

Utah Hazardous Materials Emergency Preparedness (HMEP)

2018 Planning Grant Guidance



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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:

- Application out to locals **10/21/2017**
- Final reporting and reimbursements due **11/1/2018**

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 will be assisting the SERC in the following ways:

- Deputy State Fire Marshals will attend LEPCs/ TERCs and assist communities in their planning efforts.
- Administer 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 may 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 close-out of the grant on Nov 15, 2018.

Eligible Applicants

A. 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.

B. LEPC/TERC chairpersons must sign all applications.

C. Any required reports and financial documentation for the previous year HMEP Grant must be completed, if applicable.

D. An applicant must be a viable LEPC/TERC recognized by the Utah SERC. A copy of the current LEPC/TERC membership will suffice.

E. Applicants must provide the Hazmat Section a copy of meeting minutes, agendas and meeting notices as requested.

F. Applicants must hold quarterly LEPC/TERC meetings at a minimum.

G. Funded LEPCs/TERCs must be in compliance with Sections 301 and 303 of SARA Title III (EPCRA).

H. 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 \$4,000 in HMEP planning funding during the 2018 grant cycle (Oct 1, 2017-Sept 30, 2019). 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.

- A. Applications must be complete. All necessary forms must be included.
- B. 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.
- C. 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.
- D. Any expenses not listed in Section III will be pre-authorized by Samantha Falde by e-mail at sfalde@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 2018 budget period, U.S. DOT will be providing approximately \$120,000.00 to Utah for HMEP Planning Pass-Through Grant funding. All of this funding will be passed directly to LEPCs. A maximum award cap of \$4,000 federal share per application has been established for an LEPC with at least \$5,000 in eligible expenses. Applicants may develop project proposals which exceed \$5,000 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 \$5,000 (\$4,000 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 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: PHSMA HMEP Activities Guidance document for more information on matching and allowable and unallowable expenses: [HMEP Expenditures Guide](#)

HMEP Period of Performance

The period of performance for the 2018 HMEP Planning grant will run from October 1, 2017 through September 30, 2018 with a final reporting and reimbursement due date of November 15, 2018. Allocated grant funding that is not expended and submitted for reimbursement during this time period will be automatically reallocated on November 1, 2018, and will be put towards other HMEP needs. The final report is due upon close-out of the grant on Nov 15, 2018.

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).
- Computers utilized specifically and solely for LEPC planning purposes or training purposes.
All computer purchases must receive prior authorization from the Hazmat Section.

Ineligible Planning Activities

- 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, 2017 or after November 15, 2018 of the performance year.
- Any cost disallowed or stated as ineligible in 2 CFR 200.
- Software/software to manage Title III materials (with the exception of Cameo).

- Operational equipment.
- 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 December 29, 2018.

- A. 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.
- B. Reports: Grant sub-recipients will be required to file a final report following the grant period.
- C. **Final Report:** A final report will be required no later than November 15, 2018, 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 that is accomplished by county or municipal personnel should reflect all time, activity, salary, and fringe rates for the participating individual. 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 may be denied reimbursement.

3) Reimbursement requests should be submitted on form 85-21.

Application Deadline:
**Must be received as soon as possible. No applications will be
accepted after November 1, 2018.**

HMEP Program Contacts

Art Deyo

HMEP Program Manager

(801) 618-9277

adeyo@utah.gov

Tooele, Salt Lake, Wasatch, Summit, and Utah counties

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.

Richard Moseley (801)-686-8511 rmoseley@utah.gov

San Juan, Grand, Piute, Wayne, Uintah, Daggett, Sevier, San Pete, Duchesne counties, and tribal governments.

Wade Francis (801) 834-1271 wfrancis@utah.gov

Rich, Box Elder, Weber, Davis, Cache, and Morgan counties

Ryan Putman (801-) 440-7696 rputman@utah.gov

Washington, Kane, Garfield, Iron, Beaver, Millard, Emery, Carbon, and Juab counties.

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.

Kimberly Giles - (801) 209-7542 kgiles@utah.gov
Box Elder, Cache, Rich, Davis, Morgan, Weber Counties & Shoshone Tribe

Tara Behunin - (801)-538-3436 tarabehunin@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
Juab, Millard, Piute, Sanpete, Sevier and Wayne Counties

Scott Alvord - (801) 703-1924 salvord@utah.gov
Beaver, Iron, Garfield, Kane, Washington Counties & Paiute Tribe

Mechelle Miller - (801) 707-1631 mmiller@utah.gov
Daggett, Duchesne, Uintah Counties & Ute Tribe

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