Hazardous **M**aterials **E**mergency **P**reparedness Grant Program

Expenditures and Activities Guide

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1 Introduction

1.1 Grant Administration Overview and Purpose

Hazardous Materials Emergency Preparedness (HMEP) grants are used to develop, improve, and implement emergency plans; train public sector hazardous materials (hazmat) emergency response employees to respond to accidents and incidents involving hazardous materials in transportation; determine flow patterns of hazardous materials within a state and between states; and determine the need within a state for regional hazardous materials emergency response teams. To ensure that the funds are allocated to support the most effective hazardous materials transportation emergency response training and planning programs, the Pipeline and Hazardous Materials Safety Administration (PHMSA) Office of Hazardous Materials Safety's (OHMS) grants program team continually examines and reevaluates the grant program processes and priorities.

As PHMSA's HMEP grant awards are relatively small compared with similar Federal grants, PHMSA requires grant award recipients to use HMEP funds for activities that maximize hazardous materials transportation safety. To achieve this, PHMSA provides guidelines for grant fund use that list activities that are proven to help emergency responders more safely and efficiently handle hazmat accidents and incidents.

The intended audience for this Expenditure and Activity Guidance is any HMEP grantee that is responsible for developing and/or submitting a grant application, requesting reimbursement, making miscellaneous inquiries, reporting on progress and accomplishments, or has a general interest in hazmat transportation planning and training.

The purpose of this *HMEP Expenditures and Activities Guide – February 2014* is to help grantees effectively administer their programs by providing:

- Information pertaining to the seven object class categories found in OMB Standard Form 424A as they specifically relate to HMEP grants activities;
- Examples of allowable, conditionally allowable, and unallowable activities, for reference only[1]; and
- A glossary of terms.

The information contained in this document is for guidance.

Grantees must obtain prior approval from PHMSA to receive funding. Examples of allowable activities provided are not all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, all proposed activities will be considered according to various factors, including the cost- benefit relationship of the specific activity proposed, before being approved. This guidance supersedes all previous guidance.

[1] Activity requests are evaluated on a case-by-case basis.

1.2 General Guidelines

Below are some general guidelines regarding the HMEP Grant:

General Guidelines
Fund Use. HMEP Grant funds are to be used for: • "Transportation-related" hazmat safety planning and training expenditures and activities. • Efforts that lead to increased effectiveness in safely and efficiently handling hazmat accidents and incidents.
Allowable, expenditures and activity costs are those that are: eligible, reasonable, necessary, and allocable to the approved project according to the Office of Management and Budget (OMB) Circular A-87 and 49 Code of Federal Regulations (CFR) Part 18 and included in the Notice of Grant Award (NGA). *Costs incurred prior to the award of any grant are not allowable.
Eligible Activities. Only PHMSA-approved activities, via the application process or subsequent request(s), are eligible for grant funding.
Communication with PHMSA. • **New activities and requests to change approved activities** should be submitted to PHMSA via the HMEP Grants Portal at: https://hazmatgrants.phmsa.dot.gov. **Change requests** should be made using the Hazmat Grant Activity Request Form and include adequate justification. • **Requests for payment** (OMB SF- 270) must be submitted via the Delphi eInvoicing System. • **Questions and other inquiries** should be directed to your assigned Grant Specialist or via e-mail at: hmep.grants@dot.gov.
Requests for Reimbursement. Requests for reimbursement must included invoices. • PHMSA may request additional substantiation for supporting reimbursement payments. • Grantee should submit requests using the object class categories to ensure your request is consistent with the budget submitted from the approved application. • Reimbursement may not be made for a project plan unless approved approved by PHMSA either in the application or an Activity Request.
Drills and Excercises. In general, "Drills" and "Exercises" are categorized as Planning Activities.
Matching Funds. • Some Grantees are required to provide 20% of the Planning and Training (direct and indirect) costs of all activities covered under the grant award program with non-Federal funds. • Grant 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.

- Grantees may use matching funds from all seven object classes. Examples include salary; equipment or supply purchase; space usage; the value of a participant's time during an allowable activity; or the dollar value of a grant-related activity or purchase.
- Grantees must continually examine funding priorities to ensure that activities and/or expenditures counted as matching towards the planning grant are used for allowable planning-related activities. Conversely, activities and/or expenditures counted as matching towards the training grant should be used for allowable training-related activities.
- States and Native American tribes are responsible for ensuring that funds are provided to local communities with the greatest ability to deal with transportation-related hazmat incidents.

Percent of Funds for Planning and Training Projects and Activities.

- At least 75% of funds provided for planning must be made available to LEPCs for developing, improving, and implementing emergency plans;
- At least 75% funds allocated for training must be made available for the purposes of training public sector employees employed or used by political subdivisions.
- A State must expend and account for grant funds in accordance with State laws and procedures for expending and accounting for its own funds while ensuring that the administration and coordination of this grant program does not exceed the remaining 25% of the funds after 75% allocation is made available to LEPCs and public sector employees.

Expeditures and Activities.

- Expenditures and activities not listed in this document do not necessarily mean they will not be approved for funding by PHMSA; however, they must fall within HMEP Grant terms and conditions, and regulations.
- "Conditionally allowable" costs are costs that are allowable under certain conditions and require prior approval from PHMSA to be allowable, or are allowable only under circumstances specified in the cost principles.
- An "allowable activity" listed in this document must still be approved by PHMSA. Grantees do not have permission to engage in any item listed as an HMEP grant expenditure or activity simply because it is listed as an allowable activity.

Audits.

- Recipient agencies are responsible for obtaining audits in accordance with the Single Audit Act of 1984 (31 U.S.C. 7501), 49 CFR part 90, and OMB Circular A-128.
- Audits must be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits.
- The Associate Administrator of PHMSA's Office of Hazardous Materials Safety may audit a recipient agency at any time.

2 Planning Expenditures and Activities

2.1 Allowable Grants Planning activities included in the 49 CFR §110.40

Planning grants are to be used by HMEP grantees to fund planning activities that enhance states, territories, Native American tribes, and local preparedness for hazmat transportation-related incidents by:

	Grants "Planning" activities included in the 49 CFR Chapter 1 §110.40
✓	Developing, improving, and implementing emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises that test the emergency plans. Enhancing emergency plans to include hazard analysis, in addition to response procedures for emergencies involving transportation of hazmat, including radioactive materials.
✓	Conducting appropriate hazard assessments and gap analysis to determine the level of hazmat safety risks within a jurisdiction, state, or region.
✓	Improving interagency interoperability to better respond to and mitigate hazmat incidents.
✓	Enhancing emergency plans to include hazard analysis, as well as response procedures, for emergencies involving transportation of hazmat, including radioactive materials.
✓	Determining flow patterns of hazmat within a state, between a state and another state or tribe, and developing and maintaining a system to keep such information current.
✓	Assessing the need for regional hazmat emergency response teams.
✓	Assessing local response capabilities.
✓	Conducting emergency response drills and exercises associated with emergency preparedness plans.
✓	Provisioning technical staff to support planning efforts.
✓	Conducting additional activities the Associate Administrator for Hazardous Materials Safety deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

2.2 Planning Object Class Categories

1.) **Personnel**

Personnel costs are for planning-related activities incurred by states, territories, or Native American tribes and include:

- Salaries for individuals responsible for hazmat planning. Personnel salaries should be directly related and funded by the HMEP grant, in whole or in part, or be part of the matching requirement. Grantees must appropriately allocate funds based on the percentage of personnel dedicated to the HMEP grant program. The following should be considered when requesting reimbursement for salaries:

  - That time commitments (HMEP grant program) are shown in hours or percentage of time for each person/position in the budget narrative;
  - That time commitments and charges are reasonable;
  - That combined charges for each individual do not exceed 100 percent of each person's time; and
  - That support or executive personnel charges are NOT included as Indirect Costs.
- Conference and training. Costs for attending conferences and training must be for events focused on hazmat transportation and/or HMEP National Curriculum.

2) **Fringe Benefits**

Fringe Benefits such as vacation, holiday, and sick leave may be included as a part of direct labor or be in the indirect cost pool consistent with established policy. If included as a direct cost, grantees should identify the percentage used (fringe benefit rate) and the basis for its computation; then, apply this to the salary allocations specified under personnel.

Grantees should not include any amount for fringe benefits if the benefits are addressed as part of the negotiated indirect cost rate agreement.

3) **Travel**

Travel costs are incurred by state personnel, and relate to expenses to and from planning activities. When submitting for reimbursement, grantees should include the following:

- Lodging;
- Pier Diem (Per Diem allowance must be consistent with the applicant's standard policies; however, Per Diem may not exceed the Federal Travel Regulations);
- Transportation (air, train, bus, or rental car); and
- Registration fees for conferences and workshops.

For other than local travel, grantees should provide additional information including the purpose for the trip, programmatic need, and location.

4) **Equipment**

Equipment means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Equipment must be used for HMEP-related planning activities and includes:

- Purchased computer equipment used exclusively for approved activities (e.g., approved computer-based activities); and
- Purchased equipment dedicated to drills associated with an Emergency Preparedness Plan. (Personal property items with a unit cost of less than $5,000 are considered "supplies" for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.)

5) **Supplies**

Supplies means all tangible personal property other than ''equipment'' as defined in this document. Costs are incurred by state personnel related to the purchase of supplies solely dedicated to the HMEP grant. Requests should identify categories of supplies to be procured (e.g., office supplies, publications, manuals, paper, and pens) for use during proposed activities.

- Grantees should specifically identify "sensitive" items, such as laptops, global positioning system devices (GPS), thumb drives, and cameras. Associated costs per unit should be provided.
- Supplies purchased under sub-grants or contracts should not be included in this budget category.

6) **Contractual**

Contractual means (except as used in the definitions for ''grant'' and ''sub grant'' in this section and except where qualified by ''Federal'') a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the state and contractor(s) to complete work on behalf of the LEPC/sub-grantee. Activities may consist of the following:

- Developing, improving, and implementing emergency plans required under Title III;
- Performing hazard assessments and gap analysis to determine hazmat safety risks within a jurisdiction, state, or region;
- Improving interagency interoperability to better respond to and mitigate hazmat incidents;
- Enhancing emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazmat, including radioactive materials;

- Determining flow patterns of hazmat within a state; between a state and another state, territory, or Native American tribe; and the developing and maintaining a system to keep information current;
- Assessing the need for regional hazmat emergency response teams;
- Assessing local response capabilities;
- Performing emergency response drills and exercises associated with emergency preparedness plans;
- Supporting for technical staff related to planning efforts; and
- Performing additional activities approved by the Associate Administrator for Hazardous Materials Safety.

7) **Other**

Other includes sub-grants, rental space, and activities not covered under the "other" object class categories. Grantees should list each category or item in sufficient detail for PHMSA to determine the reasonableness of the cost relative to the activity to be undertaken.

Sub-grantee activities captured in "Other" may consist of:

- General preparedness planning (develop, improve, and implement transportation emergency plans under Title III);
- Hazmat commodity flow studies and hazard analysis;
- Regional response strategy selection;
- Hazmat drills and exercises to test state and county emergency response capabilities and identify gaps in training and planning;
- Hazmat tabletop exercises; and
- Hazmat communication exercises.

2.3 Planning Expenditures and Activities - Courses

2.3.1 Allowable Planning Courses

	Courses
✓	General Preparedness Planning (developing, improving, and implementing transportation emergency plans under EPCRA301 and 303)
✓	Hazmat Flow Identification/Hazard Analyses
✓	Regional Response Strategy Selection

2.3.2 Conditionally Allowable Courses[2]

	Courses
C	Hospital Drills
C	Emergency Operating Center (EOC) Leadership Exercises
C	National Incident Management System (NIMS) courses
C	CAMEO training courses
C	EPCRA 302 transporation-related activities

2.3.3 Unallowable Planning Courses

	Courses
X	Pandemic Flu Exercises
X	Cruise Ship Exercises
X	Earthquake Exercises
X	All-Hazards Warning System Drills
X	Wildfire Exercises
X	Urban Avalanche Exercises
X	Joint Terrorism Task Force (JTTK) Exercises

2.4 Planning Expenditures and Activities – Equipment

2.4.1 Allowable Planning Equipment

	Expenditures and Activities
✓	Computer equipment dedicated to HMEP Grant activities (use for operations purposes not allowable).
✓	Equipment dedicated to Emergency Response Drills associated with Emergency Preparedness Plans.
✓	Optional equipment not necessary for a specific training or drill exercise, not to exceed 20% of the budget.
✓	Hazardous Materials Publications, such as the Emergency Response Guidebook (ERG).

2 "Conditionally allowable" costs are costs that are allowable under certain conditions and require prior approval from PHMSA to be allowable or are allowable only under circumstances specified in the cost principles.

2.4.2 Conditionally Allowable Planning Equipment

	Expenditures and Activities
C	Software to manage Title III materials

2.4.3 Unallowable Planning Equipment

	Expenditures and Activities
X	Tier II Chemical Inventory Reports
X	Tier II Databases
X	WebEOC (EOC-Emergency Operations Center) mapping

2.5 Planning Expenditures and Activities - Conferences

2.5.1 Allowable Planning Conferences

	Expenditures and Activities
✓	NASTTPO (National Association of SARA Title III Program Officials)
✓	State-wide conference emphasizing Hazmat emergency response capabilities, collaboration, networking, and planning opportunities for responders.
✓	IFAC Emergency Preparedness & Hazmat Response Conference
✓	Regional HAZMAT Conferences and Workshops
✓	Smaller-scale workshops put on by different contractors or organizations.

2.5.2 Conditionally Allowable Planning Conferences

	Expenditures and Activities
C	Fixed-facility hazmat preparedness - according to 49 CFR 110.40, transportation should be the emphasis of the planning activity.

2.5.3 Unallowable Planning Conferences

	Expenditures and Activities
X	Public Officials Conference without sufficient tie-in to Hazmat Incidents in Transportation.

2.6 Table of Example Allowable Planning Activities

2.6.1 Examples of Allowable Activities

	Examples of Allowable Activities
✓	HOTZONE and COLDZONE
✓	TRANSCAER® (travel and necessities for physical needs and comfort of participants and training recipients)[3]
✓	International Association of Fire Chiefs (IAFC) International Hazmat Conference
✓	Midwestern Hazmat Conference
✓	Fire Department Instructors' Conference
✓	Fire Rescue International
✓	National Association of SARA Title III Program Officials (NASTTPO) Conference
✓	Hazmat/LEPC Regional Conference
✓	U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP) Conferences
✓	Hazmat Challenge
✓	Regional Hazmat Workshops/Training/Conferences
✓	Regional/Local Hazmat Preparedness Conferences
✓	Hazmat Planning Conferences
✓	Regional Hazard Analysis
✓	Transportation and Handling of Radioactive Contaminated Injured Individuals
✓	Commodity Flow Surveys
✓	Multi-Agency Hazmat Drills
✓	Hazmat disaster scenario Tabletop exercises
✓	Aerial photography for use with Commodity Flows
✓	Annual Hazmat Workshop
✓	Attendance to the Regional Response Team (travel)
✓	Planning Specialist Courses
✓	Tri-state Hazmat Exercises
✓	Area Plan triennial update and the design
✓	EPA-RMP

3 Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, porta-potties, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.

✓	SERC Annual Report

2.6.2 Example Unallowable Planning Activities

	Examples of Unallowable Activities
X	Micro-shredder
X	Town-wide alert system
X	Development and distribution of a Hazmat Calendar
X	FERRAT Kits
X	Cruise Ship Exercises
X	Earthquake Exercises
X	Wildfire Exercises
X	All-Hazards Warning System Drills
X	Emergency Operating Center (EOC) Leadership Exercises
X	Urban Avalanche Exercises
X	Pandemic Flu Exercises
X	Joint Terrorism Task Force (JTTK) Exercises
X	Public Officials' Conference without sufficient tie-in to Hazmat Incidents Transportation
X	Expenses counted as match funds toward another Federal grant program or cooperative Agreement
X	Entertainment costs
X	Request for multi-year funding
X	Foreign travel
X	Purchase of cell telephone(s), except for administration of the HMEP grant at the state level
X	Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule

2.7 Planning Expenditures and Activities - Miscellaneous

2.7.1 Allowable Planning – Miscellaneous

	Expenditures and Activities
✓	Hazmat drills and exercises to test state and county emergency response capabilities/emergency preparedness plans, and identify gaps in training and planning needs:
✓	Hazmat Tabletop Exercises - Multi-Agency Hazmat Drills Including Hazmat Spill

	Drills
✓	Hazmat Communications Exercises
✓	Exhibitors for Outreach and Preparedness Booths
✓	Data Collection Site Visits

2.7.2 Conditionally Allowable Planning – Miscellaneous

	Expenditures and Activities
C	Community Emergency Response Teams (CERT) and other community planning organizations
C	Local Emergency Planning Committee (LEPC) Meetings Expenses

2.7.3 Unallowable Planning - Miscellaneous

	Expenditures and Activities
X	Expenses counted as a match or reimbursable funds toward another Federal grant program or cooperative agreement
X	Entertainment costs
X	Request for multi-year funding
X	Foreign Travel

3 Training Expenditures and Activities

3.1 Allowable Grants Training activities included in the 49 CFR Chapter 1 §110.40

Training grants are to be used by HMEP grantees to fund training activities that enhance states, territories, Native American Tribes, and local emergency preparedness committees for hazmat transportation-related incidents by:

	Grants "Training" activities included in the 49 CFR Chapter 1 §110.40
✓	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.
✓	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.

✓	Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
✓	Expenses associated with training by a person (including a department, agency, or instrumentality of a state or political subdivision thereof or a tribe) and activities necessary to monitor such training including, but not limited to, examinations, critiques and instructor evaluations.
✓	Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
✓	Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

Training for emergency responders should be developed and delivered in accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements or the National Fire Protection Association (NFPA) 472 standard.

Training grants are to be used by HMEP grantees for training public sector employees to respond safely and efficiently to accidents and incidents involving the transportation of hazmat.

The information contained herein is meant to serve as guidance only; activities must receive prior approval by PHMSA in order to be funded. Examples of allowable activities provided are not intended to be all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, proposed activities will be reviewed for consideration of various factors, including cost-benefit of the specific implementation prior to approval. This guidance supersedes previous versions.

3.2 Training Object Class Categories

1.) **Personnel**

Personnel costs are incurred by states, territories, or Native American tribes for those performing training activities, and include:

- Salaries for individuals who have training responsibilities. Personnel should be directly funded by the HMEP grant, in whole or in part, or be part of the matching requirement. Grantee must appropriately allocate funds based on the percentage of personnel dedicated to the HMEP grant program.For example, if a trainer spends 75% of her time training for hazmat transportation emergency response and 25% for WMD response, 75% of the trainer's salary may come from the HMEP grant funds.
- Attendance at a conference focused on hazmat training and HMEP National Curriculum.

2) **Fringe Benefits**

Fringe Benefits such as vacation, holiday, and sick leave may be included as a part of direct labor or be in the indirect cost pool consistent with established policy. If included as a direct

cost, grantees should identify the percentage used (fringe benefit rate), and the basis for its computation; then, apply this to the salary allocations specified under personnel.

Grantees should not include any amount for fringe benefits if the benefits are addressed as part of the negotiated indirect cost rate agreement.

3) **Travel**

Travel costs are incurred by state personnel and relate to expenses to and from training activities. When submitting for reimbursement, grantees should include the following information:

- Lodging;
- Pier Diem (Per Diem allowance must be consistent with the applicant's standard policies; however, Per Diem may not exceed the Federal Travel Regulations);
- Transportation (air, train, bus, or rental car);
- Registration fees for conferences and workshops;
- Training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof, or a Native American Indian tribe); and
- Activities necessary to monitor such training including, but not limited to, examinations, critiques, and instructor evaluations.

For other than local travel, grantees should provide additional information including the purpose for the trip, programmatic need, and location.

Note: Planning attendance for the National Association of SARA Title III Program Officials (NASTTPO) Conference may be covered under this training-related object class category.

4) **Equipment**

Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of $5,000, or more, per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Equipment must be used for HMEP-related training activities and includes:

- Purchased computer equipment used exclusively for approved activities (e.g., approved computer-based activities); and
- Equipment dedicated to drills associated with an Emergency Preparedness Plan. (Personal property items with a unit cost of less than $5,000 are considered "supplies" for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.)
- Purchased or rental equipment necessary to provide specific training. This equipment may be consumed in the training (e.g., firefighting foam used during specific training exercises, or used otherwise (e.g., a training suit).

5) **Supplies**

Supplies means all tangible personal property other than ‘‘equipment’’ as defined in this part. Costs are incurred by state personnel related to the purchase of supplies solely dedicated to the HMEP grant. Requests should identify categories of supplies to be procured (e.g., office supplies, publications, manuals, paper, and pens) for use during proposed activities.

Grantees should specifically identify “sensitive” items, such as laptops, global positioning system devices (GPS), thumb drives, and cameras. Associated costs per unit should be provided.

Supplies purchased under sub-grants or contracts should not be included in this budget category.

6) **Contractual**

Contractual means (except as used in the definitions for ‘‘grant’’ and ‘‘sub grant’’ in this section and except where qualified by ‘‘Federal’’) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the state and contractor(s) to complete work on behalf of the LEPC/sub-grantee. Activities may consist of the following:

- Assessment(s) to determine:
  - The number of public sector employees used by a political subdivision in need of training, and
  - To select courses consistent with the national curriculum;
  - Designing and delivering preparedness and response training to meet specialized needs;
  - Purchasing or producing publications, manuals, and other materials necessary for training. This may include the printing, copying, and distribution of materials.

Sub-grants are not considered contractual agreements for purposes of this object class category even if the state describes them as contractual agreements. Sub grants must be budgeted under “Other.”

Grantees must comply with the procurement requirements of 49 CFR 18.35.

7) **Other**

Other includes sub-grants, space rental, and activities not covered under the other object class categories. Grantees should list each category or item in sufficient detail for PHMSA to determine the reasonableness of the cost relative to the activity to be undertaken. Such activities may include:

- Instructor(s) and trainees' reimbursement for tuition and travel expenses to and from a training facility;
- Instructor(s) and trainees' reimbursement for room and board while at the training facility;
- Facility rental cost reimbursement. (It is strongly recommend that recipients use facilities without charge whenever possible); and
- Staff engaged to manage the training effort.

3.3 Training Expenditures and Activities - Courses

3.3.1 Allowable Training Courses

The following list of suggested courses meets the mission-specific competencies within the **National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 mission-specific competency requirement.** These courses will assist the emergency response community in addressing technical training requirements to meet mission-specific competencies based on the risks identified with hazmat transportation within a local jurisdiction.

Some of these courses may only be appropriate for advanced local, state, or regional hazmat teams that require advanced specialized training. Examples of suggested courses to meet the **specific mission and competency** are:

	Courses
✓	Hazmat Incident Command System (ICS), includes the following courses: • ICS-100: Introduction to the Incident Command System • ICS-200: Incident Command System for Single Resources and Initial Action Incidents • ICS-300: Intermediate Incident Command System • ICS-400: Advanced Incident Command System
✓	Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
✓	Confined Space Rescue
✓	Hazmat Basic Life Support/Advance Life Support – Medics respond to Hazmat calls
✓	Chemistry for Emergency Responders
✓	Marine Operations - Ship-board rescue, firefighting, and hazmat
✓	Airport Rescue Fire Fighting (aircraft response and rescue)
✓	Explosive Ordinance Disposal/Explosives in transportation
✓	Radiological (sources in transportation, but not Weapons of Mass Destruction.)
✓	Tank Car Specialty

✓	Cargo Tank Specialty
✓	Intermodal Tank Specialty
✓	Marine Tank Vessel Specialty
✓	Flammable Liquid Bulk Storage
✓	Flammable Gas Bulk Storage
✓	Radioactive Material Specialty in Transportation
✓	Tank Truck Rollover Simulator
✓	First Receiver Awareness Training

Training that meets the **core competency** requirements listed in National Fire Protection Association (NFPA) 472, 2013 edition. Examples of acceptable core competency training are:

	Training Core Competency Areas
✓	Awareness
✓	Operations
✓	Technician
✓	Hazmat Incident Commander
✓	Hazmat Officer
✓	Hazmat Safety Officer

Chemical Specific Training, such as the following:

	Chemical Specific Training
✓	Ammonia Response
✓	Ethanol Response
✓	Chlorine Response

Attendance at Hazmat Refresher courses, such as the following:

	Courses
✓	Alternative Fuels, used in transportation
✓	Developing a Plan of Action
✓	Chemistry of Hazmat-Part I
✓	Chemistry of Hazmat-Part II

✓	Surveying a Hazmat Incident
✓	General Competencies
✓	Level A Personal Protective
✓	Level B Personal Protective
✓	ID of Methods and Procedures

Additional training courses:

	Courses
✓	Hazmat for Emergency Management System (EMS)
✓	Hazmat for Dispatcher
✓	Hazmat Containers
✓	Hazardous Materials Monitoring Refresher
✓	Hazmat Level B Dress-out and Decon
✓	Hazmat Technical Decon Refresher
✓	Hazmat Decontamination Drug Lab Training
✓	Hazmat Containment and Control
✓	Haz-Cat Training
✓	Pipeline Training
✓	Haz Mat IQ Training (Above and Below the line, Advanced IQ & Tox Medic)
✓	"All-Hazards Training" courses
✓	Emergency Medical Technician (EMT) Training
✓	Red Cross Shelter Training
✓	Employee Hazmat Emergency Response Readiness Training
✓	Hazmat decontamination in a hospital setting[4]
✓	Earthquake Exercises
✓	All-Hazards Warning System Drills
✓	Emergency Operating Center (EOC) Leadership Exercises
✓	Creation and maintenance of hazmat emergency response training websites
✓	CAMEO Training

[4] Training in hospital setting to respond to incidents in which humans been compromised by residual biological spores, chemical and or radioactive effects from natural or man-made disasters.

✓	Exhibitors for Outreach and Preparedness Booths
✓	TRANSCAER® (travel and necessities for physical needs and comfort of participants and training recipients)[5]
✓	Data Collection Site Visits
✓	Upgrades to simulation software for as-needed training courses

3.3.1 Conditionally Allowable Training Courses

	Courses
C	Hydogen Response

3.3.2 Unallowable Training Courses

	Courses
X	Courses not related to responding to hazmat emergencies
X	Training for personnel who are not directly involved in providing hazmat emergency response services (e.g., hospital personnel who may have indirect contact with persons needing medical treatment due to an emergency involving hazmat)
X	Full-Scale School Violence Prevention
X	Emergency Preparedness Presentation to Child Care Providers
X	Full-Scale School Violence Prevention
X	Weapons of Mass Destruction (WMD) Terrorism courses
X	Weapons of Mass Destruction (WMD) Radiological Training
X	Pandemic Flu Exercises
X	Joint Terrorism Task Force (JTTF) Exercises

5 Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, porta-potties, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.

3.4 Training Expenditures and Activities - Equipment

3.4.1 Allowable Training Equipment

	Expenditures and Activities
✓	Purchase of computer equipment used exclusively for activities allowable under this HMEP Grant (e.g., approved computer-based training activities).
✓	Purchased or rental equipment necessary to provide specific training, whether consumed in the training (e.g., firefighting foam used during specific training exercises, photographic film) or otherwise (e.g., a training suit). In most cases, equipment costs are expected not to exceed 5 percent of the total cost of the grant awarded and must be fully justified.
✓	Publications, manuals, and other materials necessary to provide training and are used by instructor(s) and trainees--where appropriate, this may include the printing and copying of such materials and any cost of distributing these materials (such as mailing the materials to trainees in advance of the first training session).
✓	Creation and maintenance of training websites

3.4.2 Unallowable Training Equipment

	Expenditures and Activities
X	Purchase of Hazardous Materials Operations Equipment, such as the following**:** • Self-Contained Underwater Breathing Apparatus (SCUBA) • PPE (Personal Protective Equipment) • Monitoring Equipment
X	Optional equipment not necessary for a specific training or drill exercise
X	Tier II Chemical Inventory Reports
X	WebEOC (EOC: Emergency Operations Center) mapping
X	Optional equipment not necessary for a specific training or drill exercise

3.5 Training Expenditures and Activities - Conferences

3.5.1 Allowable Training Conferences

Conference attendance is eligible if the majority of the conference is devoted to hazmat training and the courses meet the qualifications of the National Curriculum. Some examples of previously approved conferences are:

	Conferences
✓	Hot Zone www.hotzone.org

	The HOTZONE Committee is composed of representatives from the local, state, and federal levels of the HAZMAT response community serving Federal Region 6. This annual training conference provides HAZMAT technical training and promotes professional relationships within Region 6 to meet the unique needs of this region.
✓	TRANSCAER www.transcaer.com TRANSCAER® (Transportation Community Awareness and Emergency Response) is a voluntary national outreach effort focusing on assisting communities with preparing for, and responding to, possible hazmat transportation-related incidents. TRANSCAER educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training Foundation.
✓	International Association of Fire Chiefs (IAFC) International Hazmat Conference www.iafc.org The IAFC hosts the International Hazardous Materials Response Team Conference, which presents "what's new in hazmat" and how it impacts today's hazmat teams on the job.
✓	Midwestern Hazmat Conference http://www.emerysafety.com/mhmrc/index.html Two-day conference on hazmat and related response training presented by instructors in the hazmat response community.
✓	Fire Department Instructors Conference (FDIC) http://www.fdiconlineevent.com Comprehensive training for all levels of fire service practitioners with more than 24 hands-on training evolutions, 34 pre-conference workshops, and more than 160 classroom presentations.
✓	FRI (Fire Rescue International) http://fri.iafc.org/ Presented by the IAFC, Fire Rescue International (FRI) annually brings together more than 13,000 fire and emergency service leaders from across North America and around the globe for 5 days of networking, learning, and collaboration.
✓	Continuing Challenge
✓	Regional and state hazmat conferences
✓	Regional Hazmat Workshops/training/conferences
✓	National Association of SARA Title III Program Officials (NASTTPO)
✓	U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP) Conferences
✓	Local Hazmat Training Conferences

✓	Smaller-scale Training Conferences put on by different contractors or organizations.

3.5.2 Unallowable Training Conferences

	Conferences
X	Weapons of Mass Destruction (WMD) Terrorism Conferences
X	Conference without sufficient tie-in to Hazmat Incidents in Transportation

3.6 Training Expenditures and Activities – Miscellaneous

3.6.1 Allowable Training – Miscellaneous

	Expenditures and Activities
✓	Instructor(s) and trainees' reimbursement for tuition and travel expenses to and from a training facility.
✓	Instructor(s) and trainees' reimbursement for room and board while at the training facility.
✓	Facility rental costs' reimbursement--strongly recommend recipient agencies use an available facility without charge, whenever possible.
✓	Expenses associated with training by a person (including a department, agency, or instrumentality of a state or political subdivision thereof, or a tribe), and activities necessary to monitor such training including, but not limited to, examinations, critiques, and instructor evaluations.
✓	Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
✓	Upgrades to simulation software for as-needed training courses.
✓	Other costs (must be in accordance with amounts allowed under applicable governmental regulations).
✓	Purchase of light refreshments. Working lunch or light refreshments are conditionally allowable.

3.6.2 Unallowable Training – Miscellaneous

	Expenditures and Activities
X	Overtime of trainees and any other employees who "backfill" positions of trainees during the period of training.

X	Expenses counted as match funds toward another Federal grant program or cooperative agreement.
X	Entertainment costs
X	Request for multi-year funding.
X	Foreign Travel
X	Purchase of cell telephone(s), except for administration of the HMEP grant at the state level.
X	Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule.

4. Glossary of Terms

Allowable means a cost that meets the criteria for authorized expeditures specified in the cost principles.

*Award** means financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the federal government to an eligible recipient. The term does not include: technical assistance, which provides services instead of money; other assistance in the form of loans, loan guarantees, interest subsidies, or insurance; direct payments of any kind to individuals; and contracts which are required to be entered into and administered under federal procurement laws and regulations.

Conditionally allowable means costs that are allowable under certain conditions and require prior approval to be allowable or are allowable only under circumstances specified in the cost principles.

Contractual means (except as used in the definitions for ‘‘grant’’ and ‘‘sub grant’’ in this section and except where qualified by ‘‘Federal’’) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Equipment means tangible nonexpendable personal property, including exempt property, charged directly to the award and having a useful life of more than one year and an acquisition cost of $5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined herein.

Grant means an award of financial assistance, the principal purpose of which is to transfer a thing of value from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States (see 31 U.S.C. 6101(3)). A grant is distinguished from a contract, which is used to acquire property or services for the Federal

government's direct benefit or use.

Hazardous material means a substance or material that the Secretary of Transportation has determined is capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and has designated as hazardous under section 5103 of Federal hazardous materials transportation law (49 U.S.C. 5103). The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous in the Hazardous Materials Table (see 49 CFR 172.101), and materials that meet the defining criteria for hazard classes and divisions in part 173 of this subchapter.

Object class means categories in a classification system that presents obligations by the items or services purchased by the Federal government.

Personal property means property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities.

Prior approval means written approval by PHMSA evidencing prior consent.

*Subaward**, means an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, even if the agreement is called a contract, but does not include procurement of goods and services nor does it include any form of assistance which is excluded from the definition of award.

Subgrantee or *Subrecipient** means the legal entity to which a subaward is made and which is accountable to the recipient for the use of the funds provided.

Supplies means all tangible personal property other than ‘‘equipment.”

Transportation means the movement of property and loading, unloading, or storage incidental to that movement.

Unallowable costs means reimbursement requests for funds that PHMSA determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award.

*As defined on www.grants.gov.