

# **Hazardous Materials Emergency Preparedness (HMEP) Grant Program**

## **SUB-RECIPIENT APPLICATION**

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



Grant administered by  
Oregon State Fire Marshal  
3991 Fairview Industrial Dr SE  
Salem, OR 97302

<https://www.oregon.gov/osfm/Pages/default.aspx>

**Application Due: Tuesday, December 31, 2024, by 11:59 p.m.**

Submit completed application via email attachment to:  
[OSFM.HMEP@OSFM.Oregon.gov](mailto:OSFM.HMEP@OSFM.Oregon.gov)

## INTRODUCTION

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation 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.

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

**Please be sure you read this application guidance carefully**, due to requirements under the FAST Act, it is necessary to provide Pipeline and Hazardous Materials Safety Administration (PHMSA) with more detailed information about the projects submitted in Oregon's application.

## ELIGIBILITY

Eligible applicants include state, local, and tribal units of government. The intent of the Oregon State Fire Marshal (OSFM) and the Oregon State Emergency Response Commission (SERC) is to prioritize applications submitted by LEPCs. A list of Oregon LEPCs can be found at [oregon.gov/osfm/fire-service-partners/pages/local-emergency-planning-committee.aspx](https://oregon.gov/osfm/fire-service-partners/pages/local-emergency-planning-committee.aspx)

## PERFORMANCE PERIOD

The grant has a three-year performance period. Generally, applicants should show their request and how they would spend the funds in the year the funds are available. However, this performance period allows additional time to complete projects, if necessary. It also gives an opportunity for sub-recipients to take a phased-in approach to longer duration projects. Applicants should work with the OSFM LEPC Coordinator or grants team when considering a phased approach. Funding is dependent on the federal government's ability to award the OSFM.

The grant will have funding available on the following schedule:

- Year 1 – September 30, 2025
- Year 2 – September 30, 2026
- Year 3 – September 30, 2027

## APPLICATION PERIOD

**Tuesday, October 1, 2024, to Tuesday, December 31, 2024, at 11:59 p.m.**

## DURATION OF FUNDING

It is anticipated that successful applicants will be awarded a grant for a period of 12 months (October 1, 2025 – September 30, 2026). The HMEP grant is a reimbursement grant. Reimbursement grants require you to spend some of or the entire grant amount before requesting reimbursement. Expenses accrued outside the approved project scope or outside the project period will not be reimbursed.

## FUNDING PRIORITIES

See U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (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 program 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](#).
- Planning efforts fall under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 (Title 42 U.S.C. Chapter 116), Emergency Planning (301-303). This includes three sections and provisions intended to help communities prepare for chemical emergencies:
  - 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 efforts must be directed towards public sector HAZMAT emergency response employee's ability to respond to accidents and incidents involving HAZMAT in commercial transportation. This may also include course evaluation to determine effectiveness of delivery and student retention. HMEP training must adhere to either the requirements set forth by the National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) [29 CFR § 1910.120](#) Competencies.

See Appendix A (p.13): Hazardous Materials Emergency Preparedness Grant, Code of Federal Regulations. Or view full code found in [49 CFR, § 110.40](#).

## APPLICATION SUBMISSION REQUIREMENTS

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

1. Coversheet (p.8)
2. Detailed Budget Summary (p.9)
3. Project Narrative (p.10-12)
4. Attachments (as needed)

Completed applications must be submitted by Tuesday, December 31, 2024, at 11:59 p.m.

### SUBMIT TO:

HMEP Grant Administrators  
Email: [OSFM.HMEP@OSFM.Oregon.gov](mailto:OSFM.HMEP@OSFM.Oregon.gov)  
Technical Support: (503) 791-1956

## 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 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 funding. Please be clear and specific when you breakout your project(s) in the PROJECT NARRATIVE and BUDGET SUMMARY documents below. For example, requesting \$10,000 for a Hazmat TTX will not be sufficient. You must show 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 funded.

## AWARD NOTIFICATION

This application period's sub-awards will be announced by the end of September 2025.

For additional information or application support, please contact us.

### HMEP Grant Administrators

Email: [OSFM.HMEP@OSFM.Oregon.gov](mailto:OSFM.HMEP@OSFM.Oregon.gov)

MaryAnn Christian, LEPC Coordinator

[MaryAnn.Christian@OSFM.Oregon.gov](mailto:MaryAnn.Christian@OSFM.Oregon.gov)

Michelle Slay, Grants Coordinator

[Michelle.Slay@OSFM.Oregon.gov](mailto:Michelle.Slay@OSFM.Oregon.gov)

# Hazardous Materials Emergency Preparedness (HMEP) Grant Sub-Recipient Application Instructions

## STEP 1: COVERSHEET (p.8)

### **Project Title**

Assign a title that best describes the project.

Example: *Marion County Emergency Response Plan Update*

### **Project Period**

The project period must fall between October 1, 2025 – September 30, 2026. *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 LEPC's. If applying on behalf of an Oregon LEPC, please provide the local LEPC name.

### **LEPC Chair**

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

### **Project Contact**

Provide the primary contact's name and details for this project.

The primary contact does not have to be associated with 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 project requests).

### **Fiscal Agency**

Provide the name and details of the agency that would be the fiscal representative responsible for financial reporting and reimbursement requests.

This agency will complete a sub-recipient agreement with the OSFM.

### **Fiscal Agency Authorized Official**

Provide the name and details of the authorized official for the fiscal agency.

Please have them sign and date the coversheet.

### **Fiscal Agency Federal Tax Identification Number**

Provide the Federal Tax Identification Number of the fiscal agency.

### **Fiscal Agency Unique Entity ID (UEI established by SAM.gov)**

Provide the UEI of the fiscal agency.

The OSFM is unable to award sub-recipients unless the fiscal agency has a valid and active UEI.

The Unique Entity Identifier, or the UEI, is the official name of the "new, non-proprietary identifier" that will replace 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 obligate 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 agreement between the OSFM and the fiscal agency will be established.

**STEP 2: BUDGET SUMMARY (p.9)**

**Budget Category**

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other) and provide a description of activities and associated costs.

- **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 Require a 25% Match**

To assist the OSFM with the match requirement of the grant, we ask sub-recipients to track personnel participating in activities directly related to the project funded by the grant (in-kind match). If you are selected as a sub-recipient, we will provide an Excel spreadsheet template to track this. Applicants are no longer required to include a match in their budget summary, but the above support is requested.

**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. See example:

<b>Category</b>	<b>Description</b>	<b>Amount</b>
Travel	\$110 lodging (includes tax) x 5 days x 2 people = \$1,100 \$61 meals x 6 days x 2 people = \$732 \$270 round trip airfare x 2 people = \$540 \$390 registration x 2 people = \$780 \$.565 mileage rate x 30 miles round trip x 2 people = \$34 \$10 per day airport parking x 6 days x 2 people = \$120 \$50 per day rental car x 5 days x 1 car (2 people) = \$250 \$10 hotel parking x 5 days x 1 car (2 people) = \$50	\$3,606.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Other		\$0.00
<b>Total</b>		<b>\$3,606.00</b>

### **STEP 3: PROJECT NARRATIVE (p.10-12)**

#### **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 FFY 2025-27 of the OSFM's HMEP grant cycle, please 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 obligate 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 grant cycle, it will not affect your ability to apply for grant funds in those years as they become available.

#### **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.

## SUB-RECIPIENT APPLICATION COVERSHEET

**Project Title:**

**Project Period:**

**LEPC:**

**LEPC Chair:**

**Title:**

**Phone:**

**Email:**

**Project Contact**

**Name:**

**Title:**

**Phone:**

**Email:**

**Fiscal Contact**

**Fiscal Agency:**

**Name:**

**Title:**

**Phone:**

**Email:**

**Mail/P.O. Box:**

(Mailing Address or P.O. Box)

(Line 2 - optional)

(City, State, Zip Code)

**Federal Tax Identification Number:**

**Unique Entity ID (SAM.gov):**

### Match

To assist the OSFM with the match requirement of the grant, we ask sub-recipients to track personnel participating in activities directly related to projects funded by the grant (in-kind match).

If you are selected as a sub-recipient, we will provide an Excel spreadsheet template to track this.

### Total Fund Request

**Project 1 Fund Request:**

**Project 2 Fund Request:**

**Project 3 Fund Request:**

**Total Fund Request:**

### Fiscal Agency Authorized Representative

By signing this form, the authorized representative listed above and hereby signing the application, is at this time in support of this application and is expressing willingness to administer grant funds if selected as a sub-recipient.

**Signature:**

**Date:**



## SUB-RECIPIENT APPLICATION BUDGET SUMMARY

*If applying for more than one project, provide a separate Budget Summary for each project.*

	A	B			C
	Budget Category	Planning - Description of Activities and Expense Breakdown			Grant Request
1	Travel				\$
2	Equipment				\$
3	Supplies				\$
4	Contractual				\$
5	Other				\$
6	Other				\$
7		<b>Planning Subtotal</b>			\$
	Budget Category	Training Course Titles	Expense Breakdown	Estimated # Training	Grant Request
8	Travel				\$
9	Course Title				\$
10	Course Title				\$
11	Course Title				\$
12	Other				\$
13	Other				\$
14		<b>Training Subtotal</b>			\$
	Budget Category	Exercise - Description of Activities and Expense Breakdown			Grant Request
15	Travel				\$
16	Equipment				\$
17	Supplies				\$
18	Contractual				\$
19	Other				\$
20	Other				\$
21		<b>Exercise Subtotal</b>			\$
22	Total Federal HMEP Grant Funds Requested should equal the sum of Column C: Rows 7, 14, and 21			<b>TOTAL FUNDS REQUEST</b>	\$

## SUB-RECIPIENT APPLICATION PROJECT NARRATIVE

*If applying for more than one project, provide a separate Project Narrative for each project.*

**Project type (select all that apply)**

- Planning**   
  **Training**   
  **Exercise**   
  **Commodity Flow Study**   
  **Other**

**Project Description**

**Who** –Who will be performing the task or activity?

**What** –What task or activity is being 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?

**Collaboration - Area of benefit and partners**

List the cities, counties, response disciplines, public and private entities, etc. that will benefit from the proposed project. Indicate who you will partner with to conduct this project.

**Overall contribution**

How does the project contribute to the overall effort of addressing and/or enhancement of 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.)?

**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?

What is the proposed timeline for completion of the project?

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?

**Proposed HMEP Projects and estimated costs for future requests**

If you have plans to submit additional projects, or phases of a current project in FFY 25-27 cycle, during Year 2 and/or 3, please provide a summary of those project requests and estimated costs.

**Justification, comments, and additional information**

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

## 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>