FY 2016 - 2017
October 1, 2016 - September 30, 2017
Application Kit for Sub-grantees

Hazardous Materials Emergency Preparedness Grant Program

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

Grant administered by
Oregon State Police
Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
www.oregon.gov/osp/sfm

Application Due Date: 5:00 p.m., Tuesday, March 15, 2016

Submit completed application by mail, fax or as an email attachment
Fax: 503-373-1825 sue.otjen@state.or.us

Hazardous Materials Emergency Preparedness Grant Program
FY2016 - 2017

Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation to provide assistance to public sector employees through training and planning grants for emergency response. The purpose of this grant program is to increase effectiveness in safely and efficiently handling hazardous materials transportation 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-grantees) in applying for planning and training and exercise grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

Important Changes to the HMEP Grant

In December 2015, Congress enacted the FAST Act (Fixing America's Surface Transportation Act). The FAST Act made changes to the way the Pipeline and Hazardous Materials Safety Administration (PHMSA) administers the grant.

- The planning and training grants are combined into one grant, allowing states more flexibility in funding planning, training and exercise activities.
- The requirement for the 75% pass-through of funds to Local Emergency Planning Committees (LEPC) and local agencies has been removed. It is the intent of the Oregon State Emergency Response Commission (SERC) to continue to give priority consideration to applications submitted by LEPCs.

Additionally, the grant now has a three year performance period. The performance period will be 9/30/2016 through 9/30/2019.The grant will have funding available on the following schedule:

- Year 1 – September 30, 2016
- Year 2 – September 30, 2017
- Year 3 – September 30, 2018

This will allow additional time to complete projects, if necessary. It also gives an opportunity for sub-grantees to take a phased-in approach to longer duration projects. Funds for Year Two and Year Three projects will be awarded during subsequent application processes during the performance period.

Please be sure you read this application guidance carefully, as it has changed from previous grant cycles. Due to new requirements under the FAST Act it is necessary to provide PHMSA with more detailed information about the projects submitted in Oregon's application.

Application Period

Thursday, January 28, 2016 – Tuesday, March 15, 2016 at 5:00 p.m.

Duration of Funding

It is anticipated that successful applicants will be awarded a grant for a period of 12 months (October 1, 2016 – September 30, 2017). The HMEP grant is a reimbursement grant. Reimbursement grants require you to spend some or the entire grant amount before requesting payment. Expenses accrued outside the approved grant project period will not be reimbursed.

Eligibility
Eligible applicants include state, local, and tribal units of government. Priority consideration will be given to applications from LEPCs. A list of Oregon LEPCs can be found at http://www.oregon.gov/OSP/SFM/pages/Local_Emergency_Planning_Committees.aspx .

Funding Priorities
Requirements for hazardous materials planning, training, and exercises

- See U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Eligible/Low Priority/Ineligible Planning and Training Expenditures and Activities http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_641C28DE450BD454E730448041C1CEA37D720200/filename/HMEP_Expenditures_Guide.pdf .
- See Appendix A (included): Hazardous Materials Public Sector Training and Planning Grants, Code of Federal Regulations.
- Additional training requirements:
    - Use Oregon Department of Public Safety Standards and Training (DPSST) approved instructors, when applicable.
- Additional exercise requirements:
    - The grantee is to work with the OSFM and the LEPC Training and Exercise Workgroup, if applicable. Representatives of the LEPC may attend the exercise as observers, participants and/or evaluators.
    - Use of the Federal Emergency Management Agency *Hazardous Materials Exercise Evaluation Methodology* manual and the National Response Team *Developing a Hazardous Materials Exercise Program – A Handbook for State and Local Officials (NRT-2)* is recommended, but not required.
    - If you wish to use the exercise to fulfill the Oregon Emergency Management's (OEM) requirements for the four-year Emergency Management Program Grant exercise cycle, contact OEM directly for exercise requirements.

Application Submission Requirements
Submit one copy (electronic, fax, or hard copy) of the following documents for a complete application:

1. Coversheet
2. Budget summary
3. Project narrative
4. Attachments (not required)

The completed application must be submitted by 5:00 p.m., Tuesday, March 15, 2016.

Submit the application to:

Sue Otjen
State Emergency Response Commission
Oregon State Police, Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Fax: 503-373-1825

sue.otjen@state.or.us

Application Evaluation
The State Emergency Response Commission (SERC) will conduct a review of applications to determine whether the proposal meets the U.S. DOT PHMSA's requirements. Approved projects will be included in the OSFM's federal grant application and will be pending final approval by the U.S. DOT PHMSA.

Award Notification
Final allocations (grant award) will not be announced until approximately September 30, 2016.

For additional information, please contact Sue Otjen at 503-934-8227 or sue.otjen@state.or.us.

Hazardous Materials Emergency Preparedness Grant Program
FY2016 – 2017 Application Instructions

1. COVERSHEET

Project title
Assign a project title that accurately 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 October 1, 2016 – September 30, 2017. *Please note: If we receive late notification of grant award, the project start date will be adjusted accordingly.*

Applicant agency
Provide an agency name (and mailing address) that will serve as the sub-grantee and will accept the federal grant funds. The applicant agency will need to enter into an intergovernmental agreement (IGA) with the OSP/OSFM.

Federal Tax Identification Number
Provide the Federal Tax Identification Number of the applicant agency.

Data Universal Numbering System (DUNS) Number
Provide the DUNS Number of the applicant agency. The OSFM is unable to award grant funds to subrecipients unless the agency has provided a DUNS number.

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.

Project contact
List the primary contact (and title, phone, and email address) for this project.

Local Emergency Planning Committee
If you are applying on behalf of an Oregon LEPC, please list 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.

Agency Authorized Official
Provide the name and title of the authorized official for the applicant agency. Please have them sign and date the coversheet.

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? What is travel needed for?

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

Example:

Total Federal HMEP Grant Funds Requested		$10,000
Total Matching Funds Required (Total Federal HMEP Grant Funds Requested x .25)	+	$2,500
Total Project (Total Federal HMEP Grant Funds Requested + the Total Matching Funds Required)		$12,500

The required match is equal to 25% of the Grant Funds Requested ($10,000 x .25 = $2.500).
The required match is also equal to 20% of the Total Project ($12,500 x .20 = $2,500).

Planning Subtotal/Training Subtotal/Exercise Subtotal/PROJECT TOTAL
Provide a subtotal for each section and a project total.

3. BUDGET DETAIL

The budget detail sheet must show line item detail for all costs included in each project Federal Grant Funds are requested for. Additional budget detail sheets may be used if necessary. In the budget detail, provide calculations for how the project funding request was determined. See example:

EXAMPLE

Expenditure	Description	Amount
Personnel		$0.00
Fringe Benefits		$0.00
Travel	$110 lodging (includes tax) x 5 days x 2 people = $1,100 $61 meals x 6 days x 2 people = $732 $270 round trip airfare x 2 people = $540 $390 registration x 2 people = $780 $.565 mileage rate x 30 miles round trip x 2 people = $34 $10 per day airport parking x 6 days x 2 people = $120 $50 per day rental car x 5 days x 1 car (2 people) = $250 $10 hotel parking x 5 days x 1 car (2 people) = $50	$3,606.00
Equipment		$0.00
Supplies		$0.00
Contractual		$0.00
Construction		$0.00
Other		$0.00
Total		**$3,606.00**

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 3. Please be sure you address the following questions in the project description.

Who –Who will be performing the task or activity?
What –What task or activity is being performed?
Why –Why is the task or activity being performed?
Where –Where will the task or activity take place?
When –When is the task or activity projected to be performed?
How Many – What is the projected number participants involved in the task or activity?

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.*

If you are submitting multiple projects, please prioritize those projects.

Collaboration - Area of benefit and partners
List the cities, counties, etc. that will benefit 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.)?

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? What is the proposed timeline for completion of the project? 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?

Match Requirement
A match of 20% of the total cost of the project is required. You may use cash (hard match), in-kind (soft match) contributions including staff time, student time, donations, or a combination of both to meet this requirement. Please indicate how you intend to meet the required match.

Proposed HMEP Projects and estimated costs for FY 2017-2018, and FY 2018-2019
If you currently have plans to submit additional projects, or additional phases of a current project in FY 2017-2018 and FY 2018-2019 of the HMEP FY 2016-2019 grant performance period, please provide a brief summary of those projects and estimated cost. Detailed information will be requested during the FY 2017-2018 and FY 2018-2019 sub-grantee application periods. Submitting proposed projects does not obligate your agency should plans change in the future, nor is it a commitment by the SERC to fund the project. Funding recommendations will be made based on the SERC review of projects submitted during the future sub-grantee application periods. If you do not have proposed projects for the upcoming grant cycles, it will not affect your ability to apply for future grants.

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 (NOT REQUIRED)
Please attach additional documentation, if necessary.

The complete application must be submitted by 5:00 p.m., Tuesday, March 15, 2016.

Submit the application to:

Sue Otjen
State Emergency Response Commission
Oregon State Police, Office of State Fire Marshal
4760 Portland Rd. NE
Salem, OR 97305
Fax: 503-373-1825
sue.otjen@state.or.us

FY 2016 – 2017 Hazardous Materials Emergency Preparedness Grant Program
COVERSHEET

Project title: _____

Project period: _____

Applicant agency: _____

Mailing address: _____

_____

_____

Federal Tax Identification Number: _____

Data Universal Numbering System (DUNS) Number: _____

Project contact: _____ Title: _____

Phone: _____ Email: _____

Local Emergency Planning Committee

Are you applying on behalf of a Local Emergency Planning Committee (LEPC)? _____

If yes, what LEPC?: _____

Total project funding

Refer to Calculating the Match on page 6 of the Budget Summary worksheet.
The Match is **25%** of the **Requested** Amount. The Match is also 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: 5:00 p.m., Tuesday, March 15, 2016

FY 2016-17 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY

	A	B			C
	Budget Category	**Planning/Description of Activities - Expense**			**Grant Request**
1	Travel				$
2	Equipment				$
3	Supplies				$
4	Contractual				$
5	Other				$
6	Other				$
7				Planning Subtotal	$
	Budget Category	**Training Course Activities**	**Item/Expense**	**Estimated # Training**	**Grant Request**
8	Travel				$
9	Equipment				$
10	Supplies				$
11	Contractual/Trainer				$
12	Other				$
13	Other				$
14				Training Subtotal	$
	Budget Category	**Exercise/Description of Activities - Expense**			**Grant Request**
15	Travel				$
16	Equipment				$
17	Supplies				$
18	Contractual				$
19	Other				$
20	Other				$
21				Exercise Subtotal	$
22	**Total Federal HMEP Grant Funds Requested** = the sum of Column C, Rows 7, 14, and 21			**TOTAL GRANT REQUEST**	$
23	**Total Matching Funds Required** = the Total Grant Request x .25			**MATCH**	$
24	**Total Project** = the sum of the Total Grant Request + the Match			**TOTAL PROJECT**	$

FY 2016-2017 Hazardous Materials Emergency Preparedness Grant Program

PROJECT BUDGET DETAIL

Project 1		
Expenditure	**Description**	**Amount**
Travel		$0.00
Equipment		$0.00
Supplies		$0.00
Contractual		$0.00
Other		$0.00
Total		**$0.00**

Project 2		
Expenditure	**Description**	**Amount**
Travel		$0.00
Equipment		$0.00
Supplies		$0.00
Contractual		$0.00
Other		$0.00
Total		**$0.00**

Project 3		
Expenditure	**Description**	**Amount**
Travel		$0.00
Equipment		$0.00
Supplies		$0.00
Contractual		$0.00
Other		$0.00
Total		**$0.00**

FY 2016-2017 Hazardous Materials Emergency Preparedness Grant Program

PROJECT NARRATIVE

Project type (select one or more)

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

Project Description

Collaboration - Area of benefit and partners

Overall contribution

Project management - Itemize the tasks and include a timetable

Objectives, project outcomes, results, and evaluation

Match Requirement

Proposed HMEP Projects and estimated costs for FY 2017-2018, and FY 2018-2019

Justification, comments, and additional information

Questions?

Contact Sue Otjen, SERC Coordinator:

503-934-8227 or
sue.otjen@state.or.us

Appendix A

Hazardous Materials Public Sector Planning and Training Grants

Code of Federal Regulations, Title 49, § 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]