

Pipeline & Hazardous Materials Safety Administration

HMEP Grant Program

Federally Recognized Tribes



Grant Application Development Webinar

February 14, 2019



U.S. Department of Transportation
Pipeline and Hazardous Materials
Safety Administration

"To protect people and the environment by advancing the safe transportation of energy and other hazardous materials that are essential to our daily lives."



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Agenda

- Grants Chief Announcements
 - Grant Management Process Changes
 - Renewed Customer Service Initiatives
- HMEP Grant Award Overview
- HMEP Grant Application
- Questions & Answers
- HMEP Grant Application References



HMEP Grant Award Overview

- The HMEP grant is funded by registration fees collected from hazardous materials (HAZMAT) shippers and carriers who offer for transportation or transport certain hazmat in intrastate, interstate, or foreign commerce in accordance with 49 CFR Part 107, Subpart G.
- HMEP grants support federally recognized tribes with transportation-related hazardous materials emergencies and the implementation of the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986.
 - Learn more about EPCRA here: <https://www.epa.gov/epcra/what-epcra>



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HMEP Grant Award Overview

- Diversity among American Indians and Alaska Natives is wide and expansive so the need for each federally-recognized tribe is different.
- That's where you come in:
 - What is that need?
 - How is it determined?
 - Has there been a recent incident?
- This grant supports HAZMAT in transportation needs. Since that need varies, this grant is flexible.



HMEP Grant Award Overview

- Eligible activities include (but are not limited to):
 - Commodity Flow Studies (what HAZMAT is flowing through your community?)
 - HAZMAT Awareness Training (provides foundation on how to respond to an incident involving HAZMAT)
 - Table Top Exercises
 - Purchase of Training Props
 - Grants Management Training
 - HAZMAT Conference Attendance (pre-approval required)
- HMEP Expenditures Guide: <https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/about-phmsa/grants/hazmat/2956/2017-hmep-expenditures-guide-071317.pdf>



HMEP Grant Award Overview



Eligibility

- Applicants are limited to federally recognized tribal governments and intertribal consortiums.
- Verify that your tribe is federally recognized at the link below:
https://www.bia.gov/sites/bia.gov/libraries/maps/tld_map.html



HMEP Grant Award Overview

Tentative FY19 HMEP Application Timeline

- **March 1, 2019 (tentatively)** – Notice of Funding Opportunity (NOFO) posts to Grants.gov and notice sent to potential applicants via email.
- **April 30, 2019 (tentatively)** – Grant application deadline.
- **June 2019** – PHMSA completes review of applications.
- **September 30, 2019** – Notice of Grant Agreement (NGA) issued to grantees. Period of performance from 09/30/2019 to 09/30/2020.

Any questions concerning your application should be submitted to hmeop.grants@dot.gov.



HMEP Grant Award Overview

Submitting a Grant Application

- The HMEP grant program **no longer utilizes** Grant Solutions.
- Applications will be submitted via grants.gov.
- Search by CFDA number and enter 20.703 to locate the HMEP grant application.
- Applicants must register with FedConnect prior to submitting an application.
- FedConnect instructions are available here:
https://www.fedconnect.net/FedConnect/Marketing/Documents/FedConnect_Ready_Set_Go.pdf



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HMEP Grant Application

- TERC Designation Letter
- Standard Forms – Please have **authorized representative** sign.
 - SF-424 Application for Federal Assistance
 - SF-424A Budget Information - Non-Construction Programs
 - ED-80-0013 Certification Regarding Lobbying
 - Standard Title VI Assurance and Non-Discrimination Provisions
- Application Parts
 - Part A: Grantee Information
 - Part B: Transportation Fees
 - Part C: Statement of Work
 - Part D: Budget Narrative
 - Part E: Certifications



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HMEP Grant Application

Title: Hazardous Materials Public Sector Training and Planning Grants

OMB Control Number: 2137-0586

Expiration Date: 06/30/2019

HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT PROGRAM

Tribal Application Form for Grant Cycle FY2019 – FY2020



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Part A: Grantee Information

- Designated Agency Name
- Contact Information: Authorized Representative, Program Manager, Finance Manager
- Organizational Information

Part B: Transportation Fees

- Are transportation fees assessed and collected?
 - If yes, answer the following:
 - How much in transportation fees was collected in the last year?
 - What percentage of the fees collected is used solely for the purpose related to the transportation of hazardous materials?



HMEP Grant Application

Part C: Statement of Work – Needs Assessment

- A systematic process to acquire an accurate, thorough picture of a community's strengths and weaknesses, needs, resources, and readiness that can be used in identifying the right target group for the right program within the constraints of time, scope and resources.
 - **Provides** supportive evidence and objective direction for programs, projects, and activities.
 - **Allows** staff to determine priorities and gaps, understand barriers, and allocate resources.
 - **Creates** cohesions through the alignment of goals, strategies, professional development, and desired outcomes.
 - **Enables** benchmarking, transferability of best practices, and monitoring of implementation and impact.
 - **Assists** with continuous improvement activities.



HMEP Grant Application

Part C: Statement of Work – Goals and Objectives

- What are you hoping to achieve from this project?
 - Goals** are statements of hoped and desired change that serve the purpose of the project.
- What are you expecting to do to achieve that?
 - Objectives** are statements of the expected results (ends) to accomplish the goals.

Goal	Objective
A 'hope' which your project aims to achieve	A result that you can attain or accomplish through actions and behavior
Abstract and general	Concrete and specific
Generic effort made	Specific action taken
Is not tangible and may not be strictly measurable.	Should be tangible, and measureable (in most cases)
Linked to a project (longer term)	Mid to short term (and can be long term)
Depends on broader factors including your performance and management but also on external responsiveness	Depends on your performance and management (you are implementing activities that you can plan and control)



HMEP Grant Application

Part C: Statement of Work – Activities Supporting Program Goals

- Preparedness activities under section 303 of the Emergency Planning and Community Right-To-Know Act (EPCRA).
 - Commodity flow studies
 - National Association of SARA Title III Program Officials (NASTTPO) conference
- Training activities under the NFPA 472 core competencies or OSHA 29 CFR § 1910.120(q).
 - Hazmat awareness, operations, technician, specialist, and refresher courses
 - Confined space rescue courses
 - Hazmat IQ training
 - CAMEO training



HMEP Grant Application

Part C: Statement of Work – Sub-Award Information

4. LEPCs SUB-AWARDS INFORMATION

Total Number of Active LEPCs	
Total Number of Inactive LEPCs ¹	
Total Number of LEPCs ² projected to receive HMEP Grant Funds as sub-awards	



HMEP Grant Application

Part C: Statement of Work – Sub-Grantee Activity Information

SUB-GRANTEE ACTIVITY INFORMATION						
Sub-grantee Name (Region or District)	Planning or Training?	Activity Description	Projected # of Courses to be held (if applicable)	Projected number to be trained	Estimated Activity Costs	Projected Activity Start and End Date



HMEP Grant Application



Part C: Statement of Work – HMEP Monitoring

- Provide a description of the monitoring and evaluation of the activities that will be conducted to ensure that the grant activities are successfully carried out according to the activity timeline.
- Include an explanation of quality control measures, including but not limited to random examinations, inspections, and audits of planning activities, to maximize the cost effectiveness and impact of the program.



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Part C: Statement of Work Reminders

- Provide activity descriptions, not just the activity's name. Include training curriculum (if available), conference agenda, and details of the activity's relation to transportation if not listed as an approved activity in the HMEP Expenditures Guide.
- Correlate activities to needs, goals, and objectives outlined in the application.
- Provide approximate total cost of each activity.
- Provide the projected start and end date for each activity.
- Do not copy and paste your project narrative from previous grant years.



HMEP Grant Application

Part D: Budget Narrative

- Applicants must include a **budget** and **budget narrative** that details the costs required during the performance of the project.
- The **budget** provides an overview of costs organized by object class category.
- The **budget narrative** explains these costs in detail and how they are calculated.
- Together, the budget and budget narrative provide a **forecast of expenditures** to measure against the applicant's actual financial operations.



HMEP Grant Application

Part D: Budget Narrative Reminders

- At least **75%** of HMEP funds must be for **programmatic activities**. This may include:
 - Developing, improving, and implementing emergency plans.
 - Conducting commodity flow studies.
 - Conducting exercises.
 - Training public sector employees.
- Up to **25%** of HMEP funds may be used for **management and administration** (“M&A”) for tribal state employees. This may include:
 - Personnel and fringe costs involved with oversight of grant, such as travel and supplies associated with monitoring sub-grantees.
 - Indirect costs.



HMEP Grant Application

Part D: Budget Narrative Reminders

- Every SF-424A line-item should have a **corresponding explanation** as to how it was calculated in the budget narrative. Submitting a well-written budget narrative results in a faster review!
- Explain how the **20% matching contribution** will be met in the budget narrative.
- Attach the **indirect cost rate agreement** if claiming indirect costs.
- Double check all **computations**.



HMEP Grant Application

Part D: Budget Narrative Reminders

- An applicant's budget request is reviewed for compliance with the governing cost principles and other requirements and policies applicable to the type of recipient and the type of award.
- The cost principles address four tests that PHMSA follows in determining cost eligibility. Costs must be:
 - Allowable (2 CFR part 200, FOA, federal statute)
 - Allocable (2 CFR § 200.405)
 - Necessary (2 CFR § 200.403)
 - Reasonable and consistently applied (2 CFR § 200.403)



HMEP Grant Application

Part E: Certification

- Statement of aggregate expenditures
- Statement of consistency with NFPA 472 or OSHA 29 § 1910.120 competencies
- Statement of compliance with Section 301 and 303 of EPCRA (42 U.S.C. 11001, 11003)
- Statement of 75% programmatic requirement
- Statement of National Incident Management System (SIMS) compliance
- Statement of auditable accounting system
- Tribal Emergency Response Commission (TERC) review of grant application

Application Certification

- Please have the **authorized representative** sign.



HMEP Grant Program Contact Information

General Inquiries: HMEP.Grants@dot.gov

Website: www.phmsa.dot.gov/hazmat/grants

Phone: 202-366-1109



What questions do you have for us?



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References

- 1) Regulations, Statutes, and Policies
- 2) Budget & Budget Narrative SF-424A
- 3) Line Item Details
- 4) HMEP Tribal Application Guidance Handout (Word document sent via email)



1) Regulations, Statute, and Policies

- 49 USC § 5116
- 49 CFR § 110
- Notice of Funding Opportunity (forthcoming)
- NFPA Standard 472
- OSHA 29 CFR §1910.120(q)
- 2 CFR part 200
- HMEP Grant Program Expenditure Guide for guidance for proposed activities at <https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/about-phmsa/grants/hazmat/2956/2017-hmep-expenditures-guide-071317.pdf>



2) Budget & Budget Narrative SF-424A



2) Budget & Budget Narrative SF-424A Section A

BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 01/31/2019

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <div></div>	<div></div>	\$ <div></div>	\$ <div></div>	\$ <div></div>	\$ <div></div>	\$ <div></div>

Enter the **federal and non-Federal** match amounts in their respective columns under New or Revised Budget. The Total in Column G should auto-populate.



2) Budget & Budget Narrative SF-424A Section B

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
b. Fringe Benefits	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. Travel	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. Supplies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. Contractual	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. Construction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. Total Direct Charges (sum of 6a-6h)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
j. Indirect Charges	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
k. TOTALS (sum of 6i and 6j)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Enter **federal costs only**. Please do not separate planning and training.

Please **do not** include matching amounts in this section. Instead, please utilize the budget narrative to explain how matching will be met (if applicable).



2) Budget & Budget Narrative SF-424A Section C

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12. TOTAL (sum of lines 8-11)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Enter the **matching costs only**.

Section D (Forecasted Cash Needs) is **not required**.



2) Budget & Budget Narrative SF-424A Section F

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

Section F includes the total for direct charges and indirect charges.

Please fill out indirect charges and attach the **indirect cost rate agreement** if claiming indirect costs.



3) Line Item Details



3) Line Item Details

a. Personnel
b. Fringe Benefits
c. Travel
d. Equipment
e. Supplies
f. Contractual
g. Construction
h. Other
i. Total Direct Charges (sum of 6a-6h)
j. Indirect Charges
k. TOTALS (sum of 6i and 6j)

This section provides a definition and tips for correctly filling out each object class category in the SF-424A and the application budget narrative.



3) Line Item: Personnel Costs ([2 CFR 200.430](#))

This line item refers to the cost of wages and salaries paid to employees of the applicant who are directly involved in grant implementation. Generally, personnel are issued a W-2 by the applicant.

- Utilize the budget narrative to give the position title, position description, employee status (full or part-time), hourly wage or salary, percentage of time dedicated to the grant, and total cost to the grant.
- Show your computational work and any assumptions made.
- Consultant or subgrantee costs **should not** be included in the Personnel line item.



3) Line Item: Fringe Benefits ([2 CFR 200.431](#))



This line item refers to the cost of benefits paid to personnel as compensation in addition to their regular salaries and wages, including the cost of the applicant's share of FICA, health insurance, workers' compensation, and vacation.

- Utilize the budget narrative to include a description of specific benefits charged to the project and at what percentage. Fringe benefits are only allowable for the percentage of time devoted to the grant.
- Please show your computational work and any assumptions made.
- While personnel should have a corresponding fringe cost (and vice versa), personnel and fringe costs must be separated into their respective line-item categories. **Please do not combine these costs together.**



3) Line Item: Travel ([2 CFR 200.474](#))

This line item refers to the travel costs of personnel that are reasonable and necessary to effectively manage and carry out grant activities, provide oversight, and measure program effectiveness.

- Please utilize the budget narrative to explain travel costs. Include the travel purpose, method of travel, number of people traveling, the number of days, and an estimated cost for each trip. Please provide an explanation of what activities the travel will cover.
- Please show your computational work and any assumptions made. Estimates are acceptable if you provide a basis for determining the estimated amount requested.



3) Line Item: Equipment ([2 CFR 200.439](#))

This line item refers to non-expendable personal property having a useful life of more than one year and a per-unit cost of \$5,000 or more per unit.

- Utilize the budget narrative to include a description, quantity, and per-unit price for all equipment and how the equipment will be used on grant activities.
- Show your computational work and any assumptions made.
- If the expense is under the usual threshold of \$5,000 per item, it belongs under supplies. However, if the applicant's equipment threshold is below \$5,000, please utilize the budget narrative to provide an explanation and state the policy citation.



3) Line Item: Supplies ([2 CFR 200.453](#))

This line item refers to tangible materials costing less than \$5,000 per unit, such as copy paper, pens and pencils, and computers.

- Please utilize the budget narrative to provide the quantity and per-unit cost for supplies and how the supplies will be used on grant activities.
- Please show your computational work and any assumptions made.



3) Line Item: Contractual ([2 CFR 200.330](#))



This line item refers to the cost of any contract or sub-award agreement.

- A **sub-award** is provided by a pass-through entity to a sub-recipient in order to carry out part of the pass-through entity's federal award. Sub-recipients are responsible for programmatic decision-making.
- A **contract** is a legal instrument implemented by grant recipients to purchase property or acquire services in order to carry out a project. The property or services acquired are not directly involved in programmatic activities.
- Utilize the budget narrative to identify your sub-awards and contracts and explain how contractual costs were derived for each.
- Show your computational work, any assumptions made, and how each contract or sub-award relates to grant activities.



3) Line Item: Other

This line item refers to direct costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct grant activities, utilities, leased equipment, child care, transportation expenses, employee training, tuition, etc.

- Please utilize the budget narrative to itemize “other” direct costs and provide a reasonable explanation.
- Please show your computational work, any assumptions made, and **how “other” direct costs relate to grant activities.**



3) Line Item: Indirect Costs ([2 CFR 200.416](#))

This line item refers to costs incurred for common or joint objectives that benefit more than one project.

- If the applicant has a current and fully executed indirect cost rate, a copy of the indirect cost agreement signed by the cognizant Federal agency **must be included with the application**.
- If the indirect cost rate agreement is in the renewal process and will not be approved by the continuing application due date, **attach the letter of renewal or letter of request** sent to your cognizant agency.



3) Line Item: Matching ([2 CFR 200.306](#))

This line item refers to costs not paid by Federal funds. This amount is **20% for HMEP grants** (although some exclusions apply).

- On the SF-424A line-item budget please enter match in Section A and Section C only. The **application will be returned** if match is listed in Section B.
- Please utilize the budget narrative to clearly explain how matching costs will be met.
- Identify the type of match, explain the amount to be matched, and how this amount was determined.
- Matching should be described in the same level of detail as Federal dollars, including a breakdown by object class category.
- Please show your computational work and any assumptions made.

