Utah Hazardous Materials Emergency Preparedness (HMEP)

2024 Planning Grant Guidance



Administered by Utah Department of Public Safety

State Fire Marshal’s Office-Hazmat Section

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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**

* **Final reporting and reimbursements due 10/1/2024**

The Utah State Fire Marshal’s Office-Hazmat Section (Hazmat Section) 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 Utah State Fire Marshal’s Office-Hazmat Section (Hazmat Section) will be assisting the SERC in the following ways:

* Deputy State Fire Marshals will attend LEPCs/TERCs and assist communities in their planning efforts.
* The Hazmat Section will administer the HMEP grant program to LEPCs/ TERCs for the purpose of conducting specific projects related to their respective hazardous materials emergency planning needs.

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

A progress report can be requested at any time.

Upon completion of the project a report describing what was done, what was learned, and what action has or will be taken as a result of the project must be submitted to the Hazmat Section. Copies of plans, studies, etc. must be submitted. Upon completion of the project, the sub-grantee must supply the Hazmat Section with a complete accounting of expenditures, to include documentation verifying expenditures incurred and match provided. The final report is due upon closeout of the grant on October 1, 2024.

**Eligible Applicants**

1. The HMEP pass-through grant program is open to all LEPCs in Utah. A Tribal Emergency Response Committee is only eligible after applying directly to the Federal Government and must not be currently receiving HMEP funds. 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.
2. LEPC/TERC chairpersons or the county emergency manager must sign all applications.
3. Any required reports and financial documentation for the previous year HMEP Grant must be completed, if applicable.
4. An applicant must be a viable LEPC/TERC recognized by the Utah SERC. A copy of the current LEPC/TERC membership will suffice.
5. Applicants must provide the Hazmat Section a copy of meeting minutes, rosters, agendas and meeting notices as requested.
6. **Applicants must hold quarterly LEPC/TERC meetings at a minimum.**
7. Funded LEPCs/TERCs must be in compliance with Sections 301 and 303 of SARA Title III (EPCRA).
8. The jurisdiction sponsoring the LEPC has met the NIMS (National Incident Management System) requirements for the current grant year.

**Evaluation Process**

Each state recognized LEPC will be eligible for up to $3,200 in HMEP planning funding during the 2024 grant cycle (Oct 1, 2023-Sept 30, 2024). To ensure an equal and impartial awarding system, the Hazmat Section will award the grant equally to all qualifying LEPC with eligible projects. The following criteria will be used to award LEPCs grant funding.

1. Applications must be complete. All necessary forms must be included.
2. Project proposals must meet the intent of the Hazardous Materials Emergency Preparedness Grant Program**. Projects must be related to hazardous materials planning, such as those examples identified in item III of this package.**
3. 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 the Hazmat Section for distribution to any LEPC/TERC interested in acquiring or utilizing them.
4. **Any expenses not listed in Section III must be pre-authorized by Art Deyo by e-mail at** [**adeyo@utah.gov**](mailto:adeyo@utah.gov) **before seeking reimbursement.**

**Notification of Funding**

The decision to fund projects will be made by the Hazmat Section and presented to the SERC. All applicants will receive written notification as to the status of their grant application. Project approval will be made as soon as possible after required documentation is received from the LEPC. The award document and articles of agreement will be sent to those Jurisdictions who will receive HMEP Grant funds once the project is approved. Each recipient will need to sign and return the original articles of agreement, Form 76–10, to the Hazmat Section

**Availability of Funds**

For the 2023-24 grant year, U.S. DOT will be providing approximately $61,500 to Utah for HMEP Planning Pass-Through Grant funding. All of this funding will be passed directly to LEPCs. A maximum award cap of $3,200 federal share per application has been established for an LEPC with at least $4,000 in eligible expenses. Applicants may develop project proposals which exceed $4,000 in cost, however, the Hazmat Section will fund only those activities which are eligible under this grant program, **and applicants will be responsible for all costs beyond the $4,000 ($3,200 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 a match since these are already federal dollars. In-kind matching funds must be verifiable.

You are permitted to use “in-kind” revenue as the matching funds. For example, personnel expenditures needed to administer the grant at the local level are considered “in-kind” funding.

For more guidance: 2024 PHMSA HMEP Activities Guidance document for more information on matching and allowable and unallowable expenses.

**HMEP Period of Performance**

The period of performance for the 2024 HMEP Planning grant will run from October 1, 2023 through September 30, 2024with a final reporting and reimbursement due date of October 1, 2024.

**Eligible Planning Activities**

Eligible activities under the HMEP planning grant include, but are not limited to:

* The development, improvement, and implementation of emergency plans as required under the Emergency Preparedness and Community Right-to-Know Act (EPCRA).
* The 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, including the development and maintenance of a system designed to keep such information current.
* An assessment of local response capabilities.
* Conducting emergency response drills and exercises associated with emergency preparedness plans
* The provision of services of technical staff to support hazardous materials planning efforts (staff funded under planning grants cannot be diverted to support other requirements of EPCRA).

**Ineligible Planning Activities**

* **Anything related to COVID19**.
* Expenses not related to hazardous materials planning efforts.
* 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 1, 2023 or after September 30, 2024 of the performance year.**
* Any cost disallowed or stated as ineligible in 2 CFR 200.
* Software to manage Title III materials (with the exception of PEAC).
* **Operational equipment for emergency response or COVID19.**
* Food and/or refreshments for LEPC meetings, planning meetings, or incident response.

**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 Hazmat Section **are strictly prohibited**. Any work for which reimbursement is sought, but which wasn’t included in the originally approved project application will not be reimbursed. All funds must be encumbered by October 1, 2024 and all receipts must be dated prior to October 1, 2024. **No exceptions.**

1. 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 granted.**
2. Reports: Grant sub-recipients will be required to file a final report following the grant period.
3. **Final Report**: A final report will be required no later than October 1, 2024**,** and will include all information relevant to the completed project. A sample of all deliverables and products should be included (or made available for review by the Hazmat Section) 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. LEPCs/TERCs should distinguish between in-house work and contracted work. **Work accomplished by county or municipal personnel should reflect all time, activity, salary, and fringe rates for the participating individual and how it is related to LEPC activities.** 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. The Hazmat Section 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 will be denied reimbursement.
   3. Reimbursement requests must be submitted on form 85-21.

**Application Deadline:**

**Must be received in the Utah State Fire Marshals Office as soon as possible. No applications will be accepted after May 30, 2024.**

**HMEP Program Contacts**

**Art Deyo**

HMEP Program Manager

(801) 618-9277

[adeyo@utah.gov](mailto:adeyo@utah.gov)

Tooele, Salt Lake, Wasatch, Summit, and Utah counties and tribal governments.

**Deputy State Fire Marshals**

***Deputy State Fire Marshals assignments: If you need assistance, please contact the Deputy State Fire Marshal that coincides with the county/tribe that your LEPC/TERC falls under.***

Paul Christesen (385)-296-2529 pauljchristensen@utah.gov

San Juan, Grand, Piute, Wayne, Uintah, Daggett, Sevier, San Pete, Duchesne, Washington, Kane, Garfield, Iron, Beaver, Millard, Emery, Carbon, and Juab counties.

Wade Francis (801) 834-1271 [wfrancis@utah.gov](mailto:wfrancis@utah.gov)

Rich, Box Elder, Weber, Davis, Cache, and Morgan counties and military agencies.

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**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.***

#### Jamie Petersen - (385) 622-3960 jamiepetersen@utah.gov

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

**Carly Sands -** (385)-441-4404 [c@utah.gov](mailto:ckirkham@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](mailto:jgallacher@utah.gov)

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

### Scott Alvord - (801) 703-1924 [salvord@utah.gov](mailto:salvord@utah.gov)

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

### Mechelle Miller - (801) 707-1631 [mmiller@utah.gov](mailto:mmiller@utah.gov)

Daggett, Duchesne, Uintah Counties & Ute Tribe

**Whitney Coonrod -** (801) 669-8558 wcoonrod@utah.gov

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

**Anna Boynton-** (801) 718-5306[aboynton@utah.gov](mailto:aboynton@utah.gov)

Tribal Liaison