

October 1, 2023 - September 30, 2024
Application Kit for Sub-Recipients
(LEPCs)

Hazardous Materials Emergency Preparedness Grant Program

U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration



Grant administered by:

TN Emergency
Management Agency
3041 Sidco Drive
Nashville, TN 37204-1502

***Application Due By** 4:00 p.m., Friday, September 15, 2023
[All Time References are in Central Time]

Submit the completed application by E-mail to HMEP.Grant@tn.gov.

Hazardous Materials Emergency Preparedness Grant Program

Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorized the U.S. Department of Transportation to assist public sector employees through training and planning grant for emergency response. This grant program aims to increase the effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986, and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

This document will guide agencies (sub-recipients) applying for training and planning grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

Application Period

August 1, 2023 – September 15, 2023

Eligibility

Eligible applicants include state, local, and tribal units of government. Priority consideration will be given to applications from LEPCs. A list of Tennessee LEPCs can be found at <https://www.tn.gov/tema/the-agency/regional-offices.html>; then, choose the appropriate TEMA region under Regional Offices.

Program Requirements

- **Sustainment Agreement-**
Regarding sustainment and training, commit to using the training supplies/equipment purchased with HMEP money at least annually for the next three years in HMEP-approved activities. Submit annual reports to the state showing proof of training with the supplies/equipment.
- **HMEP Approved Activities Agreement-**
Commit to and understand that the supplies/equipment requested for purchase using HMEP funds can only be used for HMEP-approved activities.
- **Justification for Item Not Classified as Training Supplies Agreement-**
Case by Case - If you have to buy a piece of supplies/equipment that is not classified as a "trainer," justify why you need the piece of supplies/equipment to perform the training.

Ex: There may not be an option to purchase the piece of supplies/equipment classified as a "trainer."

Funding Priorities

Requirements for hazardous materials planning and training

- See U.S. Department of Transportation (USDOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Eligible/Low Priority/Ineligible Planning and Training Expenditures and Activities: <https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/2021-01/HMEP%20Expenditures%20Guide.pdf>
- Applicants must maintain their focus on hazardous materials transportation-based planning/training (road, rail, air and/or water).
- **All counties must hold an exercise, whether a Full-Scale, Functional, Drill, Game, Tabletop, Workshop, or Seminar.**

Application Submission Requirements

Submit a copy of the following documents for a complete application:

1. Coversheet
2. Budget summary
3. Project Narrative
4. Attachments (if applicable)

Submit the application to:

Michael Rinehart
HazMat Branch Manager
TN Emergency Management Agency
3041 Sidco Drive
Nashville, TN 37204-1502
615-815-8918
HMEP.Grant@tn.gov

Application Evaluation

The TEMA HazMat Branch will conduct the first round review of the applications to determine whether the proposal meets the USDOT PHMSA's requirements. After the first round review of the applications, the HazMat Branch will present approved applications to the State Emergency Response Commission (SERC) for action and approval of applications.

Award Notification

Grant Awards will be announced upon approval of the application.

For additional information, please contact Michael Rinehart at 615-815-8918 or E-mail HMEP.Grant@tn.gov.

Unobligated Funds

The Subgrantee Point of Contact is responsible for identifying any amount of unspent funding and notifying TEMA no later than August 15, 2024. This is in an effort to allow funding to be re-appropriated and spent, avoiding returning the unobligated funds. Failure to meet this could affect future applications.

Status Reporting

Funding status is required to be reported to TEMA on May 31, 2024. Status can be reported by e-mail to HMEP.Grant@tn.gov. The report will include the total amount of the contract, the amount of federal funds obligated/spent, and the amount of unobligated funds. Obligated unreimbursed funds will require backup documentation of obligation. Unobligated funds will be reduced from the contract by amendment.

Failure to meet deadlines could affect future applications.

Application Instructions

1. COVERSHEET

Project title

Assign a project title that describes the Project. If you request funds for multiple activities, you can incorporate them under one title. Example: *Marion County Hazardous Materials Training*.

Project period

The project period must fall within the October 1, 2023 – September 15, 2024 window. *Please note: If we receive late grant applications, the Project may not be allowed due to the inability to complete by the September 15 deadline.*

Applicant agency

Provide Chief Local Elected Official (CLEO) and agency representative/primary project contact name, mailing address, phone number, and e-mail address that will serve as the sub-recipient and will accept the federal grant funds.

Unique Entity ID (UEI) Number

Provide the UEI Number of the applicant agency.

A Unique Entity Identifier (UEI) is a number that identifies your entity registration in SAM.gov. This identifier is assigned by SAM.gov and used in other IAE federal award systems (FPDS, FSRS, eSRS, and CPARS). The Office of Management and Budget (OMB) requires the Unique Entity ID to be used across federal systems, governmentwide, for federal award purposes.

Need to request one? Go to SAM.gov and choose [Get Started](#).

Local Emergency Planning Committee

Based on grant guidance, these applications are on behalf of the county Local Emergency Planning Committee (LEPC.) Please ensure to present the Scope of Work on behalf of the LEPC.

Total project funding

The project funding must equal the budget summary for the project total – (federal grant funds requested and matching funds required). Provide a total project amount. See Section 2 for Budget Summary details.

2. BUDGET SUMMARY

Budget Category

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other).

- **Planning/Description of Activities - Expense**
- **Training Course Activities Item - Expense**
- **Exercise/Description of Activities – Expense**

What do you plan to purchase, rent, or contract? Why is travel needed?

Federal Grant Funds Requested/Matching Funds Required

The budget summary must include proposed budgets for the Federal Grant Funds Requested. You may use cash (hard Match), in-kind (soft match) contributions, including staff time, or a combination of both to meet this requirement.

Calculating the Match

Calculating total matching funds based entirely off HMEP Grant Funds Requested:

= Total HMEP Grant funds requested x .25 (25%) = Total Matching Funds Required

Example:

Total Federal HMEP Grant Funds Requested	\$9,600
Total Matching Funds Required (Total HMEP Grant Funds requested x .25)	<u>+ \$2,400</u>
Total Project- HMEP Grant Funds Requested + the Total Matching Funds Required (total)	\$12,000

Calculating totals based off total project cost:

= Total Project cost x .20 (20%) = Total Matching Funds

= Total Project cost x .80 (80%) = Total HMEP Grant funds requested

Example:

Total project = \$12,000

Total Federal HMEP Grant Funds Requested (\$12,000 x .80)	\$9,600
Total Matching Funds Required (\$12,000 x .20)	<u>+ \$2,400</u>
Total Project- HMEP Grant Funds Requested + the Total Matching Funds Required (total)	\$12,000

Planning Subtotal/Training Subtotal/Exercise Subtotal/PROJECT TOTAL

Provide a subtotal for each section and a project total.

3. PROJECT NARRATIVE

Project type

Select one or more (Planning, Training, Exercise, Commodity Flow Study, or Other).

Project description

Provide a detailed description of the Project. What is the purpose? Provide a description of how the Project (s) relates to improving the ability to respond to transportation incidents. Identify what will be accomplished or furthered by this Project. Identify capabilities that this will create or enhance. What emergency response plans are under evaluation? Provide specific name(s) of training, etc. All activities must meet the requirements of funding priorities on page 2.

If you are requesting funds for multiple activities, please list them separately and number or letter them. Example: *A. HazMat Training and B. HazMat Exercise.*

Collaboration - Area of benefit and partners

List the cities, counties, etc., the proposed Project will serve. Indicate who you will partner with to conduct this Project. Memorandums of Understanding or letters of support from other agencies are encouraged but not required.

Overall contribution

How does the Project contribute to the overall effort of addressing the local hazardous materials planning and training? How does the activity address a need or provide a solution to the problem (e.g., long-range plans, etc.)?

Education

Are there plans or strategies to educate the public about hazardous materials and protective measures in the community? If yes, explain.

Project management - Itemize the tasks and include a timetable

Who is supervising the Project? Who is responsible for managing the grant? Who will do the work? How will you make sure timelines and tasks are being met? What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

Objectives, project outcomes, results, and evaluation

List and prioritize the specific measurable and obtainable objectives. Discuss project objectives to be accomplished. What capabilities will be created or enhanced?

Outcomes describe the intended impact of the Project on the preparedness environment. This often includes the ways in which the Project has enhanced or developed the capability or capacity to serve the public. The outcomes described should demonstrate progress toward the overall objective of the Project. Describe how these outcomes will mitigate risks. Describe the tangible outcomes that will demonstrate that the Project has been successful.

What are the expectations of the Project? Is the Project a continuation of a past HMEP grant-funded project? If so, report briefly on the accomplishments of the previous Project.

How will you evaluate project results in the short and long-term? How will you define and measure the Project's success?

Justification, comments, and additional information

Why should the review committee approve your project request? Explain if, or how this proposal addresses hazardous materials or the community's right to know.

4. ATTACHMENTS

Please attach additional documentation if necessary.

If you happen to be using a "Subcontractor," please contact Michael Rinehart by E-mail at HMEP.Grant@tn.gov, and he will E-mail you the appropriate documents to fill out and have signed. Once documents are filled out, please send them back to Michael Rinehart via E-mail HMEP.Grant@tn.gov.

Attachment 1- CFR49 code on the proper way to pay "In-kind."

COVER SHEET

Tennessee Dept. Of Military and TEMA



Project Title:

Projected Project Dates:

Applicant Agency:

Project Point of Contact:

Mailing Address:

Phone: E-mail:

Chief Local Elected Official (CLEO):

Mailing Address:

Phone: E-mail:

Federal Tax ID #:
(FEIN #)

UEI#:

Total Project Funding

Refer to Calculating the Match on page 6 of the Budget Summary.

The Match is equal to **20%** of the **Total** Project

Total Federal HMEP Grant Funds Requested:	
Total Matching Funds Required:	
Total Project:	

Agency Authorized Official: _____ Title: _____

Signature: _____ Date: _____

Application Due Date: 4:00 p.m., Friday, September 15 2023

FY 2023-24 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY

A		B			C
Budget Category		<u>Planning</u> /Description of Activities - Expense			Grant Request
1	Travel				\$
2	Equipment				\$
3	Supplies				\$
4	Contractual				\$
5	Other				\$
		Planning Subtotal			\$
Budget Category		<u>Training</u> Course Activities	Item/Expense	Estimated # Training	Grant Request
6	Travel				\$
7	Equipment				\$
8	Supplies				\$
9	Contractual/Trainer				\$
10	Other				\$
		Training Subtotal			\$
Budget Category		<u>Exercise</u> /Description of Activities - Expense			Grant Request
11	Travel				\$
12	Equipment				\$
13	Supplies				\$
14	Contractual				\$
15	Other				\$
		Exercise Subtotal			\$
TOTAL GRANT REQUEST					\$
MATCH					\$
TOTAL PROJECT					\$

Total Federal HMEP Grant Funds Requested

Matching Funds Required = 20% of Total Project

Total Project = the sum of the Total Grant Request + the Match

TOTAL GRANT REQUEST

MATCH

TOTAL PROJECT

Hazardous Materials Emergency Preparedness Grant Program

PROJECT NARRATIVE

Project type (select one or more)

☐ Planning ☐ Training ☐ Exercise ☐ Commodity Flow Study ☐ Other

Project description

Objectives, project outcomes, results, and evaluation (Required)

Project Management- Itemize all tasks and include a timetable

Collaboration- Any outside agency collaborating or contributing to planning, training, or exercise

Education/Training

Justification, comments, and additional information

Appendix A

Hazardous Materials Public Sector Planning and Training Grants

Code of Federal Regulations, Title 49, § 110.40

Title 49 – Transportation

Volume: 2

Date: 2014-10-01

Original Date: 2014-10-01

Title: Section 110.40 - Activities eligible for funding.

Context:

Title 49 - Transportation. Subtitle B - Other Regulations Relating to Transportation. CHAPTER I - PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION. SUBCHAPTER A - HAZARDOUS MATERIALS AND OIL TRANSPORTATION. PART 110 - HAZARDOUS MATERIALS PUBLIC SECTOR TRAINING AND PLANNING GRANTS.

§ 110.40

Activities eligible for funding.

(a) Planning. Eligible State applicants may receive funding for the following activities:

(1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.

(2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.

(3) An assessment of the need for regional hazardous materials emergency response teams.

(4) An assessment of local response capabilities.

(5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

(6) Provision of technical staff to support the planning effort.

(7) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

(b) Training. Eligible State and Indian tribe applicants may receive funding for the following activities:

(1) An assessment to determine the number of public sector employees employed or used by a political subdivision who need the proposed training and to select courses consistent with the National Curriculum.

(2) Delivery of comprehensive preparedness and response training to public sector employees. Design and delivery of preparedness and response training to meet specialized needs. Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility.

(3) Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

(4) Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

(5) Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

(6) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed Project and approved in the grant.

[Amdt. 110-1, 57 FR 43067, September 17, 1992, as amended by 66 FR 45377, August 28, 2001]

Attachment 1-

49CFR

§ 110.60 Cost sharing for planning and training.

(a) The recipient agency must provide 20 percent of the direct and indirect costs of all activities covered under the grant award program with non-Federal funds. Recipients may either use cash (hard-match), in-kind (soft-match) contributions, or a combination of in-kind plus hard-match to meet this requirement. In-kind (soft-match) contributions are in addition to the maintenance of effort required of recipients of grant awards. The types of contributions allowed are as follows:

- (1) Any funds from a State, local, or other non-Federal source used for an eligible activity as defined in § 110.40 (added under paragraph) in this part.
- (2) The dollar equivalent value of an eligible activity as defined in § 110.40 of this part provided by a State, local, or other non-Federal source.
- (3) The value of participants' salary while attending a planning or training activity contained in the approved grant application provided by a State, local, or other non-Federal source.
- (4) Additional types of in-kind contributions the Associate Administrator deems appropriate.

(b) Funds used for matching purposes under any other Federal grant or cooperative agreement may not be used for matching purposes. The funds expended by a recipient agency to qualify for the grant may not be used for cost-sharing purposes.

(c) Acceptable contributions for matching and cost sharing purposes must conform to 49 CFR part 18.

[Amdt. 110-1, 57 FR 43067, September 17, 1992, as amended by Amdt. 110-3, 59 FR 49132, September 26, 1994; 66 FR 45377, August 28, 2001]

§ 110.40 Activities eligible for funding.

(a) *Planning.* Eligible State applicants may receive funding for the following activities:

- (1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.
- (2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.
- (3) An assessment of the need for regional hazardous materials emergency response teams.
- (4) An assessment of local response capabilities.
- (5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

(6) Provision of technical staff to support the planning effort.

(7) Additional activities the [Associate Administrator](#) deems appropriate to implement the scope of work for the proposed [project](#) plan and approved in the grant.

(b) *Training*. Eligible State and [Indian tribe](#) applicants may receive funding for the following activities:

(1) An assessment to determine the number of public sector employees employed or used by a [political subdivision](#) who need the proposed training and to select courses consistent with the [National Curriculum](#).

(2) Delivery of comprehensive preparedness and response training to public sector employees. Design and delivery of preparedness and response training to meet specialized needs. Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility.

(3) Emergency response drills and exercises associated with training, a course of study, and [tests](#) and evaluation of emergency preparedness plans.

(4) Expenses associated with training by a person (including a department, agency, or instrumentality of a State or [political subdivision](#) thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

(5) Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

(6) Additional activities the [Associate Administrator](#) deems appropriate to implement the scope of work for the proposed [Project](#) and approved in the grant.

[Amdt. 110-1, [57 FR 43067](#), September 17, 1992, as amended by [66 FR 45377](#), August 28, 2001]