

## **RHMR Training Pre-Approval Form Guidance**

The Regional Hazardous Materials Response (RHMR) Pre-Approval Forms are designed to provide flexibility for assignee agencies to allow personnel to attend training, exercises and conferences within the guidelines identified by contractual agreement. The Pre-Approval Form provides for accountability of expenditures and adherence to contractual agreements for the California Governor's Office of Emergency Services (Cal OES) Fire and Rescue.

Cal OES Fire and Rescue Special Operations and Hazmat have developed contracts which identify reimbursable activities to local government assignee agencies for the response to hazardous materials releases. In 2018, Cal OES funded the RHMR program and distributed twelve fully equipped Type II hazardous materials response vehicles. To ensure sustainability of the program, Cal OES entered into contractual agreement to provide funds for training, exercises, equipment, and personnel services to enhance statewide response to local and state emergencies.

The twelve assignee agencies that have accepted Cal OES Type II hazmat vehicles have received allocations that with pre-approval provide flexibility in the expenditure of the funds. The Pre-Approval Forms ensure that the use of allowable expenditures meet the intent of the legislative program and the contractual agreements.

The directions contained in this guidance will define the requirements which must be included to seek pre-approval for Excess Lodging prior to providing services and the submittal of reimbursements by the assignee agencies.

The Pre-Approval Forms are designed to automatically adjust the anticipated cost balance of funds entered on to the form.

## Directions

1. Enter the Contract Number of the contract that is being used for pre-approval and reimbursement.
2. Enter the agency name that entered into contract with Cal OES. If your agency is not the agency that is identified as the contractual assignee agency, enter the agency that is identified on the contract. Example: Linda Fire Department would enter Yuba City on the form.
3. Enter the requestor's information which includes; name, date of request, email and telephone contact information.
4. Enter the name of the training, exercise or conference for the pre-approval request.
5. Enter the name of the lodging establishment for the pre-approval request.
6. Enter the address of the lodging establishment.
7. Enter the date(s) of the request.
8. Enter the number of occupants that will be staying in room. The Cal OES Travel Tri-Fold lists per person rates for lodging. The acceptable rate increases for double occupancy (x2).
9. List the anticipated costs of the request.

Cal OES Fire and Rescue Special Ops Hazmat will notify the requestor and the assignee agency of the approval or denial via email. The signed Pre-Approval Form will be attached to the Cal OES email for inclusion with the Reimbursement Submittal Package.