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PEMA Circular

Subject:
Federal Fiscal Year 2015 Hazardous Materials Emergency Preparedness (HMEP) Grant Guidance

Scope:
All Counties within the Commonwealth of Pennsylvania

Distribution:

- County Coordinators
- www.pema.pa.gov

By Direction of:

Glenn M. Cannon, Esq.
Director, PA Emergency Management Agency

I. PURPOSE

This circular provides guidance to counties for the development and submission of applications for Federal Fiscal Year (FFY) 2015 HMEP Training and Planning Grants, Catalog of Federal Domestic Assistance (CFDA) Number 20.703. The period of performance for this grant is October 1, 2014 through September 30, 2015.

II. AUTHORITY

- A. Interagency Materials Public Sector Training and Planning Grants (49 CFR Part 110)
- B. Emergency Planning and Community Right-to-Know Act of 1986 (42 USC 116)
- C. Emergency Management Services Code (35 Pa. C.S. 7101 et seq.)
- D. Pennsylvania Hazardous Material Emergency Planning and Response Act (Act 165 of 1990 as amended)

III. GENERAL

- A. The United States Department of Transportation (USDOT) provides assistance through planning and training grants to states, territories, and Native American tribes for hazardous materials emergency response. The purpose of this grant program is to increase effectiveness in safely handling hazardous materials (hazmat) accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA), and encourage a

Comments and Questions Regarding this Circular Should be Directed to:
Bureau of Financial Management, Grants Management Division at 717-651-2137

comprehensive approach to emergency planning and training by incorporating the unique challenges of responses to transportation situations.

- B. The USDOT Research and Special Programs Administration, under a multi-year program, provides a reimbursable grant to every state to assist in hazmat response planning and related training activities. States are required to reapply each year for the funding. Of the funding received, 75 percent is earmarked for local planning and training activities.

- C. Recognizing that changes have occurred within the administration of the USDOT/Pipeline Hazardous Materials Safety Administration (PHMSA) HMEP Program and based upon the more stringent and concise set of program criteria in terms of allowable projects and required reporting criteria, Pennsylvania has outlined four specific goals and multiple integrated objectives for this budget period:
 - 1. GOAL #1 – Continue to realign the Commonwealth’s HMEP Program with the National USDOT PHMSA/HMEP Program Objectives.
 - 2. GOAL #2 - Develop and utilize metrics to measure and monitor program effectiveness.
 - 3. GOAL #3 - Ensure the safety of Commonwealth citizens by identifying the hazards and mitigating the potential effects of Hazardous Material incidents related to transportation.
 - 4. GOAL #4 – Continue to foster a comprehensive approach to emergency planning and training.

- D. In alignment with the USDOT/PHMSA’s mission, the objectives of the Pennsylvania Hazardous Materials Program are to encourage a comprehensive approach to planning and training for emergency response directly related to hazardous materials as follows:
 - 1. Ensure that assistance is provided to public sector employees through planning and training grants to counties for emergency response.
 - 2. Increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents.
 - 3. Conduct drills and exercises to test emergency response capabilities and to identify gaps in planning and training needs.
 - 4. Increase availability of hazmat training to accommodate all public sector employees including volunteers.
 - 5. Improve interagency interoperability to better respond and mitigate hazmat incidents.

6. Ensure training is conducted in accordance with the National Fire Protection Association (NFPA) 472 core competencies.
7. Ensure training is conducted in accordance with NFPA 472 mission specific training based on assessed hazmat transportation safety risks.
8. Ensure state, federal, and local emergency planning and preparedness is established, integrated, and mutually supportive.
9. Ensure community, industry, state, and federal disaster plans are integrated under a single unified Incident Command System (ICS). Plans are reviewed and updated annually as necessary.
10. Ensure that the planning and training of emergency responders related to the bulk transportation of crude oil shipments is in accordance with the USDOT PHMSA directive, including the determination of the frequency and quantities of the shipments within and through the Commonwealth by means of commodity flow studies (see the USDOT Letter dated February 12, 2014, included herewith as Attachment A to this Circular.)

IV. ADMINISTRATION

- A. Counties may receive funding for and/or benefit of both allowable and approved planning and training programs consistent with the USDOT – HMEP Expenditures and Activities Guide, version 2.1 dated February 2014 and included herewith as Attachment B to this Circular.
- B. Counties are hereby advised that participation in this HMEP Grant Program is contingent upon the following:
 1. **Counties wishing to be considered for grant funding are required to submit a full and complete application directly to PEMA's Grants Management Division, at RA-DGMHMgrants@pa.gov. The application material must be received NO LATER THAN OCTOBER 17, 2014. Any application not received by 11:59 p.m. will not be considered. Please Note: Grant applications are not to be submitted to the PEMA Area Office.**
 2. All applications must be signed, dated and submitted by the County Official(s) who has legal and fiscal authority to make such obligations on behalf of the County (e.g. County Commissioners, County Executive, Comptroller).
 3. The application must be comprised of and include the following items at a minimum:

- a. This grant program consists of two categories of funding (Planning and Training). Counties wishing to apply for both categories are required to submit one comprehensive application package consisting of two separate and distinct sub-applications; namely, one for the Planning Category and a second for the Training Category. Please refer to the examples in Attachment E-1 and E-2.
 - b. Each of the categories applied for must include a full and complete narrative listing in detail the project purpose, how the project directly applies to the HMEP National and Commonwealth Goals, and the timeline for initiation and completion. In the category of Training, the application narrative and budget must list the level of training (Awareness, Operations, Technician, etc.), the number of courses by type, and the number of students per course. The budget should be supported by a copy of a current quotation from a vendor, supplier, etc. to substantiate the requested amount(s) being applied for as directed in the FFY 2015 Hazardous Material Emergency Preparedness Grant (HMEP) Guidance and Application Instructions, Attachment E. Complete Attachment C and include it with the planning and training narratives. **It should be noted that operational equipment, food, and refreshments are specifically excluded from funding under this program.**
 - c. Where multiple projects are listed, the County is encouraged to rank the projects (training and planning) in order of the county's priority, with the highest priority listed first and others listed in descending order. This will assist the reviewers in allocating funds, where available, to the county's needs. However, county priority rankings must be applied against the program priority items listed in the following section. Impact statements provided in the narrative are also encouraged as they may further assist the review process in meeting county needs.
4. All applications received on or prior to the specified due date will be evaluated by a team of reviewers consisting of representatives of the Grants Management Division, the Bureau of Financial Management, the Technological Hazards Division, a representative of the appropriate PEMA Area Office and a representative of the senior executive staff.
 - a. Applications will be screened and reviewed according to the following process:
 - i. Applications will first be checked and logged onto a spreadsheet listing the name of the County, the date received, the name of the official representing the County, the categories of the application (Planning, Training, or both), the presence of narratives(s), presence of budget(s), timeline(s) and impact statements.

- ii. The applications will be time and date stamped by PEMA's Bureau of Financial Management email resource account and held until the full review team is assembled and reviews are conducted.
- iii. No pre-award results of the review process will be discussed with applicants.
- iv. Applications that do not meet the basic stated requirements will be deemed unacceptable. Communications will be provided to the unsuccessful applicants in written form.
- v. A representative of PEMA's appropriate Area Office will be available as a liaison to the review team for the purpose of gathering answers to any questions that the reviewers may have regarding specific county applications.
- vi. Each application will be reviewed in detail in accordance with the HMEP Expenditures and Activities Guide (Attachment B). Projects will be cross referenced to the specific HMEP Section and the spreadsheet will be populated to include the name of the project, the category and the HMEP rating (Allowable, Eligible, non-eligible, etc.) as well as the HMEP section of the guidance. Other details will also be populated on the spreadsheet (Total Cost, relationship to the HMEP and PEMA Goals found in Section III, subsection C of this circular, etc.).
- vii. Following the review based upon the HMEP guidance criteria, the individual projects will be further evaluated according to the following priorities of the Commonwealth Chemical Safety Program.
 - 1. Planning and training projects related to the transportation of Crude Oil and Ethanol will be prioritized as a very high priority. These projects are restricted to counties with rail traffic associated with Norfolk Southern and CSX. Crude Oil projects are limited to a maximum federal allocation of \$8,000.
 - 2. Standard Commodity Flow Studies (CFS) will be prioritized as a high priority. Standard CFS projects are limited to a maximum federal allocation of \$8,000.
 - 3. TRANSCAER Exercises will be prioritized as a high priority. Only those counties that have not had a TRANSCAER Exercise in the last three (3) years

may be funded for this project. An exception for those seeking Phase II exercises will be considered. TRANSCAER Exercises are limited to a maximum federal allocation of \$6,000 (Planning Category).

4. Hazardous Materials Multi-Agency Drills/Exercises will be prioritized as a high priority (Planning Category). These projects are limited to a maximum federal allocation of \$5,000 (Planning Category).
 5. Attendance at a Statewide Hazardous Materials Conference conducted within Pennsylvania will be considered as a permissible project; however, available HMEP grant funding will dictate the maximum federal allocation of any award.
 6. Attendance at National Hazardous Materials Conferences or Training Programs located outside the Commonwealth will be considered if there is any HMEP grant funding available after higher priority projects are funded; however, the subject matter must be transportation related and meet the HMEP guidance.
 7. Counties with a Pennsylvania State Certified County Hazardous Materials Response Team will be given priority for grant funding to conduct Technician/Technician Refresher or Specialty level training courses.
5. Due to the minimal amount of available grant funds available to be distributed, counties are asked to only apply for grant project funding if the project will be able to be completed by September 30, 2015 as the performance period of the grant award will be October 1, 2014 to September 30, 2015.
- C. PEMA's Bureau of Financial Management will provide official notice of grant awards through PEMA's Executive Office to the legal entity of the applicant.
- D. Upon the selection of counties for grant awards, a sub-grantee agreement will be provided for signature to the appropriate county officials. The grant period will be from October 1, 2014 through September 30, 2015. Projects must not be initiated prior to the approval and receipt of the fully executed grant agreement (grant agreement must have all local and state signatures). All agreements must be signed and submitted by the County Official(s) who have legal and fiscal authority to make such obligations on behalf of the County (e.g. County Commissioners, County Executive, Comptroller).

- E. Grants under this program are on a reimbursable basis; expenditures are reimbursed after completion of activities or contractual obligations, and submission of proper documentation that includes contracts, invoices and proof of payment for PEMA approved expenditures.
- F. The USDOT has initiated a new policy and procedure for those sub-grantees that would like to make a change to their approved project. They have provided an Activity Change Form that must be completed by the sub-grantee and sent to PEMA. PEMA must review the form for completeness and submit it to the USDOT. The USDOT will review the submission, and if necessary, request additional information for clarification. Sub-grantees must request this form from PEMA as necessary. Changes to the original scope of a sub-grantee's project must be reviewed and approved by the USDOT only.
- G. Grants provided under this program require a **20 percent local cost share**. This cost share may be accomplished with county or Act 165 funds or as a "soft-match", such as the value of in-kind contributions. Details on soft-match possibilities are included in Attachment D.

V. SUBMISSION

Counties are required to provide detailed planning and training grant applications directly to PEMA's Grants Management Division as described in Section B.1 above.

Attachment A	United States Department of Transportation (USDOT) Letter
Attachment B	Hazardous Materials Emergency Preparedness Grant Program Expenditures and Activities Guide, February 2014
Attachment C	HMEP Budget Request
Attachment D	Match Requirements
Attachment E	FFY 2015 Hazardous Material Emergency Preparedness Grant Guidance and Application Instructions
Attachment E-1	Sample Planning Application Template
Attachment E-2	Sample Training Application Template

Carbon Copy:

- Acting Deputy Director for Administration
- Acting Deputy Director for Operations
- Director, Bureau of Planning and Preparedness
- Director, Bureau of Financial Management
- Director, Central Area Office
- Director, Eastern Area Office
- Director, Western Area Office
- Chief, Technological Hazards Division
- Chief, Grants Management Division



U.S. Department
of Transportation
**Pipeline and Hazardous
Material Safety
Administration**

1200 New Jersey Avenue, SE
Washington, DC 0590

February 12, 2014

HMEP Grant Applicants,

PHMSA's mission is to protect people and the environment from the risks of hazardous materials transportation. One of our highest priorities is reducing the risks associated with the bulk transport of crude oil throughout the United States.

Beginning in 2008, the number of crude oil shipments by rail has significantly increased, directly impacting the rate of exposure during the transport of crude. Recent derailments in North Dakota and Alabama in the United States; and New Brunswick, Ontario, and Lac-Mégantic in Quebec, Canada reveals the catastrophic consequences of derailments of crude oil trains. These incidents have raised concerns about the safety risks associated with transporting crude oil—specifically the shale crude oil originating from the Bakken region. PHMSA's goal is to ensure emergency responders are prepared and trained to effectively respond to and mitigate, the situation if an incident does occur.

For the 2014-2015 grant cycle, and subsequent cycles moving forward grantees are encouraged to allocate funding towards emergency preparedness activities. These activities include, but not limited to, developing or revising emergency plans to account for bulk rail shipments of crude, developing commodity flow studies to determine the frequency and quantity of crude shipments being transported through local communities, and training emergency responders to respond appropriately to incidents involving bulk shipments of crude.

PHMSA is committed to working with each HMEP grantee ensuring the necessary tools and information is available to maximize the use of the HMEP grant award. PHMSA understands the importance of emergency preparedness and the safety impact of the surrounding communities. PHMSA appreciates the hard work and steadfast commitment to the HMEP Grant Program, as we embark upon another successful HMEP program year.

Respectfully,

A handwritten signature in blue ink, appearing to read "Magdy El-Sibaie".

Dr. Magdy El-Sibaie
Associate Administrator
Office of Hazardous Materials Safety

Hazardous Materials Emergency Preparedness Grant Program

Expenditures and Activities Guide



Version 2.1
February 2014

Developed by PHMSA Hazmat Grants Program

HMEP.Grants@dot.gov

www.phmsa.dot.gov/hazmat/grants

(202) 366-1109

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1 Introduction

1.1 Grant Administration Overview and Purpose

Hazardous Materials Emergency Preparedness (HMEP) grants are used to develop, improve, and implement emergency plans; train public sector hazardous materials (hazmat) emergency response employees to respond to accidents and incidents involving hazardous materials in transportation; determine flow patterns of hazardous materials within a state and between states; and determine the need within a state for regional hazardous materials emergency response teams. To ensure that the funds are allocated to support the most effective hazardous materials transportation emergency response training and planning programs, the Pipeline and Hazardous Materials Safety Administration (PHMSA) Office of Hazardous Materials Safety's (OHMS) grants program team continually examines and reevaluates the grant program processes and priorities.

As PHMSA's HMEP grant awards are relatively small compared with similar Federal grants, PHMSA requires grant award recipients to use HMEP funds for activities that maximize hazardous materials transportation safety. To achieve this, PHMSA provides guidelines for grant fund use that list activities that are proven to help emergency responders more safely and efficiently handle hazmat accidents and incidents.

The intended audience for this Expenditure and Activity Guidance is any HMEP grantee that is responsible for developing and/or submitting a grant application, requesting reimbursement, making miscellaneous inquiries, reporting on progress and accomplishments, or has a general interest in hazmat transportation planning and training.

The purpose of this *HMEP Expenditures and Activities Guide – February 2014* is to help grantees effectively administer their programs by providing:

- Information pertaining to the seven object class categories found in OMB Standard Form 424A as they specifically relate to HMEP grants activities;
- Examples of allowable, conditionally allowable, and unallowable activities, for reference only¹; and
- A glossary of terms.

The information contained in this document is for guidance.

Grantees must obtain prior approval from PHMSA to receive funding. Examples of allowable activities provided are not all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, all proposed activities will be considered according to various factors, including the cost-benefit relationship of the specific activity proposed, before being approved. This guidance supersedes all previous guidance.

¹ Activity requests are evaluated on a case-by-case basis.

1.2 General Guidelines

Below are some general guidelines regarding the HMEP Grant:

General Guidelines
<p>Fund Use. HMEP Grant funds are to be used for:</p> <ul style="list-style-type: none"> • “Transportation-related” hazmat safety planning and training expenditures and activities. • Efforts that lead to increased effectiveness in safely and efficiently handling hazmat accidents and incidents.
<p>Allowable, expenditures and activity costs are those that are: eligible, reasonable, necessary, and allocable to the approved project according to the Office of Management and Budget (OMB) Circular A-87 and 49 Code of Federal Regulations (CFR) Part 18 and included in the Notice of Grant Award (NGA). *Costs incurred prior to the award of any grant are not allowable.</p>
<p>Eligible Activities. Only PHMSA-approved activities, via the application process or subsequent request(s), are eligible for grant funding.</p>
<p>Communication with PHMSA.</p> <ul style="list-style-type: none"> • New activities and requests to change approved activities should be submitted to PHMSA via the HMEP Grants Portal at: https://hazmatgrants.phmsa.dot.gov. Change requests should be made using the Hazmat Grant Activity Request Form and include adequate justification. • Requests for payment (OMB SF- 270) must be submitted via the Delphi eInvoicing System. • Questions and other inquiries should be directed to your assigned Grant Specialist or via e-mail at: hmepp.grants@dot.gov.
<p>Requests for Reimbursement. Requests for reimbursement must include invoices.</p> <ul style="list-style-type: none"> • PHMSA may request additional substantiation for supporting reimbursement payments. • Grantee should submit requests using the object class categories to ensure your request is consistent with the budget submitted from the approved application. • Reimbursement may not be made for a project plan unless approved by PHMSA either in the application or an Activity Request.
<p>Drills and Exercises. In general, “Drills” and “Exercises” are categorized as Planning Activities.</p>
<p>Matching Funds.</p> <ul style="list-style-type: none"> • Some Grantees are required to provide 20% of the Planning and Training (direct and indirect) costs of all activities covered under the grant award program with non-Federal funds. • Grant 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.

- Grantees may use matching funds from all seven object classes. Examples include salary; equipment or supply purchase; space usage; the value of a participant's time during an allowable activity; or the dollar value of a grant-related activity or purchase.
- Grantees must continually examine funding priorities to ensure that activities and/or expenditures counted as matching towards the planning grant are used for allowable planning-related activities. Conversely, activities and/or expenditures counted as matching towards the training grant should be used for allowable training-related activities.
- States and Native American tribes are responsible for ensuring that funds are provided to local communities with the greatest ability to deal with transportation-related hazmat incidents.

Percent of Funds for Planning and Training Projects and Activities.

- At least 75% of funds provided for planning must be made available to LEPCs for developing, improving, and implementing emergency plans;
- At least 75% funds allocated for training must be made available for the purposes of training public sector employees employed or used by political subdivisions.
- A State must expend and account for grant funds in accordance with State laws and procedures for expending and accounting for its own funds while ensuring that the administration and coordination of this grant program does not exceed the remaining 25% of the funds after 75% allocation is made available to LEPCs and public sector employees.

Expenditures and Activities.

- Expenditures and activities not listed in this document do not necessarily mean they will not be approved for funding by PHMSA; however, they must fall within HMEP Grant terms and conditions, and regulations.
- "Conditionally allowable" costs are costs that are allowable under certain conditions and require prior approval from PHMSA to be allowable, or are allowable only under circumstances specified in the cost principles.
- An "allowable activity" listed in this document must still be approved by PHMSA. Grantees do not have permission to engage in any item listed as an HMEP grant expenditure or activity simply because it is listed as an allowable activity.

Audits.

- Recipient agencies are responsible for obtaining audits in accordance with the Single Audit Act of 1984 (31 U.S.C. 7501), 49 CFR part 90, and OMB Circular A-128.
- Audits must be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.
- The Associate Administrator of PHMSA's Office of Hazardous Materials Safety may audit a recipient agency at any time.

2 Planning Expenditures and Activities

2.1 Allowable Grants Planning activities included in the 49 CFR §110.40

Planning grants are to be used by HMEP grantees to fund planning activities that enhance states, territories, Native American tribes, and local preparedness for hazmat transportation-related incidents by:

Grants "Planning" activities included in the 49 CFR Chapter 1 §110.40	
✓	Developing, improving, and implementing emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises that test the emergency plans. Enhancing emergency plans to include hazard analysis, in addition to response procedures for emergencies involving transportation of hazmat, including radioactive materials.
✓	Conducting appropriate hazard assessments and gap analysis to determine the level of hazmat safety risks within a jurisdiction, state, or region.
✓	Improving interagency interoperability to better respond to and mitigate hazmat incidents.
✓	Enhancing emergency plans to include hazard analysis, as well as response procedures, for emergencies involving transportation of hazmat, including radioactive materials.
✓	Determining flow patterns of hazmat within a state, between a state and another state or tribe, and developing and maintaining a system to keep such information current.
✓	Assessing the need for regional hazmat emergency response teams.
✓	Assessing local response capabilities.
✓	Conducting emergency response drills and exercises associated with emergency preparedness plans.
✓	Provisioning technical staff to support planning efforts.
✓	Conducting additional activities the Associate Administrator for Hazardous Materials Safety deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

2.2 Planning Object Class Categories

1.) Personnel

Personnel costs are for planning-related activities incurred by states, territories, or Native American tribes and include:

- Salaries for individuals responsible for hazmat planning. Personnel salaries should be directly related and funded by the HMEP grant, in whole or in part, or be part of the matching requirement. Grantees must appropriately allocate funds based on the percentage of personnel dedicated to the HMEP grant program. The following should be considered when requesting reimbursement for salaries:
 - That time commitments (HMEP grant program) are shown in hours or percentage of time for each person/position in the budget narrative;
 - That time commitments and charges are reasonable;
 - That combined charges for each individual do not exceed 100 percent of each person's time; and
 - That support or executive personnel charges are NOT included as Indirect Costs.
- Conference and training. Costs for attending conferences and training must be for events focused on hazmat transportation and/or HMEP National Curriculum.

2) Fringe Benefits

Fringe Benefits such as vacation, holiday, and sick leave may be included as a part of direct labor or be in the indirect cost pool consistent with established policy. If included as a direct cost, grantees should identify the percentage used (fringe benefit rate) and the basis for its computation; then, apply this to the salary allocations specified under personnel.

Grantees should not include any amount for fringe benefits if the benefits are addressed as part of the negotiated indirect cost rate agreement.

3) Travel

Travel costs are incurred by state personnel, and relate to expenses to and from planning activities. When submitting for reimbursement, grantees should include the following:

- Lodging;
- Per Diem (Per Diem allowance must be consistent with the applicant's standard policies; however, Per Diem may not exceed the Federal Travel Regulations);
- Transportation (air, train, bus, or rental car); and
- Registration fees for conferences and workshops.

For other than local travel, grantees should provide additional information including the purpose for the trip, programmatic need, and location.

4) Equipment

Equipment means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Equipment must be used for HMEP-related planning activities and includes:

- Purchased computer equipment used exclusively for approved activities (e.g., approved computer-based activities); and
- Purchased equipment dedicated to drills associated with an Emergency Preparedness Plan. (Personal property items with a unit cost of less than \$5,000 are considered “supplies” for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.)

5) Supplies

Supplies means all tangible personal property other than “equipment” as defined in this document. Costs are incurred by state personnel related to the purchase of supplies solely dedicated to the HMEP grant. Requests should identify categories of supplies to be procured (e.g., office supplies, publications, manuals, paper, and pens) for use during proposed activities.

- Grantees should specifically identify “sensitive” items, such as laptops, global positioning system devices (GPS), thumb drives, and cameras. Associated costs per unit should be provided.
- Supplies purchased under sub-grants or contracts should not be included in this budget category.

6) Contractual

Contractual means (except as used in the definitions for “grant” and “sub grant” in this section and except where qualified by “Federal”) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the state and contractor(s) to complete work on behalf of the LEPC/sub-grantee. Activities may consist of the following:

- Developing, improving, and implementing emergency plans required under Title III;
- Performing hazard assessments and gap analysis to determine hazmat safety risks within a jurisdiction, state, or region;
- Improving interagency interoperability to better respond to and mitigate hazmat incidents;
- Enhancing emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazmat, including radioactive materials;

- Determining flow patterns of hazmat within a state; between a state and another state, territory, or Native American tribe; and the developing and maintaining a system to keep information current;
- Assessing the need for regional hazmat emergency response teams;
- Assessing local response capabilities;
- Performing emergency response drills and exercises associated with emergency preparedness plans;
- Supporting for technical staff related to planning efforts; and
- Performing additional activities approved by the Associate Administrator for Hazardous Materials Safety.

7) Other

Other includes sub-grants, rental space, and activities not covered under the “other” object class categories. Grantees should list each category or item in sufficient detail for PHMSA to determine the reasonableness of the cost relative to the activity to be undertaken.

Sub-grantee activities captured in “Other” may consist of:

- General preparedness planning (develop, improve, and implement transportation emergency plans under Title III);
- Hazmat commodity flow studies and hazard analysis;
- Regional response strategy selection;
- Hazmat drills and exercises to test state and county emergency response capabilities and identify gaps in training and planning;
- Hazmat tabletop exercises; and
- Hazmat communication exercises.

2.3 Planning Expenditures and Activities - Courses

2.3.1 Allowable Planning Courses

Courses	
✓	General Preparedness Planning (developing, improving, and implementing transportation emergency plans under EPCRA301 and 303)
✓	Hazmat Flow Identification/Hazard Analyses
✓	Regional Response Strategy Selection

2.3.2 Conditionally Allowable Courses²

Courses	
C	Hospital Drills
C	Emergency Operating Center (EOC) Leadership Exercises
C	National Incident Management System (NIMS) courses
C	CAMEO training courses
C	EPCRA 302 transportation-related activities

2.3.3 Unallowable Planning Courses

Courses	
X	Pandemic Flu Exercises
X	Cruise Ship Exercises
X	Earthquake Exercises
X	All-Hazards Warning System Drills
X	Wildfire Exercises
X	Urban Avalanche Exercises
X	Joint Terrorism Task Force (JTTF) Exercises

2.4 Planning Expenditures and Activities – Equipment

2.4.1 Allowable Planning Equipment

Expenditures and Activities	
✓	Computer equipment dedicated to HMEP Grant activities (use for operations purposes not allowable).
✓	Equipment dedicated to Emergency Response Drills associated with Emergency Preparedness Plans.
✓	Optional equipment not necessary for a specific training or drill exercise, not to exceed 20% of the budget.
✓	Hazardous Materials Publications, such as the Emergency Response Guidebook (ERG).

² “Conditionally allowable” costs are costs that are allowable under certain conditions and require prior approval from PHMSA to be allowable or are allowable only under circumstances specified in the cost principles.

2.4.2 Conditionally Allowable Planning Equipment

Expenditures and Activities	
C	Software to manage Title III materials

2.4.3 Unallowable Planning Equipment

Expenditures and Activities	
X	Tier II Chemical Inventory Reports
X	Tier II Databases
X	WebEOC (EOC-Emergency Operations Center) mapping

2.5 Planning Expenditures and Activities - Conferences

2.5.1 Allowable Planning Conferences

Expenditures and Activities	
✓	NASTTPO (National Association of SARA Title III Program Officials)
✓	State-wide conference emphasizing Hazmat emergency response capabilities, collaboration, networking, and planning opportunities for responders.
✓	IFAC Emergency Preparedness & Hazmat Response Conference
✓	Regional HAZMAT Conferences and Workshops
✓	Smaller-scale workshops put on by different contractors or organizations.

2.5.2 Conditionally Allowable Planning Conferences

Expenditures and Activities	
C	Fixed-facility hazmat preparedness - according to 49 CFR 110.40, transportation should be the emphasis of the planning activity.

2.5.3 Unallowable Planning Conferences

Expenditures and Activities	
X	Public Officials Conference without sufficient tie-in to Hazmat Incidents in Transportation.

2.6 Table of Example Allowable Planning Activities

2.6.1 Examples of Allowable Activities

Examples of Allowable Activities	
✓	HOTZONE and COLDZONE
✓	TRANSCAER® (travel and necessities for physical needs and comfort of participants and training recipients) ³
✓	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 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
✓	Multi-Agency Hazmat Drills
✓	Hazmat disaster scenario Tabletop 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
✓	Area Plan triennial update and the design
✓	EPA-RMP

³ Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, porta-potties, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.

✓	SERC Annual Report
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2.6.2 Example Unallowable Planning Activities

Examples of Unallowable Activities	
X	Micro-shredder
X	Town-wide alert system
X	Development and distribution of a Hazmat Calendar
X	FERRAT Kits
X	Cruise Ship Exercises
X	Earthquake Exercises
X	Wildfire Exercises
X	All-Hazards Warning System Drills
X	Emergency Operating Center (EOC) Leadership Exercises
X	Urban Avalanche Exercises
X	Pandemic Flu Exercises
X	Joint Terrorism Task Force (JTTF) Exercises
X	Public Officials' Conference without sufficient tie-in to Hazmat Incidents Transportation
X	Expenses counted as match funds toward another Federal grant program or cooperative Agreement
X	Entertainment costs
X	Request for multi-year funding
X	Foreign travel
X	Purchase of cell telephone(s), except for administration of the HMEP grant at the state level
X	Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule

2.7 Planning Expenditures and Activities - Miscellaneous

2.7.1 Allowable Planning – Miscellaneous

Expenditures and Activities	
✓	Hazmat drills and exercises to test state and county emergency response capabilities/emergency preparedness plans, and identify gaps in training and planning needs:
✓	Hazmat Tabletop Exercises - Multi-Agency Hazmat Drills Including Hazmat Spill

	Drills
✓	Hazmat Communications Exercises
✓	Exhibitors for Outreach and Preparedness Booths
✓	Data Collection Site Visits

2.7.2 Conditionally Allowable Planning – Miscellaneous

Expenditures and Activities	
C	Community Emergency Response Teams (CERT) and other community planning organizations
C	Local Emergency Planning Committee (LEPC) Meetings Expenses

2.7.3 Unallowable Planning - Miscellaneous

Expenditures and Activities	
X	Expenses counted as a match or reimbursable funds toward another Federal grant program or cooperative agreement
X	Entertainment costs
X	Request for multi-year funding
X	Foreign Travel

3 Training Expenditures and Activities

3.1 Allowable Grants Training activities included in the 49 CFR Chapter 1 §110.40

Training grants are to be used by HMEP grantees to fund training activities that enhance states, territories, Native American Tribes, and local emergency preparedness committees for hazmat transportation-related incidents by:

Grants "Training" activities included in the 49 CFR Chapter 1 §110.40	
✓	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.
✓	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.

✓	Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
✓	Expenses associated with training by a person (including a department, agency, or instrumentality of a state or political subdivision thereof or a tribe) and activities necessary to monitor such training including, but not limited to, examinations, critiques and instructor evaluations.
✓	Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
✓	Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

Training for emergency responders should be developed and delivered in accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements or the National Fire Protection Association (NFPA) 472 standard.

Training grants are to be used by HMEP grantees for training public sector employees to respond safely and efficiently to accidents and incidents involving the transportation of hazmat.

The information contained herein is meant to serve as guidance only; activities must receive prior approval by PHMSA in order to be funded. Examples of allowable activities provided are not intended to be all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, proposed activities will be reviewed for consideration of various factors, including cost-benefit of the specific implementation prior to approval. This guidance supersedes previous versions.

3.2 Training Object Class Categories

1.) Personnel

Personnel costs are incurred by states, territories, or Native American tribes for those performing training activities, and include:

- Salaries for individuals who have training responsibilities. Personnel should be directly funded by the HMEP grant, in whole or in part, or be part of the matching requirement. Grantee must appropriately allocate funds based on the percentage of personnel dedicated to the HMEP grant program. For example, if a trainer spends 75% of her time training for hazmat transportation emergency response and 25% for WMD response, 75% of the trainer's salary may come from the HMEP grant funds.
- Attendance at a conference focused on hazmat training and HMEP National Curriculum.

2) Fringe Benefits

Fringe Benefits such as vacation, holiday, and sick leave may be included as a part of direct labor or be in the indirect cost pool consistent with established policy. If included as a direct

cost, grantees should identify the percentage used (fringe benefit rate), and the basis for its computation; then, apply this to the salary allocations specified under personnel.

Grantees should not include any amount for fringe benefits if the benefits are addressed as part of the negotiated indirect cost rate agreement.

3) Travel

Travel costs are incurred by state personnel and relate to expenses to and from training activities. When submitting for reimbursement, grantees should include the following information:

- Lodging;
- Per Diem (Per Diem allowance must be consistent with the applicant's standard policies; however, Per Diem may not exceed the Federal Travel Regulations);
- Transportation (air, train, bus, or rental car);
- Registration fees for conferences and workshops;
- Training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof, or a Native American Indian tribe); and
- Activities necessary to monitor such training including, but not limited to, examinations, critiques, and instructor evaluations.

For other than local travel, grantees should provide additional information including the purpose for the trip, programmatic need, and location.

Note: Planning attendance for the National Association of SARA Title III Program Officials (NASTTPO) Conference may be covered under this training-related object class category.

4) Equipment

Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000, or more, per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Equipment must be used for HMEP-related training activities and includes:

- Purchased computer equipment used exclusively for approved activities (e.g., approved computer-based activities); and
- Equipment dedicated to drills associated with an Emergency Preparedness Plan. (Personal property items with a unit cost of less than \$5,000 are considered "supplies" for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.)
- Purchased or rental equipment necessary to provide specific training. This equipment may be consumed in the training (e.g., firefighting foam used during specific training exercises, or used otherwise (e.g., a training suit).

5) Supplies

Supplies means all tangible personal property other than “equipment” as defined in this part. Costs are incurred by state personnel related to the purchase of supplies solely dedicated to the HMEP grant. Requests should identify categories of supplies to be procured (e.g., office supplies, publications, manuals, paper, and pens) for use during proposed activities.

Grantees should specifically identify “sensitive” items, such as laptops, global positioning system devices (GPS), thumb drives, and cameras. Associated costs per unit should be provided.

Supplies purchased under sub-grants or contracts should not be included in this budget category.

6) Contractual

Contractual means (except as used in the definitions for “grant” and “sub grant” in this section and except where qualified by “Federal”) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the state and contractor(s) to complete work on behalf of the LEPC/sub-grantee. Activities may consist of the following:

- Assessment(s) to determine:
 - The number of public sector employees used by a political subdivision in need of training, and
 - To select courses consistent with the national curriculum;
 - Designing and delivering preparedness and response training to meet specialized needs;
 - Purchasing or producing publications, manuals, and other materials necessary for training. This may include the printing, copying, and distribution of materials.

Sub-grants are not considered contractual agreements for purposes of this object class category even if the state describes them as contractual agreements. Sub grants must be budgeted under “Other.”

Grantees must comply with the procurement requirements of 49 CFR 18.35.

7) Other

Other includes sub-grants, space rental, and activities not covered under the other object class categories. Grantees should list each category or item in sufficient detail for PHMSA to determine the reasonableness of the cost relative to the activity to be undertaken. Such activities may include:

- Instructor(s) and trainees’ reimbursement for tuition and travel expenses to and from a training facility;
- Instructor(s) and trainees’ reimbursement for room and board while at the training facility;
- Facility rental cost reimbursement. (It is strongly recommend that recipients use facilities without charge whenever possible); and
- Staff engaged to manage the training effort.

3.3 Training Expenditures and Activities - Courses

3.3.1 Allowable Training Courses

The following list of suggested courses meets the mission-specific competencies within the **National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 mission-specific competency requirement**. These courses will assist the emergency response community in addressing technical training requirements to meet mission-specific competencies based on the risks identified with hazmat transportation within a local jurisdiction.

Some of these courses may only be appropriate for advanced local, state, or regional hazmat teams that require advanced specialized training. Examples of suggested courses to meet the **specific mission and competency** are:

Courses
<ul style="list-style-type: none"> ✓ Hazmat Incident Command System (ICS), includes the following courses: <ul style="list-style-type: none"> • ICS-100: Introduction to the Incident Command System • ICS-200: Incident Command System for Single Resources and Initial Action Incidents • ICS-300: Intermediate Incident Command System • ICS-400: Advanced Incident Command System
✓ Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
✓ Confined Space Rescue
✓ Hazmat Basic Life Support/Advance Life Support – Medics respond to Hazmat calls
✓ Chemistry for Emergency Responders
✓ Marine Operations - Ship-board rescue, firefighting, and hazmat
✓ Airport Rescue Fire Fighting (aircraft response and rescue)
✓ Explosive Ordinance Disposal/Explosives in transportation
✓ Radiological (sources in transportation, but not Weapons of Mass Destruction.)
✓ Tank Car Specialty

✓	Cargo Tank Specialty
✓	Intermodal Tank Specialty
✓	Marine Tank Vessel Specialty
✓	Flammable Liquid Bulk Storage
✓	Flammable Gas Bulk Storage
✓	Radioactive Material Specialty in Transportation
✓	Tank Truck Rollover Simulator
✓	First Receiver Awareness Training

Training that meets the **core competency** requirements listed in National Fire Protection Association (NFPA) 472, 2013 edition. Examples of acceptable core competency training are:

Training Core Competency Areas	
✓	Awareness
✓	Operations
✓	Technician
✓	Hazmat Incident Commander
✓	Hazmat Officer
✓	Hazmat Safety Officer

Chemical Specific Training, such as the following:

Chemical Specific Training	
✓	Ammonia Response
✓	Ethanol Response
✓	Chlorine Response

Attendance at Hazmat Refresher courses, such as the following:

Courses	
✓	Alternative Fuels, used in transportation
✓	Developing a Plan of Action
✓	Chemistry of Hazmat-Part I
✓	Chemistry of Hazmat-Part II

✓	Surveying a Hazmat Incident
✓	General Competencies
✓	Level A Personal Protective
✓	Level B Personal Protective
✓	ID of Methods and Procedures

Additional training courses:

	Courses
✓	Hazmat for Emergency Management System (EMS)
✓	Hazmat for Dispatcher
✓	Hazmat Containers
✓	Hazardous Materials Monitoring Refresher
✓	Hazmat Level B Dress-out and Decon
✓	Hazmat Technical Decon Refresher
✓	Hazmat Decontamination Drug Lab Training
✓	Hazmat Containment and Control
✓	Haz-Cat Training
✓	Pipeline Training
✓	Haz Mat IQ Training (Above and Below the line, Advanced IQ & Tox Medic)
✓	“All-Hazards Training” courses
✓	Emergency Medical Technician (EMT) Training
✓	Red Cross Shelter Training
✓	Employee Hazmat Emergency Response Readiness Training
✓	Hazmat decontamination in a hospital setting ⁴
✓	Earthquake Exercises
✓	All-Hazards Warning System Drills
✓	Emergency Operating Center (EOC) Leadership Exercises
✓	Creation and maintenance of hazmat emergency response training websites
✓	CAMEO Training

⁴ Training in hospital setting to respond to incidents in which humans been compromised by residual biological spores, chemical and or radioactive effects from natural or man-made disasters.

✓	Exhibitors for Outreach and Preparedness Booths
✓	TRANSCAER® (travel and necessities for physical needs and comfort of participants and training recipients) ⁵
✓	Data Collection Site Visits
✓	Upgrades to simulation software for as-needed training courses

3.3.1 Conditionally Allowable Training Courses

Courses	
C	Hydrogen Response

3.3.2 Unallowable Training Courses

Courses	
X	Courses not related to responding to hazmat emergencies
X	Training for personnel who are not directly involved in providing hazmat emergency response services (e.g., hospital personnel who may have indirect contact with persons needing medical treatment due to an emergency involving hazmat)
X	Full-Scale School Violence Prevention
X	Emergency Preparedness Presentation to Child Care Providers
X	Full-Scale School Violence Prevention
X	Weapons of Mass Destruction (WMD) Terrorism courses
X	Weapons of Mass Destruction (WMD) Radiological Training
X	Pandemic Flu Exercises
X	Joint Terrorism Task Force (JTTF) Exercises

⁵ Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, porta-potties, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.

3.4 Training Expenditures and Activities - Equipment

3.4.1 Allowable Training Equipment

Expenditures and Activities	
✓	Purchase of computer equipment used exclusively for activities allowable under this HMEP Grant (e.g., approved computer-based training activities).
✓	Purchased or rental equipment necessary to provide specific training, whether consumed in the training (e.g., firefighting foam used during specific training exercises, photographic film) or otherwise (e.g., a training suit). In most cases, equipment costs are expected not to exceed 5 percent of the total cost of the grant awarded and must be fully justified.
✓	Publications, manuals, and other materials necessary to provide training and are used by instructor(s) and trainees--where appropriate, this may include the printing and copying of such materials and any cost of distributing these materials (such as mailing the materials to trainees in advance of the first training session).
✓	Creation and maintenance of training websites

3.4.2 Unallowable Training Equipment

Expenditures and Activities	
X	Purchase of Hazardous Materials Operations Equipment, such as the following: <ul style="list-style-type: none"> • Self-Contained Underwater Breathing Apparatus (SCUBA) • PPE (Personal Protective Equipment) • Monitoring Equipment
X	Optional equipment not necessary for a specific training or drill exercise
X	Tier II Chemical Inventory Reports
X	WebEOC (EOC: Emergency Operations Center) mapping
X	Optional equipment not necessary for a specific training or drill exercise

3.5 Training Expenditures and Activities - Conferences

3.5.1 Allowable Training Conferences

Conference attendance is eligible if the majority of the conference is devoted to hazmat training and the courses meet the qualifications of the National Curriculum. Some examples of previously approved conferences are:

Conferences	
✓	Hot Zone www.hotzone.org

	<p>The HOTZONE Committee is composed of representatives from the local, state, and federal levels of the HAZMAT response community serving Federal Region 6. This annual training conference provides HAZMAT technical training and promotes professional relationships within Region 6 to meet the unique needs of this region.</p>
✓	<p>TRANSCAER www.transcaer.com TRANSCAER® (Transportation Community Awareness and Emergency Response) is a voluntary national outreach effort focusing on assisting communities with preparing for, and responding to, possible hazmat transportation-related incidents. TRANSCAER educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training Foundation.</p>
✓	<p>International Association of Fire Chiefs (IAFC) International Hazmat Conference www.iafc.org The IAFC hosts the International Hazardous Materials Response Team Conference, which presents “what’s new in hazmat” and how it impacts today’s hazmat teams on the job.</p>
✓	<p>Midwestern Hazmat Conference http://www.emerysafety.com/mhmrc/index.html Two-day conference on hazmat and related response training presented by instructors in the hazmat response community.</p>
✓	<p>Fire Department Instructors Conference (FDIC) http://www.fdiconlineevent.com Comprehensive training for all levels of fire service practitioners with more than 24 hands-on training evolutions, 34 pre-conference workshops, and more than 160 classroom presentations.</p>
✓	<p>FRI (Fire Rescue International) http://fri.iafc.org/ Presented by the IAFC, Fire Rescue International (FRI) annually brings together more than 13,000 fire and emergency service leaders from across North America and around the globe for 5 days of networking, learning, and collaboration.</p>
✓	Continuing Challenge
✓	Regional and state hazmat conferences
✓	Regional Hazmat Workshops/training/conferences
✓	National Association of SARA Title III Program Officials (NASTTPO)
✓	U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP) Conferences
✓	Local Hazmat Training Conferences

✓	Smaller-scale Training Conferences put on by different contractors or organizations.
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3.5.2 Unallowable Training Conferences

Conferences	
X	Weapons of Mass Destruction (WMD) Terrorism Conferences
X	Conference without sufficient tie-in to Hazmat Incidents in Transportation

3.6 Training Expenditures and Activities – Miscellaneous

3.6.1 Allowable Training – Miscellaneous

Expenditures and Activities	
✓	Instructor(s) and trainees' reimbursement for tuition and travel expenses to and from a training facility.
✓	Instructor(s) and trainees' reimbursement for room and board while at the training facility.
✓	Facility rental costs' reimbursement--strongly recommend recipient agencies use an available facility without charge, whenever possible.
✓	Expenses associated with training by a person (including a department, agency, or instrumentality of a state or political subdivision thereof, or a tribe), and activities necessary to monitor such training including, but not limited to, examinations, critiques, and instructor evaluations.
✓	Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
✓	Upgrades to simulation software for as-needed training courses.
✓	Other costs (must be in accordance with amounts allowed under applicable governmental regulations).
✓	Purchase of light refreshments. Working lunch or light refreshments are conditionally allowable.

3.6.2 Unallowable Training – Miscellaneous

Expenditures and Activities	
X	Overtime of trainees and any other employees who "backfill" positions of trainees during the period of training.

X	Expenses counted as match funds toward another Federal grant program or cooperative agreement.
X	Entertainment costs
X	Request for multi-year funding.
X	Foreign Travel
X	Purchase of cell telephone(s), except for administration of the HMEP grant at the state level.
X	Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule.

4. Glossary of Terms

Allowable means a cost that meets the criteria for authorized expenditures specified in the cost principles.

*Award** means financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts which are required to be entered into and administered under federal procurement laws and regulations.

Conditionally allowable means costs that are allowable under certain conditions and require prior approval to be allowable or are allowable only under circumstances specified in the cost principles.

Contractual means (except as used in the definitions for “grant” and “sub grant” in this section and except where qualified by “Federal”) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Equipment means tangible nonexpendable personal property, including exempt property, charged directly to the award and having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined herein.

Grant means an award of financial assistance, the principal purpose of which is to transfer a thing of value from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). A grant is distinguished from a contract, which is used to acquire property or services for the Federal

government's direct benefit or use.

Hazardous material means a substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in part 173 of this subchapter.

Object class means categories in a classification system that presents obligations by the items or services purchased by the Federal government.

Personal property means property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities.

Prior approval means written approval by PHMSA evidencing prior consent.

*Subaward**, means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of award.

*Subgrantee or Subrecipient** means the legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.

Supplies means all tangible personal property other than "equipment."

Transportation means the movement of property and loading, unloading, or storage incidental to that movement.

Unallowable costs means reimbursement requests for funds that PHMSA determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award.

*As defined on www.grants.gov.

HMEP BUDGET
 _____ **COUNTY**

Attachment C

	PLANNING	Total Project Cost	FEDERAL AWARD AMOUNT	LOCAL SOFT MATCH	Obligated as of May 29, 2015	Expended	Balance
1							
2							
3							
4							
5							
6							
7							
	SUBTOTAL PLANNING						
	TRAINING	Total Project Cost	FEDERAL AWARD AMOUNT	LOCAL SOFT MATCH	Obligated as of May 29, 2015	Expended	Balance
1							
2							
3							
4							
5							
6							
7							
	SUBTOTAL TRAINING						
	TOTAL						

MATCH REQUIREMENTS

The HMEP Grant Program for planning and training provides federal/local (80/20 percent) matching funds for approved projects. Although the grant emphasizes HazMat transportation, the funds may be used for other, approved eligible HazMat planning requirements.

“Soft-match” and Pennsylvania Act 1990-165 funds are authorized to cover the 20 percent local contribution. Act 165 funds may also be used up front for the federal 80 percent share subsequently eligible for reimbursement under the HMEP grant. “Soft-match” is defined as all in-kind matching costs that are transportation related, reasonable, allowable, and allocable to the project (see below for examples of soft-match costs). The narrative information supporting soft-match elements must be sufficiently written / explained so as to provide the reviewers with adequate assurance that appropriate levels of effort were contributed / expended. Supporting documentation such as meeting minutes, newspaper articles, portions of exercise scenarios, correspondence, after-action reports, as well as the final products / reports may be appropriate attachments and references for the narrative portion.

EXAMPLES OF SOFT MATCH COSTS

1. Private contributions, such as corporate contributions of facilities or services
2. Voluntary contributions, such as firefighter HazMat support, emergency personnel support, and the time of new LEPC members on transportation and related activities
3. Equipment or facilities used for transportation exercises, whether public or private; and costs of exercises, which have multiple scenario events of which HazMat transportation is a major portion
4. Voluntary expenditures, such as a person in the community who is a chemical engineer or a physician who donates his/her time during an exercise, a professor who volunteers to be a trainer or train-the-trainers, or citizens that volunteer to set up or participate in exercises
5. Facility space (i.e., a surplus school building used as a HazMat academy) that is donated to house courses or conduct exercises
6. Housing or transportation that is donated for course attendees
7. University students that volunteer time to participate in exercises, aid in data collection or assist in exercise report generation
8. Excess equipment that is donated

**FFY 2015 Hazardous Material Emergency Preparedness Grant
(HMEP)
Guidance and Application Instructions**

**INSTRUCTIONS FOR COMPLETING HMEP PLANNING AND TRAINING
APPLICATIONS**

Creating the Budget Narrative for the Planning and Training Grant

PEMA is required by USDOT per 49 U.S.C. § 5116(k) to provide "a detailed accounting and description of each grant expenditure by each grant recipient, including the amount of and purpose for, each expenditure" for inclusion in their Report to Congress.

What is a Budget Narrative? A budget narrative is the portion of your application where you will explain all of the line items in your budget. If your project costs are straightforward and clear, your budget narrative will require little effort to create.

What is the Importance of a Budget Narrative?

The budget narrative of a grant proposal is extremely important as it provides:

- Transparency for proposed costs
- Justification for proposed costs that may appear questionable to PEMA and/or USDOT
- Details how and where the county will satisfy cost-sharing requirements (matching). Please include in the narrative if the match's source is cash (hard match) or in-kind (soft match), what it is and what source will fund the match.

For example, if you plan to apply for funding for a salary or to use Personnel and Fringe benefits as a match for Planning and Training activities, you must include the following:

- Position Description that describes duties performed on behalf of the HMEP Grant on the Planning side and on the Training side in the respective sections.
- The percentage of time spent performing these duties and the salary if applying salary.

Example: You must show the following: \$65,000 x 30% HMEP duties = \$19,000

- Include how much of the amount you plan to use as a match and for what activity.

You are required to itemize each activity, even contracts. A copy of a quote from the contractor must be included with this application. Itemization allows you to break that line item into multiple sub-line items. The sub-line items will need to add up to the whole of the parent line item.

For example, a hotel bill may contain a number of line items with different expenses. Itemization will allow you to give details for each of the pieces within the larger expense.

Match Information Requirement

- How the county will make its 20% matching contribution (for assistance with guidelines on matching/cost sharing see 49CFR Part 18 Section 18.24).
- How the county will use its HMEP Training Grant award to benefit Public Sector Employees.

Please remember to provide the following information:

- Include the match (source, type, amount, etc.) associated with each activity.
- You are required to provide 20% of the Planning and Training (direct and indirect) costs of all activities covered under the grant award program with non-Federal funds.
- You may use cash (hard-match), in-kind (soft-match) contributions, or a combination of in-kind plus hard-match to meet this requirement.
- You may use matching funds from salary; equipment or supply purchase; space usage; the value of a participant's time during an allowable activity; or the dollar value of a grant-related activity or purchase.

Specific Budget Information Required for Planning and Training Activities

When completing your Budget Narratives, please address each of the following that is applicable to your application:

1. Projected Personnel Costs

- How does each individual contribute to the project? (include position description)
- How much time will each individual spend on the project?

- If individuals are not yet named, what are the necessary qualifications for individuals to be designated? (include position description)
- Be sure to explain and justify annual increases in salaries and/or benefits.

2. Consultants and Outside Contractors

- Please provide the details of contracts for Planning and Training and the specifications of each activity included under the Planning or Training contract.
- Describe the qualifications and duties of the outside specialists that must be hired.
- Explain the amount of time they will spend on the project.

3. Supplies and Equipment

- Include cost estimates/descriptions of quotes obtained for any requested specialized supplies or equipment.
- Describe why the supplies and/or equipment are needed.
- Explain how the supplies and/or equipment pertain to your specific project and are necessary to complete project objectives.

4. Travel

- Explain the purpose of the trip and justify why each individual is traveling.
- Explain how the destination was determined and how the travel costs were considered when the destination was selected.
- Stipulate what lodging and per diem rate will be used (either state or Federal rates), as required by the grant.

Here is an example of a travel line item in a planning or training budget narrative:

- **Travel – Total: \$1,687.75**
 - Tula County staff will be expected to travel around the county/State to visit sites, attend meetings and trainings/conferences, and meet with LEPCs. The Tula County’s reimbursable rate is 0.445 and not the Federal rate of 0.585.
 - Program Director 300 miles x 0.445 = \$133.50; Daily Subsistence \$91.75 x 5 days = \$458.75; Total \$592.25.

- Program Coordinator 200 miles x 0.445 = \$89; Daily Subsistence \$91.75 x 5 days= \$458.75; Total \$547.75.
- Program Assistant 200 miles x 0.445 = \$89; Daily Subsistence \$91.75 x 5 days = \$458.75; Total \$547.75.

5. Conferences

Should your planning narrative include a conference, you must include the conference agenda (if available) as it will determine how attendance at the conference supports hazardous materials transportation. The agenda must be submitted in order to be reimbursed.

Examples of Unallowable Grant Expenses

Unallowable expenses are listed below; they are not inclusive of all unallowable expenses using HMEP grant funds. (Unallowable expenses are determined by USDOT on a case by case review)

1. Expenses not related to hazardous materials transportation
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 costs disallowed or stated as ineligible in 49 CFR 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
13. Overtime for personnel for participation in exercises

Planning Grant Narrative

The Planning Grant Narrative should do the following:

- Describe and set priorities for the planning activities and tasks that you will conduct in your county. This includes a list of milestones and a timeline using actual dates.
- Provide a description of each activity which includes how it aligns with the purpose of the grant (e.g., *deal with hazardous materials emergencies, particularly those involving transportation, and to enhance the implementation of the Emergency Planning and Community Right-to-Know Act of 1986*). {Sections 301/303}

Missing information will delay the review and approval process of your projects as USDOT requires the information in the narratives in order to determine if the activities are allowable, allocable, and reasonable.

Establishing Goals and Objectives

When determining Goals and Objectives for your program, ensure Goals and Objectives:

- Align with the PHMSA's program Goals and Objectives as listed in the Guidance
- Address the findings of your county hazardous materials transportation needs assessment (be ready to submit a copy of the needs assessment if it is requested)
- Are obtainable and reasonable
- Are clear and concise
- Include measureable outputs and outcomes
 - Outputs – Services, products, and activities that your county offers to its users
 - Outcomes – Changes you are looking to achieve - the differences you aim to make with your services

NIMS Statement for Planning and Training Narratives

Please provide a statement that the county is compliant *and how*.

Example:

Smith County compliance agreement with NIMS

- The **insert your county name** is in current compliance with the National Incident Management System (NIMS) requirements.

- How is the county's Planning and Training compliant with NIMS?

The Planning Budget Narrative

Provide an itemization of each cumulative cost associated with each planning activity. Itemization will allow you to break that line item into multiple sub-line items. The sub-line items will need to add up to the whole of the parent line item. Please include the following:

- Schedule for implementation- schedule for implementing the proposed planning grant activities in the upcoming budget period.
- Each deliverable and cost associated (i.e., itemize) with each cumulative cost- associated cost for each planning activity.
- Purpose of each deliverable - explanation of how proposed training activities will benefit the needs of the County, LEPC.
- The number and types of deliverables.
- Products to be completed.

Training Grant Narrative

The county must describe its training plan including short and long term goals in addition to a training needs assessment along with the number of trainee's attending each training course. The applicant needs to clarify short and long term goals and objectives for each proposed project and of the overall program. Please include details with regard to outputs and outcomes.

- Outputs – Services, products, and activities that your county offers to its users.
- Outcomes – Changes you are looking to achieve - the differences we aim to make with our services.

Missing information will delay the review and approval process of your projects as USDOT requires the information in the narratives in order to determine if the activities are allowable, allocable, and reasonable.

Please include the following information in your narrative:

- The number of persons needing training that will be funded using the HMEP Training grant.
- An explanation of the ways in which the HMEP Training grant will support the diverse needs in the county (LEPC/Subgrantee), such as decentralized (non-biased of discipline/nationality or any other factors that will hinder the delivery of training to address the overall need of the jurisdiction) delivery of training to meet the needs and time considerations of local responders.
- A description of how the HMEP Training grant will accommodate the different training needs for responders in a rural area versus an urban area.
- The effectiveness and impact of the training program - The applicant must include an estimate for the training level of each discipline and the funds needed to fully address the county's needs during the project period.

The Listing of Tasks and Activities

When listing Tasks and Activities, it is very important to remember the Who, What, Why, Where, When, How Many, and How Much for each Task and Activity being proposed. Please avoid the lack of itemization and sufficient details.

- Who – Who will be performing the task or activity?
- What – What task or activity is to be 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 of participants involved in the task or activity?
- How Much – What is the projected cost of the task or activity? (Include exact amount without rounding of total for expenditures)

Training Activities

- Describe and set priorities for the activities and tasks to be conducted.
- Provide a copy of the published course description of each course which includes how it aligns with purpose of grant (e.g., deal with hazardous materials emergencies, particularly those involving transportation, and to enhance the implementation of the Emergency Planning and Community Right-to-Know Act of 1986). If the published course description does not include the aforementioned information, please provide the response in your narrative.

FYI – Please provide detailed course information including confirmation that each course is compliant with 29CFR and/or NFPA 472.

- Provide an itemization of each cumulative cost associated with each activity and include the following:
 - Schedule for implementation- schedule for implementing the proposed training grant activities in the upcoming budget period.
 - Each deliverable and cost associated (i.e., itemize) with each cumulative cost-associated cost for each training activity.
 - Purpose of each deliverable - explanation of how proposed training activities will benefit the needs of the County LEPC.
 - The number and types of deliverables.
 - Products to be completed.

INSTRUCTIONS FOR SUBMITTING THE HMEP APPLICATION(S)

The application is being provided in Word© format to facilitate an easy and quick method for completing the application forms. When you have completed each of the forms, send them to RA-DGMHMgrants@pa.gov. Please name your document as follows:

The Name of Your County - FFY 2015 HMEP Application - either Training or Planning

For example: Smith County – FFY 2015 HMEP Application – Training

and/or

For example: Smith County – FFY 2015 HMEP Application – Planning

In the subject line of your email, please use your county name plus 2015 HMEP Application,

For example: Smith County FFY 2015 HMEP Application.

ATTACHMENT E-1

Planning Application Template

In addition to the FFY 2015 Guidance and Application Instructions found in Attachment E, please begin your planning narrative as follows:

(YOUR COUNTY NAME, PLANNING NARRATIVE)

County _____

Date _____

Application for Federal Fiscal Year 2015 Hazardous Materials Emergency Preparedness (HMEP) Funds.

PLANNING GRANT:

Narrative: Please explain the purpose of the Planning project(s) for which funding is being applied.

Impact Statement: Please explain how this project will improve and/or is needed to sustain the Transportation Related Hazardous Materials Response Program for the County.

Overall Budget for Each Project: Please provide information as follows.

Planning Project Description	HMEP Guidance Section*	Project Cost (100% Cost)

*Please indicate the Section of the HMEP Guidance which best indicates that your proposed project is an allowable project.

Date of most recent Commodity Flow Study _____

If applying for a TRANSCAER Exercise, please indicate the date of the most recent TRANSCAER Exercise and if it was Phase I or II _____

Planning Narrative: (Use as much space as you need)

Budget Narrative: (Use as much space as you need)

ATTACHMENT E-2

Training Application Template

In addition to the FFY 2015 Guidance and Application Instructions found in Attachment E, please begin your training narrative as follows:

(YOUR COUNTY NAME, TRAINING NARRATIVE)

County _____

Date _____

Application for Federal Fiscal Year 2015 Hazardous Materials Emergency Preparedness (HMEP) Funds.

TRAINING GRANT:

Narrative: Please explain the purpose of the Training project(s) for which funding is being applied for.

Impact Statement: Please explain how this project will improve and/or is needed to sustain the Transportation Related Hazardous Materials Response Program of the County.

Overall Budget for Each Project: Please provide information as follows.

Training Project Description	HMEP Guidance Section*	Number of Courses	Cost per Course	Project Cost (100% Cost)

*Please indicate the Section of the HMEP Guidance which best indicates that your proposed project is an allowable project.

Does your County operate a Pennsylvania Certified Hazardous Materials Response Team?

Yes _____ No _____

Training Narrative: (Use as much space as you need)

Budget Narrative: (Use as much space as you need)