

FFY 2013 - 2014  
October 1, 2013 - September 30, 2014  
Application Kit for Subrecipients

---

## **Hazardous Materials Emergency Preparedness Grant Program**

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



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

**Application Due Date: 5:00 p.m., Tuesday, April 2, 2013**

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

# Hazardous Materials Emergency Preparedness Grant Program

## Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation to provide assistance to public sector employees through training and planning grants for emergency response. The purpose of this grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents, enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986, and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

This document is intended to guide agencies (subrecipients) in applying for training and planning grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

## Application Period

Monday, February 4, 2013 – Tuesday, April 2, 2013

## Duration of Funding

It is anticipated that successful applicants will be awarded a grant for a period of 12 months (October 1, 2013 – September 30, 2014). Projects that cannot be completed by September 30, 2014 will not be selected for funding. The HMEP grant is a reimbursement grant. Reimbursement grants require you to spend some or the entire grant amount before requesting payment. Expenses accrued outside the approved grant project period will not be reimbursed.

## Eligibility

Eligible applicants include state, local, and tribal units of government. The Office of State Fire Marshal (OSFM) is required to pass through at least 75% to Local Emergency Planning Committees (LEPC) and other public sector agencies. A list of Oregon LEPCs can be found at [www.oregon.gov/OSP/SFM/Local\\_Emergency\\_Planning\\_Committees.shtml](http://www.oregon.gov/OSP/SFM/Local_Emergency_Planning_Committees.shtml).

## Funding Priorities

*Requirements for hazardous materials planning and training*

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

requirements for the four-year Emergency Management Program Grant exercise cycle, contact OEM directly for exercise requirements.

### **Application Submission Requirements**

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

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

The complete application must be submitted by 5:00 p.m., Tuesday, April 2, 2013.

Submit the application to:

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

### **Application Evaluation**

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

### **Award Notification**

Final allocations (grant award) will not be announced until approximately September 30, 2013.

For additional information, please contact Sue Otjen at 503-934-8227 or [sue.otjen@state.or.us](mailto:sue.otjen@state.or.us).

# Application Instructions

## 1. COVERSHEET

### **Project title**

Assign a project title that describes the project. If you are requesting funds for multiple activities, you can incorporate them under one title. Example: *Marion County Hazardous Materials Training*.

### **Project period**

The project period must fall within October 1, 2013 – September 30, 2014. *Please note: If we receive late notification of grant award, the project start date will be adjusted accordingly.*

### **Applicant agency**

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

### **Federal Tax Identification Number**

Provide the Federal Tax Identification Number of the applicant agency.

### **Data Universal Numbering System (DUNS) Number**

Provide the DUNS Number of the applicant agency. The OSFM is unable to award grant funds to subrecipients unless the agency has provided a DUNS number.

*Dun and Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the U.S. federal government for contracts or grants. If your agency does not have a DUNS Number (or you do not know if you have one), have the appropriate person (typically accounting or finance) from your agency go to the D&B website (<http://fedgov.dnb.com/webform>) or call the DUNS Number request line at 1-866-705-5711.*

### **Project contact**

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

### **Local Emergency Planning Committee**

If you are applying on behalf of an Oregon LEPC, please list the LEPC.

### **Total project funding**

The project funding must equal the budget summary for project total – (federal grant funds requested and matching funds required). Provide a total project amount. See Section 2 for Budget Summary details.

### **Agency Authorized Official**

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

## 2. BUDGET SUMMARY

### Budget Category

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other).

### Planning/Description of Activities - Expense

#### Training Course Activities Item - Expense

#### Exercise/Description of Activities - Expense

What do you plan to purchase, rent, or contract? What is travel needed for?

### Federal Grant Funds Requested/Matching Funds Required

The budget summary must include proposed budgets for the Federal Grant Funds Requested. You may use cash (hard match), in-kind (soft match) contributions including staff time, or a combination of both to meet this requirement.

### Calculating the Match

Example:

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

The required match is equal to 25% of the Grant Funds Requested ( $\$10,000 \times .25 = \$2,500$ ).

The required match is also equal to 20% of the Total Project ( $\$12,500 \times .20 = \$2,500$ ).

### Planning Subtotal/Training Subtotal/Exercise Subtotal/PROJECT TOTAL

Provide a subtotal for each section and a project total.

## 3. PROJECT NARRATIVE

### Project type

Select one or more (Planning, Training, Exercise, Commodity Flow Study, or Other).

### Project description

Provide a detailed description of the project. What is the purpose? Provide a description of how the project(s) relates to improving the ability to respond to transportation incidents. Identify what will be accomplished or furthered by this project. Identify capabilities that this will create or enhance. What emergency response plans are under evaluation? Provide specific name of training, etc. All activities must meet the requirements of funding priorities on page 2.

If you are requesting funds for multiple activities, please list them separately and number or letter them. Example: *A. HazMat Training and B. HazMat Exercise.*

### Collaboration - Area of benefit and partners

List the cities, counties, etc. that will be served by the proposed project. Indicate who you will partner with to conduct this project. Memorandums of Understanding or letters of support from other agencies are encouraged, but not required.

### **Overall contribution**

How does the project contribute to the overall effort of addressing the local hazardous materials planning and training? How does the activity address a need or provide a solution to the problem (e.g. long-range plans, etc.)?

### **Education**

Are there plans or strategies to educate the public about hazardous materials and protective measures in the community? If yes, explain.

### **Project management - Itemize the tasks and include a timetable**

Who is supervising the project? Who is responsible for managing the grant? Who will do the work? How will you make sure timelines and tasks are being met? What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

### **Objectives, project outcomes, results, and evaluation**

List and prioritize the specific measurable and obtainable objectives. Discuss project objectives to be accomplished. What capabilities will be created or enhanced?

Outcomes describe the intended impact of the project on the preparedness environment. This often includes the ways in which the project has enhanced or developed the capability or capacity to serve the public. Outcomes described should demonstrate progress toward the overall objective of the project. Describe how these outcomes will mitigate risks. Describe the tangible outcomes that will demonstrate that the project has been successful.

What are the expectations of the project? Is the project a continuation of a past HMEP grant funded project? If so, report briefly on the accomplishments of the previous project.

How will you evaluate project results in the short and long-term? How will you define and measure the project's success?

### **Justification, comments, and additional information**

Why should the review committee approve your project request? Explain if, or how this proposal addresses hazardous materials or the community's right to know.

## **4. ATTACHMENTS (NOT REQUIRED)**

Please attach additional documentation, if necessary.

**FY 2013 – 2014 Hazardous Materials Emergency Preparedness Grant  
Program  
COVERSHEET**

**Project title:**

**Project period:**

**Applicant agency:**

Mailing address:

**Federal Tax Identification Number:**

**Data Universal Numbering System (DUNS) Number:**

**Project contact:**

Title:

Phone:

Email:

**Local Emergency Planning Committee**

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

If yes, what LEPC?:

**Total project funding**

Refer to Calculating the Match on page 5 or the Budget Summary worksheet.

The Match is **25%** of the **Requested** Amount. The Match is also equal to **20%** of the **Total** Project

Total Federal HMEP Grant Funds Requested

Total Matching Funds Required

Total Project:

**Agency Authorized Official:**

Title:

**X**

*Signature (a typed signature is acceptable if the application is emailed)*

*Date*

**Application Due Date: 5:00 p.m., Tuesday, April 2, 2013**

**FY 2013 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY**

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

# FY 2013-2014 Hazardous Materials Emergency Preparedness Grant Program PROJECT NARRATIVE

Project type (select one or more)

- Planning     Training     Exercise     Commodity Flow Study     Other

**Project description**

**Collaboration - Area of benefit and partners**

**Overall contribution**

**Education**

**Project management - Itemize the tasks and include a timetable**

**Objectives, project outcomes, results, and evaluation**

**Justification, comments, and additional information**

# Appendix A

## Hazardous Materials Public Sector Planning and Training Grants

### Code of Federal Regulations, Title 49, § 110.40

#### Activities eligible for funding

(a) *Planning*. Eligible State applicants may receive funding for the following activities:

(1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.

(2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.

(3) An assessment of the need for regional hazardous materials emergency response teams.

(4) An assessment of local response capabilities.

(5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

(6) Provision of technical staff to support the planning effort.

(7) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

(b) *Training*. Eligible State and Indian tribe applicants may receive funding for the following activities:

(1) An assessment to determine the number of public sector employees employed or used by a political subdivision who need the proposed training and to select courses consistent with the National Curriculum.

(2) Delivery of comprehensive preparedness and response training to public sector employees. Design and delivery of preparedness and response training to meet specialized needs. Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility.

(3) Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

(4) Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

(5) Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

(6) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

[Amdt. 110–1, 57 FR 43067, Sept. 17, 1992, as amended by 66 FR 45377, Aug. 28, 2001]