

Utah Hazardous Materials Emergency Preparedness (HMEP) 2014-2015 Planning Grant Guidance



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Grant Guidance

This document is intended to guide county, Regional Response Teams (RRT), Tribal and Local Emergency Planning Committees (LEPCs) in applying for a grant offering under the Hazardous Materials Emergency Preparedness Grant (HMEP).

Key Dates:

- Application out to locals 2/4/2015
- Application submission deadline 3/4/2015
- Projected award date 03/31/2015
- Early close out option 08/14/2015
- Projected award end date 09/30/2015
- Final reporting and reimbursements due 10/09/15

The Division of Emergency Management will be assisting the Utah State Fire Marshall's Office to administer the planning portion of the HMEP grant. The FMO is required to "**pass-through**" 75% of the funding directly to the Local Emergency Planning Committees (LEPC's) and Tribal Emergency Response Committees (TERC's) to assist them in their planning activities related to Hazardous Materials (HazMat). The DEM Community Support Section will be assisting the State Fire Marshall and the SERC in the following ways:

- Community support liaisons will attend LEPC's/ TERC's and assist communities in their planning efforts.
- Administer HMEP grant program to LEPC's/ TERC's for the purpose of conducting specific projects related to their respective hazardous materials emergency planning needs.
- Serve as a liaison between the SERC and Local LEPC's / TERC's.

The HMEP Planning Grant is a reimbursement grant. Reimbursement will be made upon submission of the approved DEM Financial Reimbursement Request Detail (Form 85-21) along with invoices, proof of payment and local match.

A progress report may be requested at any time.

At completion of the project a report that describes what was done, what was learned, and what action has or

will be taken as a result of the project must be submitted to DEM. Copies of plans, studies, etc. must be submitted. Upon completion of the project the sub-grantee must supply DEM with a complete accounting of expenditures, to include documentation verifying expenditures incurred and match provided. Final report is due before October 9, 2015.

Eligible Applicants

The HMEP pass-through Grant Program is open to all LEPC's and TERCS's in Utah. No other governmental or non-governmental entities may apply. While work may be done under one or more agencies of a county or municipal government, application must be made by the jurisdiction's LEPC/TERC.

- A. LEPC/TERC Chairpersons must sign all applications.
- B. Completed any required reports and financial documentation for the previous year HMEP Grant if applicable.
- C. An applicant must be a viable LEPC/ TERC, or working towards having one, and is recognized by the Utah SERC. A copy of the current LEPC/ TERC membership will suffice.
- D. Provide the Division of Emergency Management a copy of meeting minutes, agendas and meeting notices as requested.
- E. Hold at a minimum, quarterly LEPC/TERC meetings.
- F. LEPC/ TERC is in compliance with Sections 301 and 303 of SARA Title III (EPCRA)
- G. The jurisdiction sponsoring the LEPC has met the NIMS (National Incident Management System) requirements for the current grant year.
- H. A Tribal Emergency Response Committee is only eligible after applying directly to the Federal Government and not currently receiving HMEP funds.

Evaluation Process

Utah Division of Emergency Management expects that there may be more project applications than can be realistically supported. Since funding under this grant program is limited, competition for the grant funds is expected. To ensure an equal and impartial awarding system, the Utah Division of Emergency Management will award the grant equally to all qualifying LEPC with eligible projects. The following criteria will be used to award LEPC's the grant.

- A. Applications must be complete. All necessary forms must be included.
- B. Project proposals must meet the intent of the Hazardous Materials Emergency Preparedness Program. Projects must be related to hazardous materials planning, such as those examples identified in item III of this package.
- C. Projects should be available to other jurisdictions. No work will be considered proprietary. All data and accomplishments derived from this grant program will be made available to DEM for distribution to any LEPC/TERC interested in acquiring or utilizing them.
- D. No equipment may be purchased. Projects that solely involve the purchase of equipment are prohibited. This is a planning grant program, and as such, equipment that would be used for response is contrary to the intent of this program.
- E. Any expenses not listed in Section III will be pre-authorized by Kim Hammer by e-mail at khammer@utah.gov before seeking re-imbusement.

Notification of Funding

The decision to fund projects will be made by the Division of Emergency Management and presented to the SERC. All applicants will receive written notification as to the status of their grant application. Project approval will be made **March 31st, 2015** and an award document and articles of agreement will be sent to those Jurisdictions who will receive HMEP Grant funds. Each recipient will need to sign and return the original articles of agreement, Form 76 – 10, to the Division of Emergency Management.

Availability of Funds

For the budget period (2014-2015), U.S. DOT will be providing approximately \$88,000.00 to Utah for HMEP Planning Pass-Through Grant funding. All of this funding will be passed directly to LEPC's. A maximum award cap of \$2,750.00 federal share per application has been established for an LEPC with at least \$3,437.50 in eligible expenses. Applicants may develop project proposals, which exceed \$3,437.50 in cost, however, Utah Division of Emergency Management will fund only those activities, which are eligible under this grant program, and applicants will be responsible for all costs beyond the \$3,437.50 (\$2,750.00 federal share) maximum allowable cap.

Matching Funds

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

For more guidance: PHSMA HMEP Activities Guidance document for more information on matching and allowable and unallowable expenses: <http://phmsa.dot.gov/hazmat/grants>

Availability of Additional Funds

The Utah Division of Emergency Management will have an early close-out option with the potential for additional funds. An LEPC that has submitted their final report and 85-21-reimbursement form with at least \$3,437.50 in eligible expenses (\$2,750.00 federal share) by **Friday Aug. 14, 2015** will become eligible for additional funding if available. The additional funding will come from any money not allocated to or used by other LEPC's by Sept. 30th 2014. The additional funding is not guaranteed and the amount will vary each year. Additional documentation of eligible expenses might be required as match in order to receive any additional funding. The process the Division of Emergency Management to determine additional funding will be to divide the total unused money evenly between the LEPC that qualified through the early close-out option.

Eligible Planning Activities

Development, improvement, and implementation of emergency plans required under Emergency Preparedness and Community Right-to-Know Act (EPCRA). Enhancement of emergency plans including hazards analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials

An assessment to determine flow patterns of hazardous materials within a state or between one state and another state, territory or Native American land; also development and maintenance of a system to keep such information current

An assessment of local response capabilities

Conducting emergency response drills and exercises associated with emergency preparedness plans

Technical staff to support the planning effort (staff funded under planning grants cannot be diverted to support other requirements of EPCRA)

Ineligible Planning Activities

- Expenses not related to hazardous materials
- Expenses claimed and/or reimbursed by another program
- Expenses counted as match funds toward another program
- Expenses that supplant existing funds/programs
- Entertainment costs/ food provided during exercises
- Costs incurred before October 1st or after September 30th of the performance year
- Any cost disallowed or stated as ineligible in 49CFR part 110 Final Rule
- Software/software to manage Title III materials (with the exception of Cameo)
- Operational equipment
- Food and/or refreshments for LEPC meetings, planning meetings, or responses

Project Duration, Reporting and Extensions

Once notification of an HMEP Pass-Through Grant award is sent to the applicant and the articles of agreement are signed, it is assumed that the project will be carried out in full, as originally outlined in the initial application. Any changes in the intended scope of work, without express written permission of the Division of Emergency Management are strictly forbidden. Any work for which reimbursement is sought, but which wasn't included in the originally approved LEPC's/TERC's project application, will not be reimbursed. All work and expenditures made must be completed by **SEPTEMBER 30th, 2015**.

- A. Time Frame: Applicants will be required to adhere to the reporting procedures specified below. All required documentation must be provided in order to receive reimbursement for approved expenditures. There will be no time extensions.

- B. Reports: Grant recipients will be required to file a final report following the grant period.

- C. **Final Report:** A Final Report will be required no later than **Oct. 9th, 2014**, and will include all information and pertinent data relevant to the completed project. A sample of all deliverables and products should be included (or made available for review by FMO) if applicable. The Final Report should, at a minimum, include the following items:
 - 1) A discussion of the completed project and all resultant benefits. Describe the manner in which the project will be used by the jurisdiction in any future HAZMAT planning activities.

 - 2) A listing of all expenditures incurred. LEPC's/TERC's should distinguish between in-house work and contracted work. Work that is accomplished by county or municipal personnel should reflect all time, activity, salary, and fringe rates for the participating individual. For contracted work, expenditures should be itemized, explained, and accompanied by a copy of a paid invoice or receipt. It is critical that these expenditures are well documented. DEM must have proof that the LEPC/TERC actually incurred such expenses before the reimbursement can take place. Additional expenditures for items beyond those that received prior approval may be denied reimbursement.

 - 3) Reimbursement requests should be submitted on form 85-21.

Application Deadline:
Must be received no later than
March 4, 2015

Late applications will not be considered

For more information, please view the Pipeline and Hazardous Materials Safety Administration Documents at [PHMSA Guidance](#)

HMEP Program Contacts

Kim Hammer

HMEP Program Manager

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khammer@utah.gov

DEM Liaisons

Community Liaison Officer (LNO) Assignments: If you need assistance, please contact the LNO that coincides with the County/Tribe that your LEPC/TERC falls under.

Kimberly Giles - (801) 209-7542 kgiles@utah.gov

Box Elder, Cache, Rich, Davis, Morgan, Weber Counties & Shoshone Tribe

Ken Kraudy - (801)-707-0930 kkraudy@utah.gov

Salt Lake, Summit, Wasatch, Tooele, Utah Counties & Confederated Tribes of the Goshute and Skull Valley Band of Goshute Tribes

Jeff Gallacher - (801) 209-5236 jgallacher@utah.gov

Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties

Scott Alvord - (801) 703-1924 salvord@utah.gov

Beaver, Iron, Garfield, Kane, Washington Counties & Paiute Tribe

Mechelle Miller - (801) 707-1631 mmiller@utah.gov

Daggett, Duchesne, Uintah Counties & Ute Tribe

Angelia Crowther - (801) 664-5861 acrowther@utah.gov

Carbon, Emery, Grand, San Juan Counties & Utah Strip of Navajo Nation and Ute Mountain Ute Tribes