



**State of Oregon**  
**Office of State Fire Marshal**  
State Emergency Response Commission  
and  
Oregon's Local Emergency Planning Committees  
Supporting community-based hazardous materials emergency preparedness

**Hazardous Materials Emergency  
Preparedness (HMEP)  
Grant Application and Guidance Manual**

**Application deadline – May 15, 2011**  
Project performance period October 1, 2011 to September 30, 2012



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# Grant Application Checklist and Tips

- **Applications are due by 5:00 p.m., May 15, 2011 at Office of State Fire Marshal.**
- Application available electronically, in a fillable format. Application may be completed online, then save to your computer, or save to your computer to complete later. Click on the email button to forward to OSFM. Grant submissions must be on the official OSFM grant application.
- The application contains certain required fields. Complete the field, even if with an NA or not applicable comment.
- Applicant information is complete, legible, and signed.
- **Complete all sections of the application in the space provided.** If a section does not apply to your grant, indicate in the space that it is not applicable.
- **Project Narrative** – Read the narrative subparts. Responses should be clear and concise. Review subpart responses to ensure the information requested is provided. Avoid cutting and pasting information from other grants, or including irrelevant information.
- Project application information
  - Project Title
  - Project Narrative
  - Provide appropriate background information, if necessary
  - Impact of the program
  - Transportation-Related Work (if applicable)
  - Time line (who, what, and when – show specifics)
  - Monitoring efforts (how, what, after action, corrections, lessons learned reports)
  - Coordination of planning
- Describe the activities and tasks to be conducted, the number and types of deliverables and products to be completed.
- Budget (cost of work which are eligible under the grant). This is more than a statement of costs. The review committee will look at the budget to see how well it fits the grant activities. The budget estimate should be accurate and complete. Projects costs are those that will be incurred during the grant period. Address the match Information (how this will be met).
- Review for any conflicts of interest (subcontractors, multiple roles). Specify any possible conflicts (i.e. Project manager is also owner/employee of company being contracted to provide services).

Please limit any additional documentation submitted  
with the grant application to two (2) pages.

**E-mail the application to [terry.wolfe@state.or.us](mailto:terry.wolfe@state.or.us) and mail a paper copy of  
the application to:**

**Terry Wolfe – Grant Manager  
Office of State Fire Marshal  
4760 Portland Road NE  
Salem, OR 97305**

**Please refer all questions concerning this application and project to:**

**Terry Wolfe  
503-934-8219  
[terry.wolfe@state.or.us](mailto:terry.wolfe@state.or.us)**

Application Received \_\_\_\_\_

Application Reviewed \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

# Grant Application

**Application due date: MAY 15, 2011**

## 1. Grant Request (check appropriate box)

- Training**
- Planning**
- Exercise**

- Commodity Flow Study**
- Other**

Project Title\*:

Federal Tax Identification Number\*:

HMEP Grant Funds\*:        \$

Matching Funds\*:        \$

Total Amount\*:        \$

*Round to the Nearest  
Dollar*

## 2. Applicant Information:

Organization (Applicant)\*:

Project Manager\*:

Contact Title\*:

Address\*:

City, State, and Zip\*:

Phone\*:

Fax\*:

E-mail\*:

### **Individual responsible for signing contracts:**

Name\*:

Title\*:



## 5. Budget\*

|   | Grant Funds  | Local Agency |
|---|--------------|--------------|
| Personnel Costs (for 25% soft match requirement)                        | XXXXXXXXXXXX |              |
| Fringe Benefits (1/3 of personnel costs for 25% soft match requirement) | XXXXXXXXXXXX |              |
| Travel  |              |              |
| Miscellaneous (printing, mailing, etc.)                                 |              |              |
| Supplies**  |              |              |
| Contractual   |              |              |
| Other (specify in attachment)   |              |              |
| <b>Total:</b>   |              |              |

Provide a summary of costs using this sheet. Attach a detailed list of items for reimbursement consideration.

\*List the funding amount in the grant column and the dollar or soft match in the local agency column.

\*\*Reimbursement for supplies is for materials used for exercise or training session. Reimbursement is available for items such as, pencils, paper, scratch pads, film, etc. The purchase of overhead projectors and non-disposable cameras are examples of ineligible expenses.

**The Office of State Fire Marshal makes the final determination on all expense reimbursements. If you have any questions, contact the grant manager before making a purchase.**

### **Documenting the 25 percent in-kind (soft) and hard (cash) match:**

- When using hard match, indicate the amount of hard match cash.
- If there is a charge to attend the training, activity, etc. provide a description of the estimated income (e.g. registration fees, donations, etc.).
- Estimate volunteer hours, including salary and benefits, at \$15.00 per hour.
- Before sending in a request for mileage reimbursement, contact the grant manager for the current reimbursement rate.

**Grant project information must fit into the space provided.**

## **6. Project Narrative**

### **Project Description:**

A. **Project**. Describe the project. Be clear and concise.

B. **Objectives**. List and prioritize the specific measurable and obtainable objectives.

C. **Itemize the tasks and include a timetable.** Who will do the work? Who is supervising the project? Who is responsible for managing the grant? How will you make sure time lines and tasks are being met?

D. **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: i.e. long-range plans, etc?

E. **Project management**. What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

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

G. **Education**: Are there plans or strategies to educate the public about hazardous materials and protective measures in the community?

H. **Results**. 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.

- I. **Justification.** Why should the committee approve your project request? Explain if, or how this proposal benefits human health and safety (citizen/first responder, etc.), addresses hazardous materials or the communities' right to know.

## **7. Attachments**

Please attach documentation only if necessary, limit attachments to two (2) pages.

## **8. Comments or additional information**



# Appendix A

## EXPENSES ALLOWED UNDER THE HMEP GRANT

Following are examples of expenses allowed for planning and training activities under the Hazardous Materials Emergency Preparedness Grants.

- First Responder Hazardous Materials Awareness, including Refresher and Train the Trainer.
- First Responder Hazardous Materials Operations, including Refresher and Train the Trainer.
- Hazardous Materials for Emergency Medical Services, Level I.
- Hazardous Materials for Emergency Medical Services, Level II.
- Hazardous Materials Training for Hospital Emergency Room Personnel.
- Hazardous Materials On-Scene Incident Commander.
- Advanced Hazardous Materials Life Support (AHLS).
- CAMEO/MARPLOT/ALOHA.
- Hazardous Materials Planning Orientation.
- Hazardous Materials Accident Prevention Awareness.
- Hazardous Materials Hazards Analysis.
- Hazardous Materials Commodity Flow Studies.
- Hazardous Materials Risk Communication.
- Hazardous Materials Exercises.
- Exercise Design and Evaluation.
- Attendance at Approved Conferences.
- Hazardous Materials Technician and Specialist.
- Facility Planning.
- Hazardous Materials Branch Officer.
- Safety Officer at Hazardous Materials Incidents.
- Planning for Public Education.
- Any other planning or training activities approved by the State Emergency Response Commission Advisory Board, the grant review committee or the Office of State Fire Marshal. **Contact the Grant Manager for authorization.**

## **Appendix B**

### **EXPENSES NOT ALLOWED UNDER THE HMEP GRANT**

- Expenses/project expenses not related to hazardous materials.
- Expenses claimed or reimbursed under another program.
- Expenses claimed as matching funds toward another program.
- Entertainment expenses.
- Software except for CAMEO
- Food provided during exercises.
- Equipment.
- National Incident Management Systems (NIMS) courses.
- Weapons of Mass Destruction (WMD) courses.
- Confined space training, unless specifically related to hazardous materials.
- Rope rescue training.

# Appendix C

## HAZARDOUS MATERIALS EXERCISE REQUIREMENTS

Funding is available to exercise local emergency response plans. Reimbursement for qualifying activities and expenses must meet the following conditions:

- 1). Use of the NRT-2 and FEMA Hazardous Materials Exercise Evaluation Methodology manual is recommended but not mandatory. For a copy of the National Response Team (NRT-2), contact the Grant Manager.
  
- 2). Submit a statement of work to include the following:
  - a). State the purpose of the exercise. What part of the emergency response plan is under evaluation?
  - b). List the names of the members of the evaluation team. Provide the name of the lead evaluator.
  - c). List the names of the members of the exercise design team.
  - d). Include a list of agencies participating in the exercise.
  - e). List, in detail, an estimate of all expenses.
  - f). Specify the program objectives or benefits from the exercise (e.g. revision of the Emergency Response Plan). Use the Hazardous Materials Exercise Evaluation Methodology manual for reference.
  - g). Address how you plan to satisfy the 25% non-federal, non-state in kind matching fund requirement.
  
- 3). Submit materials to the Office of State Fire Marshal within 30 days of the completion of the exercise. The standard format includes:
  - Copies of all exercise manuals, messages, timelines, etc.
  - An after action report listing accomplishments and lessons learned.
  - Appropriate billing information for reimbursable expense items.
  
- 4). Contact Oregon Emergency Management directly for exercise requirements if you wish to use the hazardous materials exercise to fulfill the Oregon Emergency Management's (OEM) requirements for the four-year Emergency Management Program Grant exercise cycle.

# Appendix D

## REQUIRED DOCUMENTATION FOR REIMBURSEMENT

- Expenses are paid on a reimbursement basis. The grantee and the Office of State Fire Marshal will enter into a contract based on the statement of work information provided on the application.
- The grantee is responsible for paying all expenses. Reimbursements from the grant will not be made to a third party. Reimbursement will only be for pre-approved and allowable expenses as outlined in the contract's statement of work. For questions regarding reimbursable expenses, contact the HMEP Grant Manager.
- Any contract expiring before submission of proper documents to the Office of State Fire Marshal, will result in the forfeiture of any anticipated reimbursement by the grantee. This is a grant requirement and is not negotiable.
- HMEP Grants will cover room and tax for Oregon residents only while attending an event. For attendees wishing to share a room, reimbursement will be up to the limit of the Oregon state double occupancy rate (room and tax). Reimbursement is at the Oregon state rate in effect at the time of event. All other expenses are the responsibility of the attendee.
- No reimbursement is made until all necessary documents are received at the Office of State Fire Marshal. The following materials must be submitted to the Office of State Fire Marshal for reimbursement of expenses:
  - An invoice requesting the amount of reimbursement on the contracting agency's letterhead or billing form. The invoice must include the name, address, and federal tax identification number of the contracting agency. Give the address of where to send the funds.
  - Copies or originals of all receipts, including the reason for the expense.
  - Copies of event programs, agendas, registrations, etc.
  - Copies of all notices and letters sent, along with a list of recipients.
  - Copies or originals of all applications received. If you are using HMEP grant funds for Oregon attendee expenses include attendee name, business or organization name, address, and business phone number. These are a required for reimbursement.
  - Copies of all acceptance or rejection letters, and a list of recipients.
  - Copies or originals of all rosters for all activities (event rosters, training rosters, and exercise rosters).
  - A paper copy and an electronic copy (where possible) of all exercise time lines, messages, evaluation forms, rosters, pre-exercise packages, and after action reports (see Requirements for Hazmat Exercises Funded under ); and
  - Copies of any subcontracts entered into by grantee for use with HMEP grant funds, (e.g. personal service contracts for instructors, speakers or other services.).

# Appendix E

## ELIGIBLE PROJECT ACTIVITIES FOR PLANNING GRANTS

The following specific activities continue to be eligible for **planning** grants under the Code of Federal Regulations (CFR). Title 49 CFR Part 110.40(A)

### **110.40(A)1 Developing emergency plans**

- Development, improvement, and implementation of emergency plans required by EPCRA.
- Conducting hazards analysis.
- Conducting exercises that test the plan.
- Enhancement of emergency plans to include response procedures involving transportation of hazardous materials, including radioactive materials.

### **110.40(A)2 Commodity flow assessment**

- Assessment to determine flow patterns of hazardous materials in a County or between a County and another County or Indian tribe. Establishment of a system to keep information current.

### **110.40(A)3 assessing the needs for regional hazmat response teams**

- Assessment of the need for regional hazardous materials emergency response teams.

### **110.40(A)4 Assessing local response capabilities**

- Assessment of local response capabilities.

### **110.40(A)5 Conducting drills and exercises**

- Conducting emergency response drills and exercises associated with emergency preparedness plans.

### **110.40(A)6 Appointing technical staff**

- Appointing technical staff to support the planning effort. (Staff funded under the planning grants cannot be diverted to other requirements of EPCRA.) *Existing part-time personnel may be utilized as long as the workload is apportioned equitably between grant work and the part-time employee's regular workload. Grant funded staff cannot be used for other activities during the term of the grant, except as noted above.*

### **110.40(A)7 Other appropriate activities**

- Information Management
- LEPC Coordination
- LEPC Organization
- Outreach Programs
- Training Programs
- Vulnerability Analysis

# Appendix F

## ELIGIBLE PROJECT ACTIVITIES FOR TRAINING GRANTS

The following specific activities continue to be eligible for **training** grants under the Code of Federal Regulations (CFR). Title 49 CFR Part 110.40(7b)

### 110.40(7)b1 Assessment of training needs

- Assessing training needs of public sector employees who need hazardous materials training.

### 110.40(7) b2 Providing response training

- Providing comprehensive preparedness and response training to public sector employees. Design and delivery of courses consistent with the National Curriculum. 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.

### 110.40(7)b3 Conducting drills and exercises

- Training drills and exercises relating to a course of study, and tests and evaluation of emergency preparedness plans.

### 110.40(7)b4 Expenses related to training

- Training related expenses by a person (including a department, agency, or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques, and instructor evaluations.

### 110.40(7) b5 Managing the training

- Providing staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

### 110.40(7) b6 Other activities

- Additional activities grant administrator sees as appropriate to implement the scope of work for the proposed project and approved in the grant.

# Appendix G

## CODE OF FEDERAL REGULATIONS – § 110.40 49 CFR CH. I (10–1–06 EDITION)

### 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.

Pipeline and Hazardous Materials Safety Admin., DOT § 110.70

**(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] § 110.50

### **Disbursement of Federal funds.**

(a) **Preaward expenditures may not be reimbursed.**

(b) **Reimbursement may not be made for a project plan unless approved in the grant award.**

(c) If a recipient agency seeks additional funds, the amendment request will be evaluated on the basis of needs, performance and availability of funds. An existing grant is not a commitment of future Federal funding.

§ 110.60 Cost sharing for planning and training.

(a) The recipient agency must provide 20 percent of the direct and indirect costs of all activities covered under the grant award program with non-Federal funds. 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. In-kind (softmatch) contributions are in addition to the maintenance of effort required of recipients of grant awards. The types of contributions allowed are as follows:

(1) Any funds from a State, local, or other non-Federal source used for an eligible activity as defined in § 110.40 in this part.

(2) The dollar equivalent value of an eligible activity as defined in § 110.40 of this part provided by a State, local, or other non-Federal source.

(3) The value of participants' salary while attending a planning or training activity contained in the approved grant application provided by a State, local, or other non-Federal source.

(4) Additional types of in-kind contributions the Associate Administrator deems appropriate.

(b) Funds used for matching purposes under any other Federal grant or cooperative agreement may not be used for matching purposes. The funds expended by a recipient agency to qualify for the grant may not be used for cost-sharing purposes.

(c) Acceptable contributions for matching and cost sharing purposes must conform to 49 CFR part 18. [Amdt. 110-1, 57 FR 43067, Sept. 17, 1992, as amended by Amdt. 110-3, 59 FR 49132, Sept. 26, 1994; 66 FR 45377, Aug. 28, 2001]

§ 110.70 Financial administration.

(a) A State must expend and account for grant funds in accordance with State laws and procedures for expending and accounting for its own funds. Fiscal control and accounting procedures of the State, as well as its subgrantees and cost-type contractors, must be sufficient to:

(1) Permit the preparation of reports required by 49 CFR part 18 and this part, including the tracing of funds...

# Appendix H

## DEFINITIONS

**Emergency Planning and Community Right-to-Know Act (EPCRA)** – Also known as SARA Title III, the Emergency Planning and Community Right to Know Act of 1986 (EPCRA) establishes requirements for emergency planning and reporting of hazardous chemicals. The Community Right to Know part of the legislation increases the public's access to information on chemicals stored, used, transported and manufactured at individual facilities, as well as any releases that occur. States and communities, working with facilities, use the information to improve chemical safety, protect public health, and the environment.

**Exercise** – The training, testing, and executing of a hazardous materials emergency response plan using a tabletop drill or full-scale mock incident exercise.

**Fixed Facilities** – Facilities located in permanent location in Oregon that are storing, using, or manufacturing hazardous materials and are required to submit a chemical inventory report under EPCRA.

**Grant Application** – The official form for use in requesting grant funds.

**Grant Award** – The document providing an agreement for reimbursement of expenses under certain terms and conditions for specific items.

**Grantee** – The entity receiving a grant award from fees collected and disseminated by the Office of State Fire Marshal and the State Emergency Response Commission (SERC).

**Hazardous Materials Emergency Response Plan** – An emergency plan established by a Local Emergency Planning Committee, state agency, local response agency, or a fixed facility to respond to an emergency caused by the release of a hazardous material.

**Local Emergency Planning Committee (LEPC)** – Local Emergency Planning Committees in Oregon are established in specific planning districts according to [42 U.S.C. 11001, Emergency Planning and Community Right-to-Know](#) (see web site for details) relating to hazardous materials emergency planning and preparedness. The committee is a link between the public, government, and industry. The LEPC assists their planning district in assessing, planning, and training activities to improve the community's emergency response and preparedness should a hazardous materials release occur. Membership in the LEPC includes representatives from government (city, county, state), local businesses (facilities), community groups, emergency response personnel (Fire Department, EMS Medical), hospitals law enforcement, public works, media (television, radio, print) and other interested groups or individuals.

**Level of Response** – The level of response (i.e. awareness, operation, and technician) by emergency responders based on the level declared in the hazardous material emergency response plan.

**Matching Funds** – Funds may be in-kind (soft, such as salaries) or hard (cash). The recipient agency must provide 25 percent of the costs of all activities. They may either use cash (hard-match), in-kind (soft-match, such as salaries) contributions, or a combination of in-kind plus hard-match to meet this requirement.

**Mid-cycle Grant Application** – Requests for grant funding made to the State Emergency Response Commission (SERC) after the open grant cycle awards have closed.

**Project Manager** – The individual designated on the grant application responsible for management of the grant award.

**State Emergency Response Commission (SERC)** – The Oregon State Fire Marshal is the SERC in Oregon. To comply with the EPCRA requirements for SERC membership, the State Fire Marshal established the SERC Advisory Board, which includes the chair of each of Oregon's Local Emergency Planning Committees (LEPC) and various state agencies.

**Superfund Amendment Reauthorization Act (SARA), Title III** – The Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA), also known as Superfund, was enacted to address abandoned hazardous waste sites in the United States. This law has been amended by the Small Business Liability Relief and Brownfields Revitalization Act of 2002, and the Superfund Amendments and Reauthorization Act of 1986, which includes the provisions relating to EPCRA.

