

Hazardous Materials Emergency Preparedness Planning Grant Guidance— FY 2013 / 2014

A Competitive Grant
for Local Emergency Planning Committees



North Dakota Department of Emergency Services
Division of Homeland Security
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HMEP Planning Grant Guidance

Contents of This Application Kit

This document is intended to guide County and Tribal Local Emergency Planning Committees (LEPCs) in applying for a **competitive grant** offering under the Hazardous Materials Emergency Preparedness Grant (HMEP).

Attention is called to the checklist beginning on Page 7. This checklist must be followed closely to ensure that an application is complete. For further information, contact Karen R. Hilfer of the North Dakota Department of Emergency Services, Division of Homeland Security at (701) 328-8100.

Purpose of This Grant Program

This competitive offering provides County and Tribal Local Emergency Planning Committees an opportunity to develop, improve, and implement emergency plans under the Emergency Preparedness and Community Right-to-Know Act (EPCRA). Among the activities allowed under the funds are conducting commodity flow assessments, hazardous analysis, drills and exercises, assessing local response capabilities, and enhancing emergency plans.

Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA) to provide assistance to public sector employees through training grants to States, Territories, and Native American tribes for emergency response. The purpose of this grant program is to increase State, Tribal and local 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 (EPCRA), and encourage a comprehensive approach to Hazardous Materials training to include all disciplines and the variety of situations they face. PHMSA encourages funds be used on activities that maximize transportation safety benefits to the community and that priorities include efforts that lead to the prevention of serious hazmat transportation related transportation related incidents, principally those of high consequence to people and the environment. In turn, the State of North Dakota is allocating a portion of these funds to local responders to achieve needed training. Activities should **directly** relate to improving hazmat transportation safety.

Matching Funds

Under the HMEP program a 20% matching share to the total cost of the project is required. Funds or costs used for matching purposes under any other Federal grantor cooperative agreement may not be used for matching purposes (in other words, the matching share must be new money). You cannot use federal funds as match since these are already federal dollars. In-Kind matching funds must be verifiable.

Scope of Work

The scope of work and the budget (Federal and non-Federal funds) should reflect the proposed activities to be conducted during the grant period.

Submitting Applications

A complete application with an original signature must be submitted to DES by 4:30 p.m. CDT on **March 28, 2013**. Applications must be received at DES by the deadline to be considered for funding. Applications must be sent to: ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511, Attn: Karen R. Hilfer. Applications may also be faxed to 701-328-8181 or emailed to khilfer@nd.gov.

Performance Period

The period of performance for successful applicants is from October 1, 2013 through September 30, 2014. Any unobligated funds will be de-obligated by DES at the end of this period. No extensions are possible under federal rules for this grant.

HMEP Competitive Grant Guidance

The purpose of this planning grant guidance is to help you make better informed decisions regarding your grant application. In addition to providing an outline of the information needed in your application, it identifies technical materials that can provide useful information for selecting grant-eligible activities.

The primary objective of the planning grants program is to develop, improve, and implement emergency plans under EPCRA. To accomplish these objectives the LEPC should examine the existing system and identify gaps within that system and plan for specific activities that will improve emergency programming within the jurisdictions. Activities should **directly** relate to improving hazmat transportation safety.

Federal Funding Priorities

The HMEP grant program prioritizes efforts that lead to the prevention of serious hazardous materials transportation related incidents, principally those of high consequence to people and the environment.

Within the area of Planning those federal priorities include:

1. Ensure state, federal and local emergency planning and preparedness is established, integrated, and mutually supportive.
2. Community, industry, state and federal disaster plans are integrated under a single unified Incident Command System (ICS). Plans are reviewed and updated as necessary annually.
3. Conduct appropriate hazard assessments and gap analysis to determine the level of hazmat safety risk within a jurisdiction, state, or region.
4. Conduct drills and exercises to test State and County emergency response capabilities and to identify gaps in training and planning needs.
5. Improve interagency inoperability to better respond and mitigate hazmat incidents.

Eligible Planning Activities

1. Development, improvement, and implementation of emergency plans required under Emergency Preparedness and Community Right-to-Know Act (EPCRA) as well as exercises that test the emergency plans. Enhancement of emergency plans to include hazards 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 or between one state and another state, territory or Native American land; also development and maintenance of a system to keep such information current;
3. An assessment of local response capabilities;
4. Conducting emergency response drills and exercises associated with emergency preparedness plans;
5. Technical staff to support the planning effort (staff funded under planning grants cannot be diverted to support other requirements of EPCRA).

In-Eligible Planning Costs/Activities (see also attachment at end of guidance)

1. Expenses not related to hazardous materials
2. Expenses claimed and/or reimbursed by another program
3. Expenses counted as match funds toward another program
4. Expenses that supplant existing funds/programs
5. Entertainment costs/ food provided during exercises
6. Any cost disallowed or stated as ineligible in 49CFR part 110 Final Rule
7. Software with the exception of Cameo
8. Software to manage Title III materials

9. Excessive costs for general office supplies, equipment, computer software, printing and copying.
10. Operational equipment
11. Overall, the federal government does not allow for the purchase of food for training, exercises or meetings. You may incorporate state rate “per diem” within your budget for participants.

Beginning the Process (see also attachment at end of guidance)

Several questions should be considered to determine where the LEPC is in the planning process. What percentage of the population is covered by emergency plans? Are these emergency plans based on technically sound hazards analyses? To what degree is transportation-related risk considered in these plans? Have the plans been tested by conducting exercises? HMEP grants can be used to “fill in the gaps” by addressing some of your LEPC’s specific planning needs.

In organizing your planning proposal you should ask yourself: What are your broad program objectives? How can you supplement previous activities? Will you be better prepared to meet a hazardous materials incident?

All of these issues should be addressed in detail in your grant narrative.

Establishing Priorities

Each County/Tribe has unique risks and unique planning organizations associated with it, therefore; LEPCs need to establish priorities. Questions to consider when making this determination include: Are there certain geographical areas that are of particular concern, especially considering transportation-related risk? Is there a presence of specific high-risk, high-priority chemicals?

What Should the Project Narrative Include?

- *Background.* Include a description of the status of the issue being proposed for project improvement. What are the needs? By linking your needs with the grant-eligible activities, you will justify your proposal. Does your county currently have a Hazardous Mitigation Response Plan? When was that plan developed and adopted. How often is the plan reviewed and/or updated? When was the last time the plan was exercised? What are your long-term goals and objectives?
- *Impact on the Program.* What impact will the EMPG grant and completed project have in your County or Tribe? How will it fit into your overall Emergency Management System in your county/tribe?
- *Time Line.* Include a realistic schedule for implementing the activities you have proposed.
- *Monitoring Efforts.* How do you intend to monitor the program? Describe the types of mechanisms that will be used for financial and programmatic monitoring.
- *Coordination of the project.* Include a description of how the project under the grant will be coordinated and who will have coordination responsibility.

Scope of Work

This should be your project description. Provide a clear and detailed description of the proposed project and activities including (where applicable) equipment purchased, number of participants, etc. While equipment is not specifically excluded from purchase, on the federal level equipment is a very low priority within this grant. If requesting equipment you must justify the purchase – what you are purchasing, how and where will it be used, why you need it, how will it improve your preparedness.

PERSONNEL – If you intend to include personnel costs in the grant you must be very explicit about the activities for which the grant will be paying. Include a copy of the individual's job description. Provide the per hour salary of the individual and indicate how much time that individual will dedicate to hazardous materials transportation related activities and then provide the calculations. When applying for reimbursements you must be able to correlate the request back to the activities identified in the grant. You must be detailed and specific – any ambiguities may result in denial of funding. Identify what products (updated plan, flow study, etc.) which will result from the activities of this individual.

Other Grant Information

The HMEP Planning Grant is a reimbursement grant. Reimbursement will be made upon submission of the approved DES Financial Reimbursement Request Detail along with invoices, proof of payment and local match.

A progress report is required each federal fiscal quarter.

At completion of the project a report that describes what was done, what was learned, and what action has or will be taken as a result of the project must be submitted to DES.

Upon completion of the project the sub-grantee must supply the DES with a complete accounting of expenditures, to include documentation verifying expenditures incurred and match provided.

Application Form

The FY 2013-2014 HMEP Grant Application may be accessed at the DES website:

<http://www.nd.gov/des/homeland/grants/info/>

under the Hazardous Materials Emergency Preparedness Grant section.

DEADLINE:

**Must be received no later than
4:30 p.m. CDT
March 28, 2013**

Late Applications Will Not Be Considered

Checklist for Grant Application Preparation

Items to be submitted under the HMEP Competition Grant Application

- Applicant Information
- Contact Information (Person that will act as project manager and who will be responsible for coordinating the funded activities.)
- Project Information
 - Project Title
 - Project Narrative
 - Background
 - Impact of the Program
 - Time Line
 - Monitoring Efforts
 - Coordination of Planning
 - Scope of Work (Describe the activities and tasks to be conducted, the number and types of deliverables and products to be completed.)
- Budget (costs associated with scope of work)
- Match Information
- Certification
- Submit Application (**Deadline – March 28, 2013**)

Examples of Allowable Activities

HOTZONE

TRANSCAER

International Association of Fire Chiefs (IAFC) International Hazmat Conference

Midwestern Hazmat Conference

Fire Department Instructors Conference

Fire Rescue International

National Association of SARA Title III Program Officials (NASTTPO) Conference

Hazmat/LEPC Regional Conference

U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP)

Conferences

Hazmat/LEPC Regional Conference

Hazmat Challenge

Regional Hazmat Workshops/Training/Conferences

Regional/Local Hazmat Preparedness Conferences

Hazmat Planning Conferences

Regional Hazard Analysis

Transportation and Handling of Radioactive Contaminated Injured Individuals

Commodity Flow Surveys

Hazardous materials disaster scenario table top exercises

Aerial photography for use with Commodity Flows

Annual Hazmat Workshop

Attendance to the Regional Response Team (travel)

Planning Specialist Courses

Tri-State Hazmat Exercises

TRANSCAER Task Group and CHEMTREC Tour/Meeting

Area Plan triennial update and the design

CAMEO software

EPA-RMP

Examples of Unallowable Activities

Fixed Facilities / Shelter-in-Place without correlation to transportation

Salaries for LEPC members

Micro shredder

Town-wide alert system

Development and distribution of a Hazardous Materials Calendar

FERRAT Kits

Hospital Drills

Cruise Ship Exercises

Earthquake Exercises

Wildfire Exercises

All-Hazards Warning System Drills

Emergency Operating Center (EOC) Leadership Exercises

Urban Avalanche Exercises

National Incident Management System (NIMS) courses

Pandemic Flu Exercises

Joint Terrorism Task Force (JTTF) Exercises

Geographic Information System

Purchase of Hazardous Materials Publications, such as:

- o Emergency Response Guidebook (ERG) (unless used while conducting a specified training course)

WebEOC (EOC-Emergency Operations Center) mapping.

Optional equipment not necessary for a specific training or drill exercise

Public Officials Conference without sufficient tie-in to Hazmat Incidents Transportation

Fixed-facility hazmat preparedness - according to 49 CFR 110.40, transportation should be the emphasis of the planning activity

Exhibitors for Outreach and Preparedness Booths

Data collection site visits

Community Emergency Response Teams (CERT), Neighborhood Watch and other community planning organizations

Local Emergency Planning Committee (LEPC) meeting expenses not related to hazmat transportation planning activities

Expenses counted as match funds toward another Federal grant program or cooperative agreement

Entertainment costs

Request for multi-year funding

Foreign travel

Purchase of cell telephone(s) – allowable at the State level for administration of the HMEP grant

Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule