal, temporary, etc.) by the appropriate monthly salary, or daily/hourly wage. For example, a typist needed at 33 percent participation (or one-third time) for six months will work for two months. If the typist earns a salary of \$800.00 per month, the total salary added to the project is: 2 months x \$800.00 per month = \$1600.00. No funds may be used to pay overtime.
Operating Expenses	These include any charges and travel costs necessary for the completion of the project, plus any other operational costs. The grant recipient will be required to keep an up to date inventory of all operation expenses associated with the proposed project. The operating expenses line items require brief written justifications describing the need for these items, how the dollar amounts were derived, and how the items will be used for the project.
Travel	Includes the cost of transportation, subsistence, and other associated costs incurred by applicant personnel that are directly related to the project. (Note: All non-governmental organized work shall be submitted under Professional Services).
Office Supplies	Includes all supplies generally attributed to an office, which are necessary for the completion of the project.
Facility Rental	Includes all bids and invoices for facility rental expenses, which are necessary for the completion of the project. No food charges are to be included with facility rental bids or charges.
Communication	Includes all telephone, fax, etc. charges necessary for the completion of the project. A breakdown must be provided to justify the relation of these charges to the project.
Printing	Includes all printing and reproduction charges, developed as a result of the project. Direct and indirect costs of printing and reproduction of printed materials shall be included, but must be relevant to the project.
Postage	Includes all types of postage necessary for the completion of the project.
Other Direct Expenses	Includes all costs not specially mentioned above. These costs must not be duplicated in other budget items. No funds may be used for the purchase of Equipment, no exceptions.

Professional Services	These expenses include the total costs for any contractors needed by the applicant to undertake the activities specified in the Scope of Work. These costs must be itemized showing travel, equipment, general operating expenses, salaries, and other costs. The applicant will assume full responsibility for the actual subcontracting process, liability, and responsibility for completion of the project as described in the Scope of Work. (Note: All non-government organized work shall be submitted under Professional Services) no exceptions.
Match Share	Match share is the dollar amount to be provided by the applicant during the term of the grant. When estimating costs, the applicant must indicate the total cost for the project, and then subtract the amount eligible for grant funding. The amount left over is the required 20% Match Share. The Match Share must be actual cost to the grant recipient of matching services. Each budget subtotal line item shall show actual dollars spent for the calculated dollar value for the matching services as the Match Share contribution from the grant recipient. The Match Share may be contributed in any or all of the budget line item categories. For example, \$400.00 worth of personnel services, or a combination of \$200.00 of personnel services plus \$200.00 of operating expenses, or a different distribution that totals \$400.00 would be equally acceptable.

**Texas Division of Emergency Management
Department of Public Safety**

Grant Assurances for the Hazardous Materials Emergency Preparedness Grant

Name of Applicant: Raymond Engelhardt
Address: 307 Fort Street
City: Richmond State: Texas Zip Code: 77469
Telephone Number: (281) 343-2372 Fax Number: (281) 343-2100
E-Mail Address: raymond.engelhardt@nrgenergy.com Cell Phone: (832) 451-4779

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for federal assistance, and has the institutional, managerial and financial capability to ensure proper planning, management and completion of the Hazardous Materials Emergency Preparedness Grant.
2. Will assure that grant funds are only used for allowable, fair, and reasonable costs.
3. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or awarding agency directives.
4. Will provide progress reports and such other information as may be required by the awarding agency.
5. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
6. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have family, business or other ties.
7. Will comply, if applicable, with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.), which prohibits the use of lead based paint in construction or rehabilitation of residence structures.

8. Will comply with all federal statutes relating to nondiscrimination. These include but are not limited to:
 - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended, which prohibits discrimination on the basis of race, color or national origin;
 - b. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex;
 - c. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794) which prohibits discrimination on the basis of handicaps;
 - d. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107) which prohibits discrimination on the basis of age;
 - e. The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255) as amended, relating to nondiscrimination on the basis of drug abuse;
 - f. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - g. §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - h. Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - i. Title 49, Code of Federal Regulations, Parts 21 and 27;
 - j. Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made, and
 - k. The requirements on any other nondiscrimination statute(s), which may apply to the application.
9. Will comply, if applicable, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interested in real property acquired for project purposes regardless of federal participation in purchases.
10. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is ten thousand dollars or more.
11. Will comply, if applicable, with environmental standards which may be prescribed pursuant to the following:
 - a. Institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514.
 - b. Notification of violating facilities pursuant to EO 11738.
 - c. Protection of wetlands pursuant to EO 11990.
 - d. Evaluation of flood hazards in floodplains in accordance with EO 11988.
 - e. Assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.).

- f. Conformity of federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.).
 - g. Protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523).
 - h. Protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply, if applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance, if applicable, with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).
14. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
15. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328), which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds.
16. Will comply, if applicable, with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
17. Will comply, if applicable, with the Laboratory Animal Welfare Act of 1966 (P. L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
18. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Section 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction sub agreements.
19. Will not make any award or permit any award (sub grant or contract) to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549 and 12689, "Debarment and Suspension."

20. Agrees that:

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;
- b. If any other funds than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or an employee of Congress, or employee of a Member of Congress in connection with the federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers including sub grants, contracts under grants and cooperative agreements, and subcontract(s) and that all sub recipients shall certify and disclose accordingly.
- d. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

21. Agrees that funds awarded under this grant will be used to supplement existing funds for program activities, and will not supplant (replace) non-federal funds.

22. Will comply with all applicable Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars A-87, a-102, and A-133, Title 49, Code of Federal Regulations, and any other Federal laws or regulations that are applicable to this grant.

23. Will comply with all applicable requirements of all other federal laws, executive orders, regulations, program and administrative requirements, policies and any other requirements governing this program. Understands that failure to comply with any of the above assurances may result in suspension, termination or reduction of grant funds.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Project Manager: Raymond Engelhardt

Printed Name Project Manager: Raymond Engelhardt

Title: LEPC Chair Date: 8/6/2012



Texas Transportation Institute
The Texas A&M University System
3135 TAMU
College Station, TX 77843-3135

979-845-5817
Fax: 979-862-2708
<http://tti.tamu.edu>

MEMORANDUM

To: Ronald Drachenberg, P.E., R.P.L.S.
Assistant Engineer
Fort Bend County

From: David Bierling, Ph.D.
Associate Research Scientist

Re: Fort Bend County Chemical Hazards Planning Assessment and Network Analysis

Date: August 3, 2012

As per our previous discussion, Texas Transportation Institute (TTI) and Texas A&M University (TAMU) propose to work with Fort Bend County and the Fort Bend County Local Emergency Planning Committee (LEPC) to conduct a planning assessment and stakeholder network analysis. This project will improve and implement hazardous materials (hazmat) transportation emergency plans in Fort Bend County. The proposed project includes:

- 1) **Planning Assessment:** A review, gaps analysis, and recommendations for Fort Bend County's emergency operations plan (EOP) and cargo routing plans that specifically address chemical hazards transport by truck. The starting points for this assessment will be existing plans of hazmat transport and emergency preparedness stakeholders in Fort Bend County (municipal agencies, county agencies, and industry/transport carriers) and the County's 2011 hazmat commodity flow study.

and

- 2) **Network Analysis:** An evaluation of functional relationships among the network of hazmat transport planning and emergency preparedness stakeholders in Fort Bend County. Potential stakeholder groups include fire/hazmat response teams, law enforcement, emergency management, municipal and county elected officials, planning agencies, transportation agencies, public works agencies, social groups, environmental groups, economic groups, industry, and transport carriers. Where the planning assessment focuses on planning documents, the network analysis focuses on stakeholders' working relationships and how the strength and network of relationships might be expected to affect plan implementation and effectiveness.

Local agencies plan for hazmat transportation emergency response and cargo routing needs of their communities. However, inconsistencies in key assumptions, frameworks, objectives, and desired outcomes across jurisdictions can result in ineffective planning, inefficient operations, and risk public safety. Planning assessments can identify whether plans are based on up-to-date knowledge about the transport system, where there are gaps or inconsistencies in local response and transport plans across jurisdictions, and recommendations and alternatives for addressing planning gaps or inconsistencies.

Effective response to complex, urgent hazardous materials also requires the involvement and coordination of multiple stakeholders. Assessing the robustness of formalized plans may benefit from modeling the robustness of the network of stakeholders potentially involved in carrying out the plan during response and operations. As part of the planning activity, network analysis can identify strengths and weaknesses in the relationships among stakeholders. It can also provide insight about the state of the network's expertise by identifying 'who knows what' and 'who knows who knows what'. Network data can be used to create computational simulations of how the network would respond to crisis (i.e., the rate and effectiveness of information flow within the network). The data can also provide a resource during planning by helping stakeholder not only diagnose their network but also build new relationships based on that diagnosis.

The planning assessment and network analysis will be led by Dr. David Bierling of TTI's Multimodal Freight Transportation Programs and Dr. Joshua Barbour of TAMU's Department of Communication. Mr. Ron Drachenberg, P.E., R.P.L.S. of Fort Bend County Engineering will coordinate the project for Fort Bend County.

Proposed Project Tasks

1. Situational review (*TAMU & TTI, Fort Bend County, Months 1-2*)

- Community context and stakeholder identification, includes travel by project leads to meet with County officials
- Hazard presence – most-frequent hazards; special hazards, based on 2011 hazmat commodity flow study
- Literature, includes recent guidance and trends in cargo transport planning, emergency operations planning, and communications
- Evaluation protocols – design for survey and interview data collection from stakeholders, submit for approval from Institutional Review Board

2. Data collection (*TAMU & TTI, Fort Bend County, Months 3-6*); Collected data includes:

- Emergency operations plans and agreements of Fort Bend County communities and stakeholders
- Cargo routing plans and designations of Fort Bend County communities and stakeholders
- Surveys of Fort Bend County stakeholders and other relevant external stakeholders identified in Task 1 (such as shippers/carriers) regarding HazMat cargo transport plans and emergency planning and response networks

- Interviews with select Fort Bend County stakeholders and other relevant external stakeholders regarding HazMat cargo transport plans and emergency preparedness networks, and interview transcription
3. Analysis (*TAMU & TTI*, Months 6-8); Evaluate plans, survey, and interview data to identify:
- Gaps in emergency operations plans and procedures regarding truck hazmat cargo transport emergency preparedness
 - Gaps, required linkages, and infrastructure needs of cargo truck transport routes, with specific attention to safety and security of hazmat cargo movements in the County
 - Stakeholder networks associated with hazmat cargo transport emergency preparedness
 - Recommendations for hazmat cargo transport emergency preparedness, planning, routes and infrastructure, and stakeholder coordination
4. Documentation (*TAMU & TTI*, Months 7-9); Outcomes will be documented in a report, including:
- Overview of the project, backgrounds, and methods
 - Listing of project stakeholders and planning documentation used in the analysis
 - Listing and descriptions of gaps and linkages identified in HazMat cargo transport emergency preparedness, planning, and routes and infrastructure in Fort Bend County
 - Network visualizations of stakeholder communications and knowledge relationships and access to network data through dynamic, social-network-based expertise recommender (CIKNOW)
 - Recommendations for HazMat cargo transport emergency preparedness, planning, routes and infrastructure, and stakeholder coordination and networks
5. Presentation and workshop (*TAMU & TTI*, *Fort Bend County*, Month 9)
- Project results and recommendations will be presented to the Fort Bend County LEPC and at a Commissioners Court meeting
 - A half-day workshop will be held with stakeholder participants in Fort Bend County. The goals of the workshop are:
 - Review project results and recommendations,
 - Identify coherence of outcomes with stakeholder expectations, and
 - Identify potential action items for stakeholders regarding hazmat cargo transport emergency preparedness, planning, routes and infrastructure, and stakeholder coordination in Fort Bend County
6. Implementation; (*Fort Bend County*, Months 10-12)
- Selection of recommendations and action items for adoption by Fort Bend County stakeholders for hamzat cargo transport emergency preparedness, planning, routes and infrastructure, and stakeholder coordination
 - Any modification to Fort Bend County EOP will formally take place in subsequent planning cycle

Proposed Project Budget

a. Project funding requested (b+c+d+e+f+g+h)	\$69,828
b. Salaries and wages: TTI professional, support staff, student interns	\$28,142
c. Employee fringe benefits	\$6,056
d. Travel	\$2,180
e. Other (survey services, transcription, and reproduction)	\$2,550
f. Other (TTI network and operations services)	\$603
g. TTI indirect costs: 35% of direct costs (0.35*(b+c+d+e))	\$13,625
h. Salaries, wages, fringe, and indirect: Dr. Barbour, Summer 2013	\$18,672
i. Total project match required: 25% of project funding requested (0.25*a)	\$17,459
j. Total project value (a+i; match equals 20% of project value)	\$87,287
k. Total project match projected (l+m+n)	\$22,457
l. In-kind: TTI indirect rate reduction, 11% of direct costs (0.11*(b+c+d+e))	\$4,282
m. In-kind: Dr. Barbour, Spring 2013	\$16,675
n. In-kind: Fort Bend County project participants	\$1,500
o. Projected match surplus (k-i)	\$4,998

cc: Dr. Joshua Barbour, Texas A&M University

August 3, 2012

Dr. James Aune
Professor and Head
Department of Communication
Texas A & M University
TAMU 4234
College Station, TX 77843


To Whom It May Concern:

Dr. Joshua Barbour is an Assistant Professor in the Department of Communication at Texas A&M University. It is our understanding that contingent on funding availability Dr. Barbour will be participating in a hazardous materials emergency preparedness project in FY 13. In this project, Dr. Barbour will conduct a network analysis of participants in hazardous materials transportation incident response planning and operations for Fort Bend County, Texas.

Dr. Barbour is approved to utilize one-quarter of his allocated time during the spring 2013 academic calendar on this project. This corresponds to 196 hours of effort, has a value of \$14,856 including fringe, medical, and indirect costs, and is available as an institutional (in-kind) contribution by the Department toward the project. It is also our understanding that Dr. Barbour will receive 220 hours of salary coverage during the Summer 2013 academic calendar on this project, with a total cost of \$16,675 including fringe, medical, and indirect costs.

Any questions regarding this approval can be directed to my office at 979.845.5500.

Sincerely,



Dr. James Aune