FY 2011
Hazardous Materials Emergency Preparedness Grant Program Guidance

Hazardous Materials
Public Sector Training Grant
for multi-discipline local responders

North Dakota Department of Emergency Services
Division of Homeland Security
PO Box 5511
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HMEP Training Grant Guidance

Contents of This Application Kit
This document is intended to guide the public sector agencies of various disciplines in applying for training grants under Hazardous Materials Emergency Preparedness (HMEP) program. The guidance contains the application kit, forms and certifications to be completed in the application process.

Please draw your attention to the checklist on page 9. This checklist must be followed closely to ensure that an application is complete. Incomplete applications may be eliminated in the review process. For additional information, contact Karen Hilfer, Program Specialist, North Dakota Department of Emergency Services, Division of Homeland Security at (701) 328-8100.

Purpose of This Training Grant Program
Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) 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. In turn, the State of North Dakota is allocating a portion of these funds to local responders to achieve needed training.

Available Funding
The amount of grant funds available to local entities under this announcement for training purposes is $100,707.

Matching Funds
For the training grants, applicants must contribute a minimum of 20 percent matching share to the total cost of the training. Thus, if the total cost of the training is $5,000, the applicant must provide at least $1,000 with the HMEP grant providing no more than $4,000. The matching requirement must be satisfied by costs incurred by the sub-grantee or by the value of the in-kind contributions. Funds or costs used for matching purposes under any other Federal grantor cooperative agreement may <u>not</u> be used for matching purposes under this grant (in other words you cannot use your cash or in-kind to match more than one federal grant). You cannot use dollars from federal sources to match these grant funds (they need to be state or local dollars). In-Kind matching funds must be <u>verifiable</u>.

Scope of Work
The scope of work and the budget (Federal and non-Federal funds) should reflect the proposed activities and must be completed within 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. Send applications to: ND Department of Emergency Services, Division of Homeland Security, PO Box 5511, Bismarck, ND 58506-5511, Attn: Karen Hilfer. Applications may also be emailed to khilfer@nd.gov or faxed to 701-328-8181, Attn. Karen Hilfer.

Grant Application Evaluations
Applications received by the deadline will be evaluated by staff of ND DES. The applications will be evaluated based on: the number of disciplines involved in the training; the number of anticipated participants in the training; cost; and completeness of the application.

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.

Training Application Guidance

Training grants are made available for training "public sector" employees to respond safely and efficiently to accidents and incidents, including those involving transportation of hazardous materials. Training may be designed for public officials who are not responders but who perform activities associated with emergency response plans developed under Emergency Preparedness and Community Right-to-Know Act (EPCRA).

Operational equipment to be used in response to hazmat exercises **IS EXCLUDED** from consideration for funding under this grant program.

Federal Funding Priorities

1. Training conducted IAW NFPA 472 mission specific training based on assessed hazmat transportation safety risks.
2. Training Conducted IAW NFPA 472 core competencies.
3. Increase availability of hazmat training to accommodate volunteer organizations.
4. Conduct drills and exercises to test state and county emergency response capabilities and to identify gaps in training and planning needs.

Who Can Apply

Eligible applicants include first responder organizations such as fire departments, police departments, local ambulance services, etc. However, you may group together to provide training for more than one department. Examples of how this can be accomplished include, but are not limited to, having one agency apply on behalf of a group, a Emergency Management office apply on behalf of first responders in a county or counties, or by having an association of a particular discipline apply to undertake a multi-county or regional training effort(s).

Special consideration will be given to those applications which adopt a multi-discipline or multi-agency approach.

Allowed Expenses

In general, the grant will fund reasonable costs required to accomplish "eligible project activities". Eligible costs include: instructor costs, training facility rental, equipment rental necessary to deliver an approved course (i.e. projectors, overheads); travel and per diem; student and instructor course materials and manuals; stipends; meals.

DES will also consider student tuition, travel, and per diem costs for individuals wishing to attend a nationally recognized Hazardous Materials institute (Note:

this does not include attending a conference where there is a one or two hour course on HazMat).

Eligible Activities include:

- Training 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 guidelines;
- Delivery of comprehensive preparedness and response training to public sector employees to include design of preparedness and response training to meet specialized needs; student and instructor course materials and manuals; student tuition, travel and per diem costs; instructor costs; training facility rental; and equipment rental necessary to deliver an approved course.
- Training by a person and activities necessary to monitor such training including examinations, critiques and instructor evaluations;
- Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

Non-allowable Training Grant Expenses

Overtime for participation in exercises **is not** an allowable personnel expense.

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. National Incident Management Systems (NIMS) courses
12. Weapons of Mass Destruction (WMD) courses

Curriculum

Training provided under this grant must be focused on Hazardous Materials response. The allowable training categories include:

Awareness – These courses will be conducted to train first responders to the awareness level. Product identification, emergency response plan development, Emergency Response Guidebook use, role limitations, and hazard risk analysis

will be addressed. This training includes Fire fighters, Emergency Medical Personnel, Law Enforcement, and other first responders.

Hazardous Material Code Enforcement – Proactive inspection programs by the fire service will reduce the number of fixed facility emergencies relating to hazardous materials. The enforcement programs will build a relationship between industry and the responders to promote awareness and pre-planning.

Hazardous Waste – The course will be conducted for state and local participants tasked with emergency response cleanup duties. Topics will focus on 29 CFR 1910.120 certification.

Incident Command System – Understanding the Incident Command System is necessary for all emergency response agencies during a hazardous material release. Courses will be conducted to assist local responders in managing multiple agency responses. Special training will be conducted to provide fire chiefs and safety officers with the necessary technical knowledge and to train them on their responsibilities during a hazardous materials incident response.

Hazardous Materials Response Team Training – Hazardous Material Response teams conduct regular training, but need to expand their training to include training practical exercises. The purpose is to provide practical problem-solving events to enhance skills.

Response Training – North Dakota has two interstate highways and five major U.S. highways. These highways connect major cities with hundreds of miles of rural area between them. Rural Fire Departments, law enforcement agencies, and emergency medical services do not have the expertise to handle a major hazardous materials incident and would require support from urban response organizations. This training could include urban and rural agencies training together on the handling of such an incident. Could also include response training for individual departments or a group of area departments.

Emergency Medical Training – Emergency medical personnel training on victim decontamination and steps to take to prevent hospital or ambulance contamination.

Operations – Basic concepts for operational level response. The training helps responders to understand how to contain a release with available equipment and assist a responding technician team with decontamination and site control.

Public Outreach – Safety information on hazardous materials will be distributed during large conventions, fairs, and other opportunities. The information will provide emergency notification steps, identification guides, and general awareness material.

Storage and Handling – Sessions for local officials on proper storage methods. The primary focus on flammable liquid and agricultural chemical storage. These trainings will alert officials to the characteristics of the product, proper storage methods, and emergency response procedures.

Technician – Emergency responders from local response teams receive technician level training. This training will most likely be conducted out of state and sought by major fire departments with full-time personnel.

Any training must comply with the DOT's Guidelines for Public Sector Hazardous Materials Training.

Reporting

At the conclusion of the training the grantee is required to submit a report to ND DES prior to receiving reimbursement for expenses. The report must include the following:

1. Name, date and place of the training course.
2. A roster of participants which includes name, address, phone, last 4 digits of their Social Security number, email address, and discipline (a roster is attached – please photocopy and use).
3. Instructor name and qualifications.
4. Course Agenda
5. Course evaluation.
6. Cost summary

Application

The application may be found at the ND DES website:
http://www.nd.gov/des/homeland/grants/2009-grant-information/

Training Grant
Checklist for Application Preparation

The following must be submitted as part of the Application

- ☐ Applicant Information
- ☐ Contact Information (Person that will act as project manager/organizer who will be responsible for Coordinating the funding activities)
- ☐ Project Information
  - ☐ Dollars requested and Match provided
  - ☐ Indication of Jurisdictional Representation
  - ☐ Scope of Work
  - ☐ Date and Location of Trainings
  - ☐ Estimated # to be trained
- ☐ Budget
- ☐ Match Information
- ☐ Certification

(Submit this completed Checklist with the application)

Deadline is May 17, 2010