



U.S. Department of Transportation

**Pipeline and Hazardous Materials
Safety Administration**

HMEP Grant Payment Request Sample Supporting Documentation Guidance

For use with OMB SF-270

This sample SF-270 Supporting Documentation guidance (guidance) is provided to assist grantees by demonstrating type(s) of information that may be submitted to support a reimbursement request from the HMEP Grant. The information contained herein is meant to serve as guidance only.

All activities must receive prior approval by PHMSA in order to be funded.



Your submission has been received. Your confirmation number is SF-123

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REQUEST FOR ADVANCE OR REIMBURSEMENT		OMB APPROVAL NO. 0348-0004		2. BASIS OF REQUEST ACCRUAL	
		1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes REIMBURSEMENT b. "X" the applicable box PARTIAL		
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED US DEPARTMENT OF TRANSPORTATION		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY HM-HMP-1023-01-23-45		5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST REQUEST #3	
6. EMPLOYER IDENTIFICATION NUMBER 01-23456789	7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER 0000000000	8. PERIOD COVERED BY THIS REQUEST			
		FROM (month, day, year) 01/01/2012	TO (month, day year) 03/31/2012		
9. RECIPIENT ORGANIZATION <i>Name:</i> Calisota EMERGENCY MANAGEMENT AGENCY <i>Number and Street:</i> 1234 Wood Avenue <i>City:</i> Forest <i>State:</i> MA <i>ZIP Code:</i> 12345		10. PAYEE (Where check is to be sent if different than item 9) <i>Name:</i> <i>Number and Street:</i> <i>City:</i> <i>State:</i> <i>ZIP Code:</i>			
11. COMPUTATION OF AMOUNT OF REIMBURSEMENTS/ADVANCES REQUESTED					
PROGRAMS/FUNCTIONS/ACTIVITIES		(a) Planning	(b) Training	(c)	TOTAL
a. Total program outlays to date	As of date 03/31/2012	\$132,416.15	\$943,604.44		\$1,076,020.59
b. Less: Cumulative program income		\$0.00	\$0.00		\$0.00
c. Net program outlays (Line a minus line b)		\$132,416.15	\$943,604.44		\$1,076,020.59
d. Estimated net cash outlays for		\$0.00	\$0.00		\$0.00

advance period					
e. Total (sum of lines c&d)		\$132,416.15	\$943,604.44		\$1,076,020.59
f. Non-Federal share of amount on line e		\$30,636.77	\$344,990.00		\$375,626.77
g. Federal share of amount on line e		\$101,779.38	\$598,614.44		\$700,393.82
h. Federal payments previously requested		\$24,505.70	\$268,476.40		\$292,982.10
i. Federal share now requested (Line g minus line h)		\$77,273.68	\$330,138.04		\$407,411.72
j. Advances required by month, when requested by Federal grantor agency for use in making prescheduled advances	1st month				
	2nd month				
	3rd month				

12. ALTERNATE COMPUTATION FOR ADVANCES ONLY

a. Estimated Federal cash outlays that will be made during period covered by the advance	
b. Less: Estimated balance of Federal cash on hand as of beginning of advance period	
c. Amount requested (Line a minus line b)	

13. CERTIFICATION

I certify that to the best of my knowledge and belief the data on the reverse are correct and that all outlays were made in accordance with the grant conditions or other agreement and that payment is due and has not been previously requested.	SIGNATURE OR AUTHORIZED CERTIFYING OFFICIAL John Flemming	DATE REQUEST SUBMITTED 01/01/2011
	TYPED OR PRINTED NAME AND TITLE John Smith Accounting Administrator 1	TELEPHONE (AREA CODE, NUMBER, EXTENSION) 202-123-4567

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 270 (Rev. 7-97)
Prescribed by OMB Circulars A-102 and A-110

12 HMEP - PLANNING**As Of 03/31/12**

<u>Budget Categories</u>	<u>Budget allocation</u>	<u>2nd Qtr expenditure</u>	<u>Balance remaining</u>
A. Personnel	\$ 19,428.00	\$ 7,831.23	\$ 11,596.77
B. Fringe Benefits	\$ 6,800.00	\$ 2,262.52	\$ 4,537.48
C. Travel	\$ 17,195.00	\$ 3,578.51	\$ 13,616.49
D. Supplies	\$ 1,868.00	\$ 127.46	\$ 1,740.54
E. Other (Ops)	\$ 17,750.00	\$ 6,000.00	\$ 11,750.00
Other (Local)	\$ 414,818.00	\$ 76,999.00	\$ 337,819.00
F. Indirect Charges	\$ 12,356.00	\$ 4,980.66	\$ 7,375.34
Total	\$ 490,215.00	\$ 101,779.38	\$ 388,435.62

Match General Fund	\$ 7,926.77
Local Recipient	22,710.00
Total Match	\$ 30,636.77

CALISOTA EMERGENCY MANAGEMENT

PLANNING 3rd REIMBURSEMENT REQUEST

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
A. Personnel	\$19,428.00	\$4,023.85	\$3,807.38	\$11,596.77
B. Fringe Benefits	\$6,800.00	\$1,148.87	\$1,113.65	\$4,537.48

John Flemming is the HMEP Administrator and charged time to this activity and provided program oversight.

Position Description of an HMEP Administrator:

Emergency Services Coordinator (ESC) shall perform multiple complex, technical and analytical duties in assigned Federal and State programs and in all phases of emergency services activity (preparedness, mitigation, response and recovery). The ESC will serve as a program generalist and/or specialist in the provision of comprehensive, all hazards, emergency services planning and technical assistance, to the Hazardous Materials Section. This position acts in a lead capacity for many administrative, research, policy analysis, and review tasks for the Section. Conducts complex analytical studies and trend surveys on data and presents information either orally or in writing.

A. SPECIFIC ACTIVITIES

50% Acts as the HMEP Grant Administrator and serves as the principal contact for the grant including but not limited to:

- Establish and maintain the annual grant budget, review and approve reimbursement requests, coordinate with XXXXX fiscal trackers, budgets, and administrative staff.
- Review and evaluate HMEP grant application packages and determine their validity, strengths, and weaknesses. Provide recommendations to the HazMat Section Deputy Chief for the acceptance or denial of grant applications.
- Coordinate the implementation of the grant with XXXXXXX Regional staff, Local Emergency Planning Committees, and Project Managers to maintain compliance with grant requirements.
- Plan, develop, and execute a system to track state and local expenditures.
- Ensure all reports submitted by Project Managers are timely, complete, and accurate.
- Provide outreach and training to key stakeholders on the grant requirements.
- Advise the HazMat Deputy Chief and XXXXXXX Management on all aspects of the grant implementation.

25% Provide technical support and outreach to key stakeholders. This includes the development and review of guidance documents and commodity flow studies, completion of surveys, maintenance of the XXXXXXX HazMat Section web page, prepare correspondence, and conduct briefings and presentations on emergency management issues.

10% Support the HazMat Section by reviewing proposed state and federal legislation and rulemaking that may impact the HazMat Section programs. Coordinate with Section and XXXXXXX legislative staff to facilitate the technical analysis of significant bills.

5% Assist in all aspects of the rulemaking process to amend HazMat Section of XXXXXXX regulations. This includes development of rulemaking files packages and economic impact analysis.

5% Provide enhanced analytical support for development of emergency plans and adoption of regulations for prevention and mitigation of hazardous materials emergencies. Provide guidance and assistance for XXXXXX evaluation of the local government's implementation of the state and federal hazardous materials release prevention planning and community right-to-know programs. Develop issue papers, draft procedures, and programmatic evaluations for XXXXXXXX management regarding hazardous materials control and emergency planning.

5% **Other Related Duties** (include some specifics) Support the Fire & Rescue Branch emergency and disaster response, relief and recovery duties when activated to assist local, state and federal emergencies. May participate in drills, and exercises.

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
C. Travel	\$17,195.00	\$2,011.17	\$1,567.34	\$13,616.49

Travel expenses were to meet with the grantees and administer the grant program.

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
D. Supplies	\$1,868.00	\$33.75	\$93.71	\$1,740.54
E. Other (St-Op)	\$17,750.00	\$4.50	\$5,995.50	\$11,750.00
Other (Local)	\$414,818.00	\$14,726.00	\$62,273.00	\$337,819.00

Break down of Expenditures under Supplies:

- Printed Form/Stationary - \$93.71
- Total request under Supplies - \$93.71

Break down of Expenditures under Other (Local):

- Local Assistance - \$76,999.00
- Total request under Other (Local) - \$76,999.00

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
F. Indirect Cost Charges	\$12,356.00	\$2,557.56	\$2,423.10	\$7,375.34

These charges are allowable under a federally approved Cost Allocation Plan (2 CFR 225), formerly OMB A-87).

12HMEP - TRAINING**As Of 03/31/12**

	<u>Budget Categories</u>	<u>Budget allocation</u>	<u>2nd Qtr expenditure</u>	<u>Balance remaining</u>
A.	Personnel	\$ 422,144.00	\$ 219,770.59	\$ 202,373.41
B.	Fringe Benefits	\$ 147,750.00	\$ 81,980.26	\$ 65,769.74
C.	Travel	\$ 108,244.00	\$ 27,558.34	\$ 80,685.66
D.	Equipment	\$ 12,914.00	\$ -	\$ 12,914.00
E.	Supplies	\$ 9,461.00	\$ 19,326.40	\$ (9,865.40)
F.	Contractual	\$ 285,143.00	\$ 104,071.13	\$ 181,071.87
G.	Other (St-ops)	\$ 72,407.00	\$ 6,133.63	\$ 66,273.37
	Other (Local)	\$ 59,775.00	\$ -	\$ 59,775.00
H.	Indirect Charges	\$ 262,124.00	\$ 139,774.09	\$ 122,349.91
	Total	\$ 1,379,962.00	\$ 598,614.44	\$ 781,347.56

	<u>CSTI Soft Match</u>	<u>\$ 344,990.00</u>
	<u>Total Match</u>	<u>\$ 344,990.00</u>

**CALISOTA EMERGENCY MANAGEMENT
TRAINING 3rd REIMBURSEMENT REQUEST**

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
A. Personnel	\$422,144.00	\$108,304.92	\$111,465.67	\$202,373.41
B. Fringe Benefits	\$147,750.00	\$39,998.88	\$41,981.38	\$65,769.74

Salaries and Wages:

This represents salaries and wages of XXXXX staff working directly for the Hazardous Materials training programs funded by the 2012 HMEP federal grant. XXXXX retains the 2012 HMEP Training Grant funds and provides the training to local agencies and individuals throughout California. XXXXX uses functional timesheets and this represents the time spent on the 2012 HMEP grant deliverables (e.g. training classes).

Fringe Benefits:

This represents the State's share of the costs to employ the staff working on the 2011 HMEP deliverables. Those costs include health benefit and the employer's share of Social Security and Medicare.

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
C. Travel	\$108,244.00	\$17,749.91	\$9,808.43	\$80,685.66

Travel:

This represents the travel costs of XXXXX trainers to travel to the training sites and the per diem travel costs (meals and lodging) of trainees. Trainees are reimbursed \$94 for each complete 24 hours on travel status to participate in the 2012 HMEP training classes.

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
D. Equipment	\$12,914.00	\$0.00	\$0.00	\$12,914.00
E. Supplies	\$9,461.00	\$309.64	\$19,016.76	(\$9,865.40)

Supplies:

These costs are supplies used to deliver the training classes

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
F. Contractual	\$285,143.00	\$18,150.27	\$85,920.86	\$181,071.87
G. Other (St-Op)	\$72,407.00	\$2,579.76	\$3,553.87	\$66,273.37
Other (Local)	\$59,775.00	\$0.00	\$0.00	\$59,775.00

Contractual:

These are the costs to pay consultant trainers for the Hazardous Materials training classes provided by XXXXXX Specialized Training Institute.

Other:

These costs includes sub-grants, space rental, printing, publication, postage, utilities, telephone, rental of equipment and activities not covered under other budget categories not covered under other budget categories used to deliver the training classes.

BUDGET CATEGORY	BUDGET ALLOCATION	PREVIOUS REIMBURSEMENT	CURRENT REIMBURSEMENT	BALANCE
H. Indirect	\$262,124.00	\$68,838.60	\$70,935.49	\$122,349.91

These charges are allowable under a federally approved Cost Allocation Plan (2 CFR 225), formerly OMB A-87).