

**October 1, 2022 - September 30, 2023**  
Application Kit for Sub-Recipients  
(LEPC's)

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## **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, 16 September 2022  
*[All Time References are in Central Time]*

Submit completed application by E-mail to [HMEP.Grant@tn.gov](mailto:HMEP.Grant@tn.gov)

# Hazardous Materials Emergency Preparedness Grant Program

## Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorize the U.S. Department of Transportation to provide assistance to public sector employees through training and planning grant for emergency response. The purpose of this grant program is to increase 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 is intended to guide agencies (sub-recipients) in applying for training and planning grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

## Application Period

15 July 2022 – 16 September 2022

## 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-**  
In regards to sustainment and training, commit to using the training supplies/equipment, purchased with HMEP money, at least annually for the next 3 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 that is being 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” justification 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 are required to hold an exercise whether it is a Full-Scale, Functional, Drill, Game, Tabletop, Workshop, or Seminar.**

## Application Submission Requirements

Submit hard 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](mailto:HMEP.Grant@tn.gov)

## Application Evaluation

The TEMA HazMat Branch, on behalf of the State Emergency Response Commission (SERC), will conduct a review of the applications to determine whether the proposal meets the USDOT PHMSA's requirements.

## Award Notification

Grant Awards will be announced upon approval of application.

For additional information, please contact Michael Rinehart at: 615-815-8918 or E-mail [HMEP.Grant@tn.gov](mailto: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, 2023. This is in an effort to allow funding to be re-appropriated and spent, avoiding returning the unobligated funds.

**Status Reporting**

Funding status is required to be reported to TEMA on May 31, 2023. Status can be reported by email to [HMEP.Grant@tn.gov](mailto:HMEP.Grant@tn.gov). The report will include total amount of contract, amount of federal funds obligated/spent and the amount of unobligated funds. Obligated unreimbursed funds will require back up documentation of obligation. Unobligated funds will be reduced from the contract by amendment.

## Application Instructions

### 1. COVERSHEET

#### **Project title**

Assign a project title that describes the project. If you are requesting 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, 2022 – September 15, 2023 window. *Please note: If we receive late grant applications, the project may not be allowed due to inability to complete by the Sept. 15<sup>th</sup> deadline.*

#### **Applicant agency**

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

#### **Data Universal Numbering System (DUNS) Number**

Provide the DUNS Number of the applicant agency.

*Dun and Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the U.S. federal government for contracts or grants. If your agency does not have a DUNS Number (or you do not know if you have one), have the appropriate person (typically accounting or finance) from your agency go to the D&B website (<http://fedgov.dnb.com/webform>) or call the DUNS Number request line at 1-866-705-5711.*

#### **Local Emergency Planning Committee**

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

#### **Total project funding**

The project funding must equal the budget summary for 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:

$$= \text{Total HMEP Grant funds requested} \times .25 \text{ (25\%)} = \text{Total Matching Funds Required}$$

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 Require (total)	\$12,000

Calculating totals based off total project cost:

$$= \text{Total Project cost} \times .20 \text{ (20\%)} = \text{Total Matching Funds}$$

$$= \text{Total Project cost} \times .80 \text{ (80\%)} = \text{Total HMEP Grant funds requested}$$

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 Require (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 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. that will be served by the proposed project. 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. 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 "Sub-contractor" please contact Michael Rinehart by E-mail [HMEP.Grant@tn.gov](mailto:HMEP.Grant@tn.gov) and he will E-mail you the appropriate documents for you to fill out and have signed. Once documents are filled out please send back to Michael Rinehart via E-mail [HMEP.Grant@tn.gov](mailto:HMEP.Grant@tn.gov).

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

[Pick the date] September 16, 2022

**Project Title:** 2023 Blount County LEPC Hazardous Materials Transportation Drill

Projected Project Dates: September 23rd and September 30th, 2023

Applicant Agency: Blount County Emergency Management Agency

**Project Point of Contact:** Lance Coleman

Mailing Address: 341 Court Street, Maryville, TN 37804

Phone: 865-273-5835                      Email: lcoleman@blounttn.org

**Chief Local Elected Official (CLEO):** Ed Mitchell, Blount County Mayor

Mailing Address: 341 Court Street, Maryville, TN 37804

Phone: 865-273-5700                      Email:

Federal Tax ID #:  
(FEIN #) 62-6000495

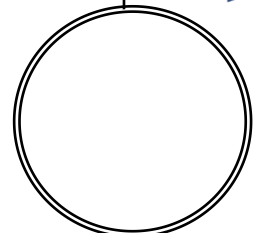
DUNS #: 111080755

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:	\$ 10,738.64
Total Matching Funds Required:	\$ 2,684.66
Total Project:	\$ 13,423.30

Agency Authorized Official: Ed Mitchell Title: Mayor

Signature: \_\_\_\_\_ Date: September 16, 2022



**Application Due Date: 4:00 p.m., Friday, 16 September 2022**



## FY 2022-23 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY

A		B			C
Budget Category		<u>Planning/Description of Activities - Expense</u>			Grant Request
1	Travel				\$
2	Equipment				\$
3	Supplies				\$
4	Contractual				\$
5	Other				\$
6	Other				\$
7		Planning Subtotal			\$ 0.00
Budget Category		<u>Training Course Activities</u>	Item/Expense	Estimated # Training	Grant Request
8	Travel				\$
9	Equipment				\$
10	Supplies				\$
11	Contractual/Trainer				\$
12	Other				\$
13	Other				\$
14		Training Subtotal			\$ 0.00
Budget Category		<u>Exercise/Description of Activities - Expense</u>			Grant Request
15	Travel				\$
16	Equipment	Level A Suit, rehab chairs, decon showers			\$ 2,032.19
17	Supplies	Plug N Dikes, chem tape, spill kits, drain covers, gloves, golfball plugs, berms, tyvek, rinse kits, spill dikes			\$ 8,696.45
18	Contractual				\$
19	Other				\$
20	Other				\$
21		Exercise Subtotal			\$ 10,728.64
22	<b>Total Federal HMEP Grant Funds Requested = the sum of Column C, Rows 7, 14, and 21</b>				<b>TOTAL GRANT REQUEST \$ 10,728.64</b>
23	<b>Total Matching Funds Required = 20% of Total Project</b>				<b>MATCH \$ 2,682.16</b>
24	<b>Total Project = the sum of the Total Grant Request + the Match</b>				<b>TOTAL PROJECT \$ 13,410.80</b>

# Hazardous Materials Emergency Preparedness Grant Program

## PROJECT NARRATIVE

Project type (select one or more)

Planning     Training     Exercise     Commodity Flow Study     Other

### Project description

A sprint truck carrying 50-gallon containers of pharmacy-grade radiological material collides with a one-ton box truck containing hazardous, non-radiological material and this creates the need to conduct extensive research, thus making the exercise more complicated for first responders. The incident will take place on a busy city street in a densely populated industrial park. The nature of the accident will create the need for numerous extrications as well as numerous casualties. The one-ton box truck will contain various acids in 50 gallon containers that will be leaking with numerous storm drains in the area. Due to the leaks, the exercise will call for efforts for containment, confinement, as well as daming, diking and diverting.

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

- \* Give drill participants the opportunity to use radiological meters/detectors.
- \* Challenge drill participants to research the radiological materials as well as the non-radiological hazardous materials. Test communication skills among the three hazmat teams in the county as well as the supporting agencies.
- \* Test participants' skills with regard to unified command practices.
- \* Formalize decontamination procedures at the location - Maryville Fire/Police Department training facility - as well as at Blount Memorial Hospital.
- \* Test radio/patching procedures for E-911 dispatchers and law enforcement response regarding evacuation and traffic control.

### Project Management- Itemize all tasks and include a timetable

- \* Step 1: HMEP 2023 host agency Maryville Fire Department administrators work with Blount County Emergency Management to submit 2023 HMEP application with scenario, objectives and equipment requested by September 16, 2022.
- \* Step 2: Upon approval of the application and receiving the contract, Emergency Management works with Maryville Fire Department to order the equipment, put it into service and give personnel time to train with it in the spring/summer of 2023.
- \* Step 3: MFD and Emergency Management facilitate tabletop drill for first responder administrators on September 23rd, 2023.
- \* Step 4: MFD and Emergency Management on September 30th facilitate a full-scale drill for all front line first responders as their administrators and evaluators observe.
- \* Step 5: MFD and Emergency Management hold a hot-wash debrief on October 1, 2023.

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

The tabletop exercise will include administrators from Alcoa fire and police departments, Maryville fire and police departments, Blount County Fire Protection District, Blount County Sheriff's Office, American Medical Response, Blount County Rescue Squad and Friendsville Volunteer Fire Department.

**Education/Training**

Give drill participants the opportunity to use radiological meters/detectors.

\* Challenge drill participants to research the radiological materials as well as the non-radiological hazardous materials.

Test communication skills among the three hazmat teams in the county as well as the supporting agencies.

\* Test participants' skills with regard to unified command practices.

\* Formalize decontamination procedures at the location - Maryville Fire/Police Department training facility - as well as at Blount Memorial Hospital.

\*Test radio/patching procedures for E-911 dispatchers and law enforcement response regarding evacuation and traffic control.

**Justification, comments, and additional information**

Drill planners anticipate using additional resources from the Tennessee Emergency Management Agency. These resources include devices that can give off radiological markers to enable participants to test their radiological detectors.

# 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, Sept. 17, 1992, as amended by 66 FR 45377, Aug. 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](#), Sept. 17, 1992, as amended by Amdt. 110-3, [59 FR 49132](#), Sept. 26, 1994; [66 FR 45377](#), Aug. 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](#), Sept. 17, 1992, as amended by [66 FR 45377](#), Aug. 28, 2001]