

Tennessee Emergency Management Agency
Hazardous Materials Emergency Preparedness (HMEP)
FFY 2026 Sub-Grant Application

Complete application submittal is due August 29, 2025, by 4:00 pm. Late submissions will not be accepted.

REQUIRED digital submittal received by **August 29, 2025, by 4:00 pm.**

All applications must include the following:

1. Cover Sheet – page 2 of the Application
2. Certification - page 3 of the Application
3. Planning, training, or Exercise Activity Request (all that apply)
4. Section 4 Budget and Match - page 7 of the Application

For each activity, complete and attach the appropriate Section sheets, depending on the activity type

1. Section 1 of the Application is for Planning (i.e., Commodity Flow Surveys, Regional Hazard Analysis) - page 4 of the Application.
2. Section 2 of the Application is for Training (i.e., Hot Zone Conference, Hazmat Technician Refresher) - page 5 of the Application.
3. Section 3 of the Application is for Exercise (i.e., Full Scale Hazmat Exercise) - page 6 of the Application.
4. Include the Scope of Work Narrative for each activity
(MS Word format—See Appendix C for requirements and Example)
5. Include a Budget Narrative for each activity (MS Word format—See Appendix D for requirements and Examples)
6. Include a Budget for each Activity (MS Excel format—See Appendix D for requirements and Examples)

REQUIRED digital submittal to HMEP.Grant@tn.gov by **August 29, 2025, by 4:00 pm.**

1. All submission materials i.e., Scope of Work Narratives and Budget Narratives, as MS Word documents or PDF
2. All spreadsheets as MS Excel files
3. Full application as one PDF file

Appendix Legend

Appendix A = Training Activity List

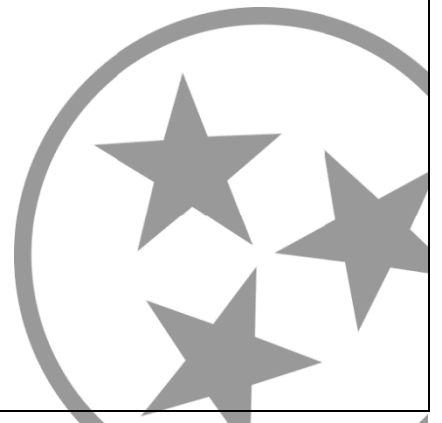
Appendix B = Exercise Activity List

Appendix C = Activity Narrative Requirements and Example

Appendix D = Activity Budget Narrative and Budget Example

For questions or additional information, please contact:

HMEP.Grant@tn.gov



REQUESTER INFORMATION		
Requester Name:		Date of Request:
Agency/Program/Organization:		
Mailing Address:		
City:	Zip Code:	
Email:		
Phone:	Fax:	
GRANT ACTIVITY INFORMATION		
	UNIQUE ENTITY ID (UEI #)	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)
PERIOD OF PERFORMANCE START / END DATES	10/1/2025 – 9/30/2026	
PARTICIPANT OR AUDIENCE (CHECK ALL THAT APPLY)	<div> <input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> AGRICULTURE <input type="checkbox"/> EMERGENCY COMMUNICATIONS </div> <div> <input type="checkbox"/> TRANSPORTATION <input type="checkbox"/> EMS <input type="checkbox"/> FIRE/HAZMAT </div> <div> <input type="checkbox"/> HEALTH <input type="checkbox"/> HOSPITAL <input type="checkbox"/> LAW ENFORCEMENT </div> <div> <input type="checkbox"/> NGO/VOAD <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> EMERGENCY MANAGEMENT </div> <div> <input type="checkbox"/> OTHER: _____ </div>	
<p>If requesting more than one activity, list all activities in priority order. Scoring will be based on the priorities identified in the Allocation Methodology.</p> <div> 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____ 7. _____ 8. _____ 9. _____ 10. _____ 11. _____ 12. _____ 13. _____ </div>		

CERTIFICATION SHEET

Certifying Agent:

The signatory listed below represents and warrants the authority to allocate sub-grant funds and execute them on behalf of the entity for the activity specified above.

Total Amount of Funds Requested: \$ _____

1. Project Manager:

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Office Phone: _____ Cell Phone: _____ Email: _____

2. Chief/Director of requesting agency:

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Office Phone: _____ Cell Phone: _____ Email: _____

3. Chief Elected Official:

Name (Print): _____ Title: _____

Signature: _____ Date: _____

Office Phone: _____ Cell Phone: _____ Email: _____

SECTION 1 –PLANNING ACTIVITY REQUEST

ACTIVITY NAME:

ACTIVITY / VENDOR NAME:

ADDRESS:

PHONE:

FAX:

SELECT PREAPPROVED PLANNING ACTIVITY

☐

Regional Hazard Analysis

☐

Commodity Flow Surveys

☐

CAMEO Software

☐

Other (description below):

PLANNING ACTIVITY NARRATIVE (PLEASE SEE APPENDIX C FOR REQUIREMENTS OF NARRATIVE)

PLANNING BUDGET INFORMATION (PROVIDE DETAILS FROM BELOW ON A SEPARATE ATTACHED BUDGET NARRATIVE – SEE APPENDIX D)

CONTRACTOR - Attach Scope of Work in Narrative

Estimated Date of Project

Start mm/dd/yyyy: _____

CONTRACTOR TRAVEL

CONTRACTOR LODGING/PER DIEM/CAR RENTAL FACILITY RENTAL - TOTAL

ACTIVITY SUPPLIES - TOTAL

ACTIVITY EQUIPMENT RENTAL/PURCHASE - TOTAL COST ESTIMATE TRAVEL EXPENSES PER PERSON:

- Lodging

- Travel/Per Diem/Car Rental

Total Cost:

OTHER (SPECIFY):

TOTAL 80% FEDERAL FUNDS REQUESTED:

20% Non-Federal Match:

SECTION 2 - TRAINING ACTIVITY REQUEST

ACTIVITY NAME:

ACTIVITY / VENDOR NAME:

ADDRESS:

PHONE:

FAX:

- ☐ Yes - COURSE LOGISTICS SUPPORT REQUESTED FROM TEMA
- ☐ No - COURSE LOGISTICS PROVIDED BY OTHER AGENCY
- Participants will register at (Provide registration contact information, web address, phone number, mailing address, etc.):

SELECT TRAINING ACTIVITY (APPENDIX A CONTAINS A LIST OF ALLOWABLE ACTIVITIES)

- ☐ Hazmat Challenge HOTZONE
- ☐ International Association of Fire Chiefs (IAFC) International Hazmat Conference
- ☐ The Continuing Challenge
- ☐ National Association of SARA Title III Program Officials (NASTTPO) Conference
- ☐ Cold Zone Conference
- ☐ Midwest Hazmat Conference
- ☐ Annual Hazmat Workshop
- ☐ Other _____

TRAINING ACTIVITY NARRATIVE (PLEASE SEE APPENDIX C FOR REQUIREMENTS OF NARRATIVE)

TRAINING BUDGET INFORMATION (PROVIDE DETAILS FROM BELOW ON A SEPARATE ATTACHED BUDGET NARRATIVE - SEE APPENDIX D)

NUMBER OF INSTRUCTORS: _____

ANTICIPATED NUMBER OF STUDENTS:

Estimated Date of Training

mm/dd/yyyy: _____

INSTRUCTOR FEE

INSTRUCTOR TRAVEL

INSTRUCTOR LODGING/PER DIEM/CAR RENTAL FACILITY RENTAL - TOTAL

COURSE SUPPLIES - TOTAL

COURSE EQUIPMENT RENTAL/PURCHASE - TOTAL COST ESTIMATE EXPENSES PERSON:

Registration

• Lodging

• Travel/Per Diem/Car Rental

OTHER (SPECIFY):

Total Cost:

TOTAL 80% FEDERAL FUNDS REQUESTED:

20% Non-Federal Match:

SECTION 3 – EXERCISE REQUEST

EXERCISE NAME

SITE NAME AND PHYSICAL ADDRESS:

ARE YOU REQUESTING STAFF SUPPORT FROM TEMA FOR THE ACTIVITY? Yes ☐ No ☐

If YES, specify:

ANTICIPATED NUMBER OF PARTICIPANTS:

DATE, TIME, AND DURATION OF EXERCISE:

HOST OF EXERCISE:

LIST PARTICIPATING AGENCIES/JURISDICTIONS:

EXERCISE TYPE: (APPENDIX B CONTAINS A DESCRIPTION OF EXERCISES HMEP CAN COVER)

☐ Table Top (TTX) ☐ Drill ☐ Functional Exercise (FE) ☐ Full Scale Exercise (FSE)

Exercise Activity Narrative (PLEASE SEE APPENDIX C FOR REQUIREMENTS AND EXAMPLE)

Exercise Budget Information (PROVIDE DETAILS FROM BELOW ON A SEPARATE ATTACHED BUDGET NARRATIVE – SEE APPENDIX D FOR REQUIREMENTS AND EXAMPLE)

CONTRACTOR - Attach Scope of Work in Narrative

FEES/TRAVEL

EXERCISE SUPPLIES

OTHER (SPECIFY):

HOST - Attach Scope of Work in Narrative

SALARIES/BENEFITS

FACILITY RENTAL

EQUIPMENT RENTAL/PURCHASE

EXERCISE SUPPLIES

OTHER (SPECIFY):

PARTICIPANTS

Attach Budget for Each Agency Participant

TRAVEL

LODGING/PER DIEM

Total Cost:

OTHER (SPECIFY):

TOTAL 80% FEDERAL FUNDS REQUESTED:

20% Non-Federal Match:

Estimated Date of Exercise mm/dd/yyyy: _____

SECTION 4 – All Activities Combined Budget and Match

Description	Dollar Amount
Amount of HMEP (80% Federal Funds Requested for all activities)	\$
Non-federal Match (20% of the total project cost) is the same as 25% of the federal share. Example; total project cost of \$1,000 = \$800 federal share + \$200 non-federal share)	\$
<p>MATCH can be in the form of cash or in-kind/soft contributions or both.</p> <p>A Cash Match, i.e., a cash contribution, can come from the coordinating entity's own funds (general revenue), cash donations from non-federal third parties (e.g., partner organizations), or non-federal grants. A cash match contribution can only be applied to your match requirement once it is expended on a cost or activity identified in your work plan.</p> <p>An in-kind or Soft Match is a non-cash contribution of value provided by the area coordinating entity or by non-Federal third parties. In-kind matches typically involve the calculated value of personnel, goods, and services, including direct and indirect costs.</p> <p>MATCHES must:</p> <ul style="list-style-type: none"> Be documented and verifiable in your records; Not included as match contributions for any other Federal award (i.e., if you have already used funds to match another federal grant, they cannot be applied towards HMEP activities). Provided for in your approved budget; Not Supplant already designated funds with Federal Funds. 	
Description of Match for all activities (All Match must be non-federal (e.g., cannot use EMPG, DHS, etc.))	
Type of match (soft-match or cash, or both)	\$
Source (time of fire fighter, law enforcement, students, first responder, others, etc.)	\$
Salary and/or fringe benefit (rate x hours) *	\$
Facility space used for planning/exercise	\$
HMEP project-related travel (planning/training) to be used as match	\$
Equipment used for training/exercise (describe)	\$
Other allowable match (describe)	\$
Total match (non-federal and not used for any other federal and/or state funded projects)	\$

APPENDIX A

TRAINING – ALLOWABLE ACTIVITIES

Mission-Specific and Competency Courses

Hazmat Incident Command System
 (ICS): ICS-100: Introduction to the Incident Command System
 ICS-200: Incident Command System for Single Resources and Initial Action Incidents
 ICS-300: Intermediate Incident Command System
 ICS-400: Advanced Incident Command System
 Industrial Fire Fighting- (rail yards, fuel transfer facilities and ports)
 Confined Space Rescue
 Hazmat Basic Life Support/Advance Life Support – Medics respond to hazmat calls
 Chemistry for Emergency Responders
 Airport Rescue Fire Fighting (aircraft response and rescue)
 Radiological (sources in transportation, but not weapons of mass destruction)
 Tank Car Specialty
 Cargo Tank Specialty
 Intermodal Tank Specialty
 Marine Tank Vessel Specialty
 Flammable Liquid Bulk Storage
 Flammable Gas Bulk Storage
 Radioactive Material Specialty

Notes:

The examples of allowable activities provided are not intended to be all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, proposed activities will be reviewed prior to approval, considering various factors, including the cost-benefit of the specific implementation.

Core Competency Courses

Awareness Operations Technician
 Hazmat Incident Commander
 Hazmat Officer
 Hazmat Safety Officer
 Hazmat Refresher
 Hazmat Technical Decon Refresher
 Developing a Plan of Action
 Chemistry of Hazmat
 Surveying a Hazmat Incident
 General Competencies
 Level A Personal
 Protective Level B
 Personal Protective
 Hazmat Level B Dress-out and Decon
 ID of Methods and Procedures
 Hazardous Materials Monitoring Refresher

Additional Training Courses

CAMEO training
 The Hazmat IQ Training
 Hazmat for Dispatcher
 Hazmat Containers
 Containment and Control
 HAZWOPER Training
 Hazmat Air Monitoring Training
 Ammonia Training
 Tank truck rollover simulator
 National Incident Management System Levels 300 & 400
 Calibration Gas Kits for Hazmat Training (equipment)
 Hazmat Training Tools Package (geared towards hazmat training and exercises)
 Chlorine training props (equipment)
 Ammonia Safety and Emergency Response Training (ASERT)
 Hazardous Materials Outreach
 Ethanol Training for First Responders

APPENDIX B

Exercise – ALLOWABLE ACTIVITIES (Example)

Exercises within the scope of the HMEP grant fall under two categories:

Discussion-based (seminar, workshop, tabletop):

These exercises familiarize players with current plans, policies, agreements, and procedures and provide a medium for developing new ones.

Discussion-based exercises may involve single or multiple agencies and/or functions. Though they generally only cover broad topics, they involve little or no cost and modest time commitments and are a quick method of briefing individuals or organizations on unfamiliar topics.

Operations-based (drill, functional, full-scale):

These exercises validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures and improve individual and team performance. Operations-based exercises are characterized by actual reaction to simulated intelligence, response to emergency conditions, mobilization of apparatus, resources, and/or networks, and commitment of personnel, usually over an extended period of time. In these exercises, player action is designed to mimic personnel and resources' reaction, response, mobilization, and commitment in real-time play. Operations-based exercises are usually funded under the HMEP training grant.

APPENDIX C

ACTIVITY SCOPE OF WORK NARRATIVE (Example)

NARRATIVE SHOULD INCLUDE THE FOLLOWING DETAILS

PLEASE COMPLETE THE FOLLOWING NARRATIVE AS A WORD DOCUMENT FOR EACH INDIVIDUAL ACTIVITY.

- Organization and Points of Contact Information
- Planning and Training Needs Assessment

Describe the current capacity and any areas of deficiency concerning preparedness for transporting hazardous materials. This may include:

- 1) A discussion of whether the applicant has identified a need to assess transportation flow patterns of hazardous materials within the State or between the State and another state and
 - 2) Providing the number of hazmat preparedness plans that need updating.
 - 3) Describing the location and need for exercises to be conducted that involve preparation for response to incidents involved in the transportation of hazardous materials.
 - 4) Provide the number of responders needing training and the number of persons currently trained in the different disciplines of response functions (e.g., the number of firefighters, EMTs, and EMSs that need training). Provide a scalable request for two participants up to the total number preferred and include justification for why sending additional participants will benefit the program.
 - 5) Narrative Description, Justification, Scope, Purpose, Duration of Planning or Training Activity
- Project / Activity Dates and Times
 - Scope of Work Narrative, Budget, and Budget Narrative for each activity
 - List of supplies or equipment with cost associated with each

Example Activity Narrative

2024 Grant Year – 2024 IHMC

Hopedale HMEP Grant Narrative

Submitting agency: Hopedale Fire Department

Date of submission: MM/DD/20YY

Project contact: Michael Rinehart

Phone: 615-123-4567 / **cell:** 615-123-4567

Email: example@tn.gov

Project request: Reimbursement of the cost associated with attending the 2024 International Hazmat Conference.

Narrative

The Hopedale Fire Department's Hazardous Materials (Hazmat) Regional Response Team (RRT) has an agreement with the State of Tennessee to respond to any Hazmat call within the county automatically and, on request by TEMA, anywhere in the State.

The HFD would like to send 2 persons to attend the 2024 International Hazmat Conference in Baltimore, MD, IN, held from June 8 to 11, 2024. This would be a great opportunity to keep up with the latest firefighting methods and tactics, check out the newest equipment, and improve our instructors.

The HFD applies for a grant of \$12,428.00. This will be an 80%/20% grant, with the 20% paid by the HFD. The total would be \$2,485.60, which will be offset by the salary cost carried by the HFD.

Description

Receipts for all items will be provided after the training. We are applying for reimbursement of the cost of:

Registration fee of \$1,100/person. This includes two days of hands-on training.

The conference is 3 days, and travel of 2 days.

Lodging. Two rooms (one person per room). At \$1,400 per room for 4 nights.

Per Diem for 8-days at the rate of \$45.00/day. They will be leaving on Sunday and return on Thursday. (Please See Note*)

A sizeable rental vehicle (due to the luggage mentioned above) is needed for local transportation, with added fuel and parking costs.

*Please note that the amounts given in this example are for demonstration only and your local government may have different requirements for meal Per Diem and other expenses while traveling.

APPENDIX D

ACTIVITY BUDGET NARRATIVE (Example)

- BUDGET NARRATIVE SHOULD INCLUDE THE FOLLOWING DETAILS (SEE BELOW SAMPLE)
- PLEASE COMPLETE THE FOLLOWING BUDGET NARRATIVES AS AN MS EXCEL DOCUMENT.
- Lodging Description
- Per diem per night
- Registration Fee
- Flight Cost
- Luggage fees
- Rental car
- Total cost project
- Total Federal Funds Requested
- 20% match to be paid
- Total activity expenses (Requested + 20% match)

Grant request HFD 2024 International Hazmat Conference

Item	Cost each	Quantity	Grant request
Lodging Baltimore, MD 4 nights, 1 person per room	\$1,400.00	2	\$2,800.00
Per diem, 5 days at \$54.00	\$432.00	4	\$1,728.00
Registration Fee	\$1,100.00	4	\$4,400.00
Flight, to Baltimore - with luggage fees	\$700.00	4	\$2,800.00
Rental	\$700.00	1	\$700.00
Total cost project			\$12,428.00
Type of match (soft-match or cash, or both)	CASH		
Source (time of fire fighter, law enforcement, students, citizen, first responder, others, etc.)	Fire Fighter		
Other (describe, e.g. indirect cost)			
Salary and/or fringe benefit (rate x hours) *			
Facility space used for planning/exercise			
HMEP project related travel (planning/training) to be used as match			
Equipment used for training/exercise (describe)			
Other allowable match (describe)			
Total 80% Federal Funds Requested			\$9,942.40
20% to be paid by soft or hard match			\$2,485.60
Total activity expenses (80% + 20% match)			\$12,428.00

