

Hazardous Materials Emergency Preparedness (HMEP) Grant Updates

- Award and Closeout Announcements
- HMEP Expenditure Trends and Analysis
- Food Policy Update
- Volunteer Stipends and Backfill/Overtime Open Discussion





Award Announcements

- FY 2019 Year 1 (States and Territories) and Annual FY 2019 (Tribes) awards are scheduled to be tentatively awarded on September 30, 2019.
- Notice of Grant Agreements (NGA) will be sent via FedConnect.
- If no FedConnect account, go to <https://www.fedconnect.net> to register. For additional guidance on registering, refer to the Need help? Section on FedConnect.



Closeout of FY2016-2018 HMEP States and Territories and FY 2019 Tribes

- Grantees with No Period of Performance (PoP) extension – Final FFR and Progress Reports are due December 30, 2019.
- Grantees with PoP extensions – Final FFR and Progress Report are due 90 days after PoP has ended.



Closeout Submissions

- Submission of FFRs via the HMEP mailbox (hmep.grants@dot.gov)
- Submission of Progress Reports via the grants portal.



HMEP Expenditure Trends and Analysis



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

To Protect People and the Environment From the Risks of
Hazardous Materials Transportation

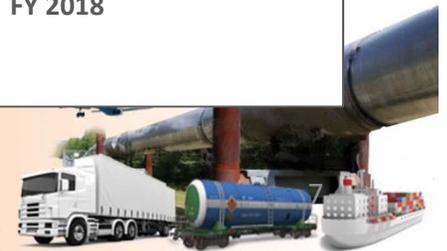
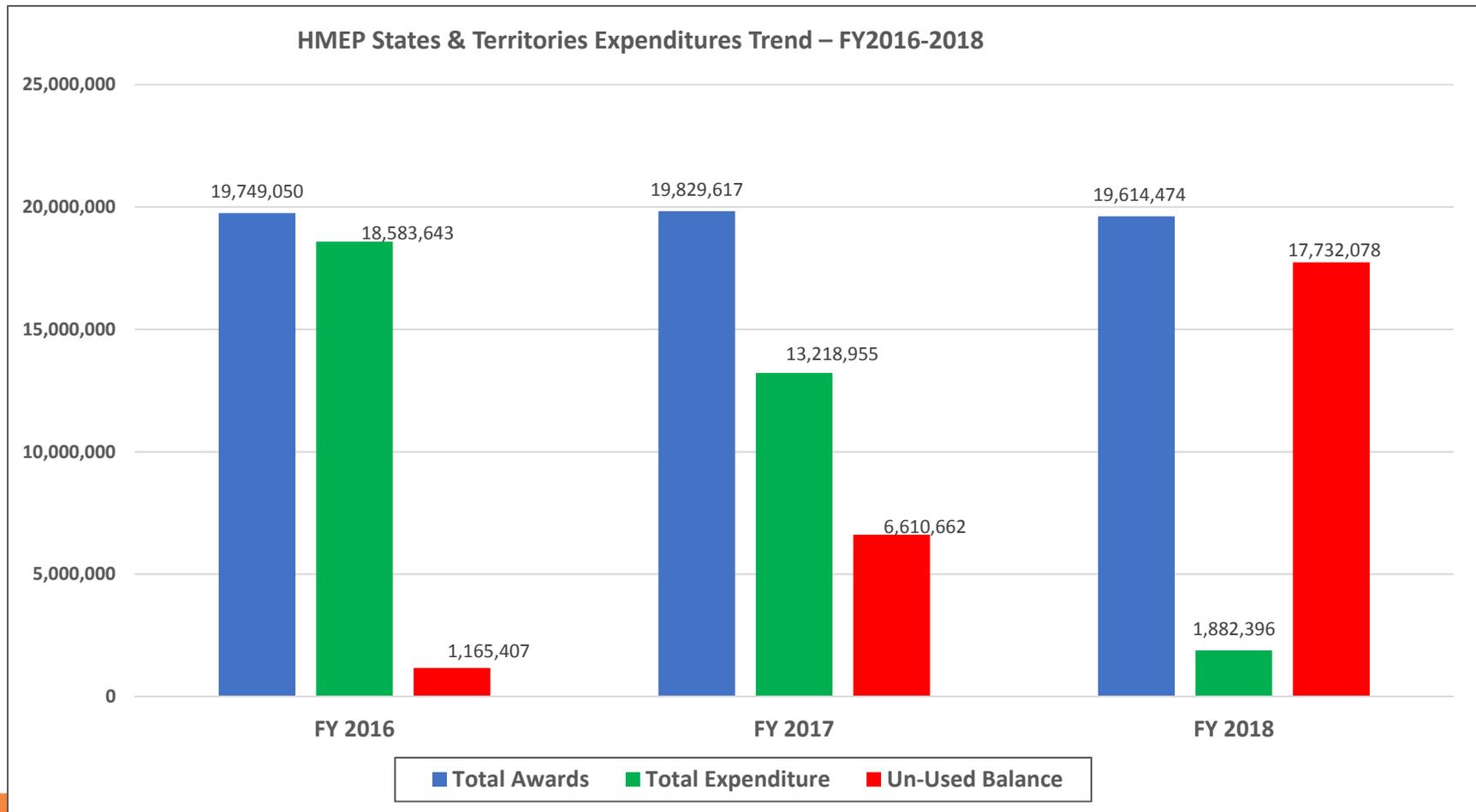


REMAINING HMEP FUNDS

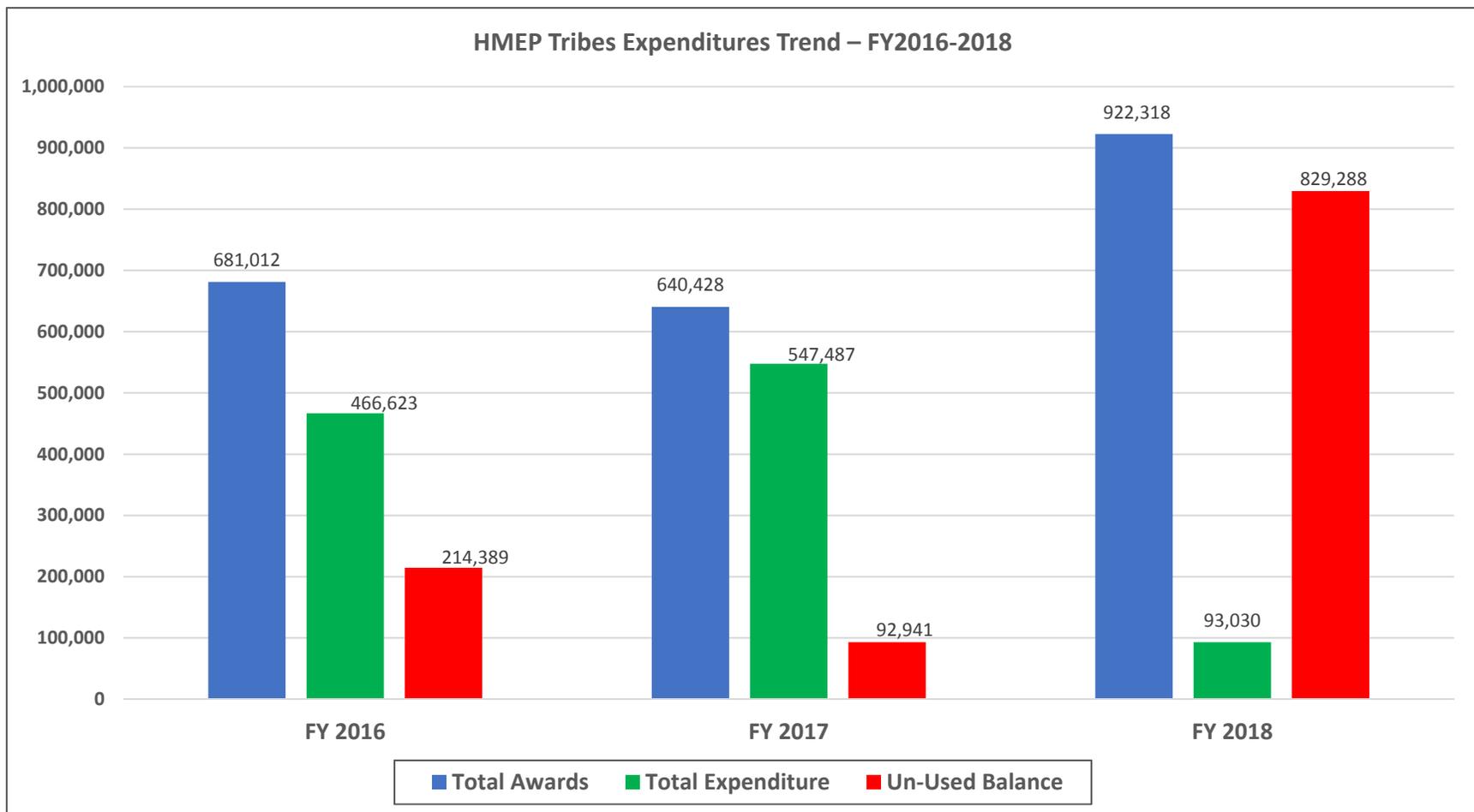
1. Of the \$60M awarded from 2016-2018 to states and territories, approximately how much remains to date?
2. Of the \$2M awarded annually to tribes for the last three years (2016,2017, and 2018), approximately how much remains?



HMEP States & Territories Expenditure Trends and Analysis



HMEP Tribes Expenditure Trends and Analysis



FY 2016-2018 Available Funds Question

- Can states/territories apply for the existing \$25M award balance that remains from FY 2016-2018 awards?



FY 2016-2018 Available Funds Answer

- No, this amount is currently obligated to 50 states and 5 territories.
 - States and territories are highly encouraged to spend down their award amounts as soon as possible to prepare for closeout.



What will happen to de-obligated HMEP FY 2016-2018 award funds?

The de-obligated award amounts will then be made available for new Assistance for Local Emergency Response Training (ALERT) awards. Only non-profits are eligible to apply for this grant.



Is there any other way grantees can access more funding beyond annual allocations?

- Yes, PHMSA will invite high performing grantees to apply for supplemental Year 3 (FY 2021) funding based on:
 - successful obligation of Year 1 (FY 2019) funds by December 30, 2020
 - Low de-obligation rate for FY 2016-2018 awards (less than 10% of total awards)
 - Ability to demonstrate need for supplemental funding



Best Practices



- Allocate funds upon award execution
- Execute contracts and subawards immediately after allocating funds in your systems.
- Ensure obligations are recorded in your accounting system and in your FFRs.



Best Practices



- Ensure that associated activities are captured in your performance reports. For more info, please attend ***PHMSA's Successful Performance and Financial Reporting*** seminar.
- Program and budget staff should meet regularly to ensure program and activities are on schedule and to identify if additional funding becomes available for obligation or if schedule delay has occurred. For more info, please attend PHMSA's ***Navigating Post-Award Activity Changes*** seminar.



Muffins, tea, coffee, etc. are always allowable HMEP expenditures. After all, trainees are hungry and thirsty.

- Yes, feed the people and quench the thirst.
- No, that's not our business.
- **No, but I wish we could help them.**
- I don't know but I could use a cup of coffee right now.



FOOD POLICY

General Food Policy:

- PHMSA encourages grantees to plan sufficient meal breaks and use per diem rates for trainees or conference attendees to purchase their own meals and beverages.
- All meal related costs using PHMSA's preparedness funds must be tied to eligible activities budgeted by a recipient and included in the approved grant application or an approved activity request.
- For trainees and attendees receiving per diem, the cost of meals provided must be reduced accordingly.



FOOD POLICY

UNALLOWABLE EXPENDITURES

- Events that take place at conferences after normal business hours primarily for networking, celebrations and other social purposes.
- Light refreshments for morning, afternoon or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins.
- Meals with Alcohol Available even if PHMSA funds are not used to purchase the alcohol.
- Food associated with the cost of entertainment are always unallowable. Entertainment expenses are costs related to amusement, diversion, and social activities and any costs directly associated with such costs, including tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities.



FOOD POLICY

CONDITIONALLY ALLOWABLE MEAL EXPENDITURES

- Conference hosts/sponsors must exercise discretion and judgment in ensuring that food related conference costs are appropriate, necessary and managed in a manner that minimizes costs to the Federal award.
- PHMSA will review requests for grantees to provide meals at conferences and training on a case by case basis after reviewing a grantee's justification that explains the benefit of providing the meal outweighs the costs of providing attendees with the standard per diem rate for meals.



FOOD POLICY

ALLOWABLE MEAL EXPENDITURES

- Training and Exercise Beverages: Drinks necessary to provide adequate hydration during training and exercise sessions such as bottled water and sports drinks are allowable grant expenditures under the HMEP, ALERT and SPST grant programs.
- A roster showing the number trained and the quantity purchased must be available upon request.



2019-2020 Changes

- Quarterly Expenditure balances will be emailed to grantee contacts including all authorized representatives.
- PHMSA will offer biannual webinars open to HMEP subrecipients.
- Grantees will receive at least two customer service calls or emails per year from the Chief of Hazmat Grants.



HMEP FY 2019- FY 2022 Reference Chart for States and Territories

Grant Cycle Year	Funding Source	Period of Performance
Year 1	FY 2019	September 30, 2019 – September 29, 2022
Year 2	FY 2020	September 30, 2020 – September 29, 2022
Year 3	FY 2021	September 30, 2021 – September 29, 2022 (unless an extension is approved)



Questions?

