

# **Hazardous Materials Emergency Preparedness Planning Grant Guidance— FY 2011**

**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.

## ***Available Funds***

Total funds available under this announcement are \$74,046.

## ***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 **May 17, 2010**. 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](mailto:khilfer@nd.gov).

## ***Performance Period***

The period of performance for successful applicants is from October 1, 2010 through September 30, 2011. Any unobligated funds will be de-obligated by DES at the end of this period.

## **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.

### ***Federal Funding Priorities***

The HMEP grant program prioritizes efforts that lead to the prevention of serious hazmat 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***

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

### ***Beginning the Process***

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?

### ***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.
- *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.

### ***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 2011 HMEP Grant Application may be accessed at the DES website:

<http://www.nd.gov/des/homeland/grants/2009-grant-information/>

**DEADLINE:**

**Must be received no later than  
4:30 p.m. CDT  
May 17, 2010**

**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 – May 17, 2010**)