



U.S. Department of Transportation

**Pipeline and Hazardous Materials
Safety Administration**

1200 New Jersey Ave, SE
Washington, D.C. 20590

THE HMEP GRANT AND ADVANCE PAYMENT

What are the Criteria to Receive Advance Payment of My HMEP Grant Funds?

Historically, PHMSA's HMEP grant program operated on a reimbursement model rather than issuing advance payments. However, PHMSA will authorize advances to grantees with a demonstrated need on a case-by-case basis. With each request we will consider factors such as state, territory, or tribal budget constraints or reductions of funds available for hazardous materials activities. The Code and Federal Regulations [49 CFR § 110.70(c)] outlines the criteria that the grantee and PHMSA must meet for advance payments.

Grantees must comply with the following requirements:

- You must provide PHMSA a letter from the Governor or Tribal leader or their designee specifying the extenuating circumstances requiring the funding advance for the grant.
- The advance request must not exceed \$25,000.
- You must obligate those funds within 3 months of receipt.

PHMSA must comply with the following requirements:

- We must deduct advances, including interest, from your initial reimbursement.
- We must reduce your currently allocated grant funds and not allow you to apply for future grant funds until the advance is covered by a request for reimbursement. For example, if \$25,000 is advanced for personnel costs, this advance would be deducted from the initial reimbursement in the year the advance was made.

What is the Process to Get an Advance Payment?

To request an advance payment, log into the DOT Electronic Payment System (Delphi eInvoicing), create and submit a standard invoice, and complete an SF270 form with the Advance Payment Request. This process is similar to requesting a reimbursement. The grant specialist assigned to your account will receive an email generated from the system with the invoice details.

Your grant specialist will check for all of the following criteria:

- Your award balance is sufficient to meet the advance amount requested.
- You have satisfied program requirements including submission of required federal financial reports for prior quarters/periods.
- The request is for allowable expenditures.
- You have included a letter from the Governor or counterpart, or their designee, specifying the extenuating circumstances requiring the funding advance for the grant.
- You have demonstrated that the requested amount does not exceed \$25,000.
- You will obligate the funds advanced within 3 months of receipt.

Your grant specialist may ask for additional documentation to satisfy the requirements for the advance, or may reject your request if you do not meet the stipulated requirements.

What if My Advance Payment Request is Rejected?

If we find that your advance request is non-compliant, your grant specialist will reject the invoice and include the reason for the rejection in the comments section of the invoice rejection. You will receive an email indicating that the invoice was rejected. You will need to log into Delphi eInvoicing to access the invoice and the details for the rejection.

If you receive a rejection and you believe that you have complied with the requirements for advance payment, contact your grant specialist for more information. Also, you may contact Aaron Mitchell, the Director of Outreach, Training and Grants at 202-366-1109.

Through your participation, our intent is to improve the availability and effectiveness of hazmat planning and training and reduce the risks associated with the bulk transport of crude oil, and other hazardous materials, throughout the United States.