

Hazardous Materials Emergency Preparedness Grant

SUB-RECIPIENT GUIDANCE & APPLICATION INSTRUCTIONS

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



Grant administered by
The Department of the State Fire Marshal
3991 Fairview Industrial Dr SE
Salem, OR 97302

https://www.oregon.gov/osfm/emergency_response/Pages/LEPC.aspx

Application Due: Thursday, December 31, 2026, by 11:59 p.m.

Submit completed application via email attachment to:
OSFM.HMEP@OSFM.Oregon.gov

INTRODUCTION

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

Please be sure you read this application guidance carefully, due to requirements under the Fixing America's Surface Transportation (FAST) Act, it is necessary to provide the USDOT Pipeline and Hazardous Materials Safety Administration (PHMSA) with more detailed information about the projects submitted in Oregon's application. This document is intended to guide eligible agencies in applying for planning and training and exercise grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

ELIGIBILITY

The intent of the Department of the State Fire Marshal (OSFM) and the State Emergency Response Commission (SERC) is to prioritize applications submitted by Local Emergency Planning Committees (LEPC). Current Oregon LEPCs: http://oregon.gov/osfm/emergency_response/Pages/LEPC.aspx Fire agencies and municipalities may apply for consideration as well.

GRANT CYCLE

The HMEP grant has a 3-year cycle. Applicants should work with the OSFM LEPC Coordinator or grants team when considering a phased project approach. Funding is dependent on the federal government's ability to award the OSFM. This application falls in Year 3 of the grant cycle.

SUB-RECIPIENT APPLICATION PERIOD

Thursday, October 1, 2026, through Thursday, December 31, 2026, at 11:59 p.m.

PERFORMANCE PERIOD

The performance period for this application is October 1, 2027, through September 30, 2028. As this is the 3rd year of the grant cycle, no extensions will be offered.

REIMBURSEMENT FUNDING

The HMEP grant is a reimbursement grant. A reimbursement grant is a funding method where an organization pays for approved project costs using its own funds, submits proof of payment, and is reimbursed from the grantor.

FUNDING PRIORITIES

See USDOT, PHMSA, *Expenditure Guidelines (III), Allowable/Unallowable Expenditures (4.2-4.6)* <https://www.phmsa.dot.gov/grants/hazmat/hmep-expenditures-guide-pdf> for full details.

- The HMEP grant is designed to allow grantees the flexibility to implement training and planning programs that address differing needs for each location based on demographics, emergency

response capabilities, commodity flow studies, and hazard analysis. Relevant trainings are found in the National Fire Protection Association (NFPA) 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents publication and the Occupational Safety and Health Administration (OSHA) regulations found in [29 CFR § 1910.120](#).

- Sections 301, 302, and 303 of the EPCRA ([40 Code of Federal Regulations Part 355 Subpart B](#)) are intended to help communities prepare for chemical emergencies.

Planning activities funded by the HMEP grant fall within these sections:

- 301 - [State and Tribal Emergency Response Commissions \(SERCS and TERCs\) and Local and Tribal Emergency Planning Committees \(LEPCs and TECs\)](#)
- 302 - [Regulated Substances and Facilities; Emergency Planning Notification](#), and
- 303 - [Comprehensive Emergency Response Plans](#)
- Training activities funded by the HMEP grant must adhere to the requirements set forth by the [NFPA 472](#) or OSHA [29 CFR § 1910.120](#) competencies. Training efforts must be directed towards public sector HAZMAT emergency response employees and support their necessary training to respond to incidents involving HAZMAT in commercial transportation.

Visit [USDOT 49 CFR, § 110-1](#) to view the full purpose, scope, and eligible activities.

APPLICATION REQUIREMENTS

Submit one application to include the following documents for a complete application:

1. Coversheet
2. Detailed Budget Summary
3. Project Narrative
4. Attachments (as appropriate)

Completed applications must be submitted by **Thursday, December 31, 2026, at 11:59 p.m.**

SUBMIT TO:

HMEP Grant Administrators
Email: OSFM.HMEP@OSFM.Oregon.gov
Technical Support: (971) 720-0026

APPLICATION EVALUTATION

The OSFM LEPC Coordinator and the Grants Unit will review application to determine whether the proposal meets the U.S. DOT / PHMSA requirements. Depending on the total number of applications, the State Emergency Response Commission (SERC) may be requested to convene and prioritize project requests. Approved projects will be included in the OSFM's federal grant application and will be pending final approval by the U.S. DOT / PHMSA.

The SERC Review Committee evaluates a significant number of funding requests for each grant cycle. When combined with the limited resources provided through this grant, it increases the importance of a comprehensive project narrative and detailed budget summary. Applicants should

ensure their project narrative and detailed budget summary is complete, thorough, and adequately outlines the project and associated costs. The proposal must accurately reflect how the project meets the intent of U.S. DOT / PHMSA's allowable project expenditures.

If awarded, projects typically begin 12 months after the application period. Inflation is real. Please consider this when requesting estimates or projecting your budget needs.

ADDITIONAL REQUIREMENTS

Projects must have a HAZMAT transportation component to be considered for the grant; otherwise, it will not move forward for consideration. Provide clear and complete answers in the PROJECT NARRATIVE and BUDGET SUMMARY documents. For example, requesting \$10,000 for a Hazmat TTX will not be sufficient. You must provide details on why you are requesting the specific dollar amount and how the funds will be allocated (travel, instructors, supplies, contractor, etc.). Lack of detail could prevent your project from being considered.

AWARD NOTIFICATION

This application period's sub-awards will be announced near the end of September 2027.

For additional information or application support, please contact us.

HMEP Grant Administrators

Email: OSFM.HMEP@OSFM.Oregon.gov

MaryAnn Christian, LEPC Coordinator
MaryAnn.Christian@OSFM.Oregon.gov

Michelle Slay, Grants Coordinator
Michelle.Slay@OSFM.Oregon.gov

Hazardous Materials Emergency Preparedness Grant Sub-Recipient Application Instructions

STEP 1: COVERSHEET

Project Title

Choose a title that best describes the project.

Example: *Marion County Emergency Response Plan Update*

Project Period

The project period must fall between October 1, 2027 – September 30, 2028. *Please note: If we receive late notification of the grant award, the project start date will be adjusted accordingly.*

LEPC

Priority is given to applications submitted by the LEPC. If applying on behalf of the LEPC, provide the LEPC name and a letter of awareness from the LEPC Chair.

LEPC Chair

If applying on behalf of an Oregon LEPC, provide the name of the LEPC Chair and details.

Project Contact

Provide the project's primary contact information. The project contact does not have to be employed by the fiscal agency but does need to be accepted by the fiscal agency as the project contact.

Total Project Funding

The total project funding must equal the total of all budget summaries (if seeking multiple requests).

Fiscal Agency

Provide the organization details for the fiscal agency that will be responsible for financial administration of the HMEP grant. The fiscal agency must be able to fund approved project expenses up front, submit requests for reimbursement upon payment, and provide financial reports as requested. This fiscal agency will complete an agreement with the OSFM.

Fiscal Agency Authorized Representative

Provide the fiscal agency representative's contact information.

Fiscal Agency Federal Tax Identification Number

Provide the Federal Tax Identification Number of the fiscal agency.

Fiscal Agency Unique Entity ID (UEI)

Provide the UEI of the fiscal agency as established by SAM.gov. Applicants must have an active account in good standing to be considered by the OSFM.

The UEI, is the official name of the "new, non-proprietary identifier" that replaced the D-U-N-S® number, according to the General Services Administration (GSA). The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov).

Fiscal Agency Authorized Representative Signature

Signing this application does not oblige the fiscal agency. It is the authorized representatives support of the application, with their organization as the fiscal agency. If selected to be awarded, a formal sub-recipient agreement between the fiscal agency and the OSFM will be established.

STEP 2: BUDGET SUMMARY

Budget Categories and Descriptions

Request within the appropriate budget category (travel, equipment, supplies, contractual, or other) and provide a description of activities and associated costs within each applicable project type.

- **Planning - Description of Activities and Expense Breakdown**
- **Training Courses – Expense Breakdown and Estimated # Trained**
- **Exercise - Description of Activities and Expense Breakdown**

Budget Description

The budget summary must show line-item detail for all costs included in each project request. Additional budget summary documentation may be used if necessary. In the budget description, provide calculations for how the project amount was determined. Provide estimates or cost analysis for supplies and equipment to justify proposed expenses. See example:

Budget Category	Planning - Description of Activities and Expense Breakdown	Grant Request
Travel	Attend Fall NASTPO Conference. $\$110 \text{ lodging (including tax)} \times 5 \text{ days} \times 2 \text{ people} = \$1,100$ $\$61 \text{ meals} \times 6 \text{ days} \times 2 \text{ people} = \732 $\$270 \text{ round trip airfare} \times 2 \text{ people} = \540 $\$390 \text{ registration} \times 2 \text{ people} = \780 $\$.565 \text{ mileage rate} \times 30 \text{ miles round trip} \times 2 \text{ people} = \34 $\$10 \text{ per day airport parking} \times 6 \text{ days} \times 2 \text{ people} = \120 $\$50 \text{ per day rental car} \times 5 \text{ days} \times 1 \text{ car (2 people)} = \250 $\$10 \text{ hotel parking} \times 5 \text{ days} \times 1 \text{ car (2 people)} = \50	\$3,606.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Other		\$0.00
	Planning Subtotal	\$3,606.00

25% Match Requirement

To assist the OSFM with the match requirement of the HMEP grant, sub-recipients are requested to keep track of personnel participating in activities directly funded by the grant (in-kind match). If selected as a sub-recipient, we provide a template for tracking. This includes providing the following information for each activity:

- Activity Description
- Activity Date
- Activity Start and End Time
- Participants Full Name
- Participants Job Title
- Participants Role (trainer, observer, student, etc.)

STEP 3: PROJECT NARRATIVE

Project type

Select one or more types (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 involving hazardous materials. All project descriptions must clearly identify how the project meets the requirements of funding priorities on page 3. Address all questions related to proposed project.

If submitting multiple projects, we will prioritize Project 1 over Project 2, and so on. Be sure to order project requests taking this into consideration. Be clear in naming the Project Narratives and Budget Summaries to align them correctly. As well as supporting documentation.

Collaboration - Area of benefit and partners

List all partners who will benefit from this proposed project.

Overall contribution

Address how the proposed project contributes to the overall effort of HAZMAT planning and training.

Project management - Itemize the tasks and include a timetable

Address all questions related to proposed project.

Objectives, project outcomes, results, and evaluation

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?

Proposed HMEP projects and estimated costs for future project requests

If you currently have plans to submit additional projects, or additional phases of a current project in future HMEP grant cycles, provide a summary of those projects and estimated costs. Sub-recipient applications will be required during the yearly sub-recipient application period. Submitting proposed projects does not oblige your agency should plans change prior to awarding, nor is it a commitment by the OSFM to fund the project. If you do not have proposed projects for the upcoming cycles, it will not affect your ability to apply for funds later or your consideration during this one.

Justification, comments, and additional information

Provide any additional information regarding why the review committee should approve your project request. Explain if, or how this proposal addresses hazardous materials or the community's right to know.

Optional: Attachments

Attach additional documentation, as PDF attachments, if necessary.

Appendix A

Hazardous Materials Emergency Preparedness (HMEP) Grant Funding

Code of Federal Regulations, Title 49, § 110.40

Eligible applicants may receive funding for the following:

- (a) To develop, improve, and implement emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises that test the emergency plan. To enhance emergency plans to include hazard analysis, as well as response procedures for emergencies involving transportation of hazardous materials.
- (b) To determine commodity flow patterns of hazardous materials within a State, between a State and another State, Territory, or Tribal lands, and develop and maintain a system to keep such information current.
- (c) To determine the need for regional hazardous materials emergency response teams.
- (d) To assess local response capabilities.
- (e) To conduct emergency response drills and exercises associated with emergency preparedness plans.
- (f) To provide for technical staff to support the planning effort.
- (g) To train public sector employees to respond to hazardous materials transportation accidents and incidents.
- (h) 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 national consensus standards or the National Curriculum.
- (i) To deliver comprehensive preparedness and response training to public sector employees, which may include design and delivery of preparedness and response training to meet specialized needs, and 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.
- (j) To deliver emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
- (k) To pay expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof, a Territory, or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques, and instructor evaluations.
- (l) To maintain staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
- (m) Additional hazardous materials emergency preparedness activities not otherwise described in this section that the Associate Administrator deems appropriate under the grant agreement.

Title 49 was last amended 9/20/2024.

<https://www.ecfr.gov/current/title-49/subtitle-B/chapter-I/subchapter-A/part-110/section-110.40>