Pipeline & Hazardous Materials Safety Administration
HMEP Grant Program
Continuing Application Webinar

States & Territories
January 14, 2020

U.S. Department of Transportation

Pipeline and Hazardous Materials Safety Administration

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Agenda

PHMSA Overview/Leadership

R.O.U.T.E.S. Initiative

PHMSA Hazmat Grant Program Team

PHMSA Hazmat Grant Program Purpose

Tentative deadlines

Developing the Continuing Application

- Project Narrative

- Budget and Budget Narrative

Questions/Comments

Contact Information

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PHMSA's Vision and Mission

Vision

The most innovative transportation safety organization in world.

Mission

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

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PHMSA Leadership

Administrator

Howard "Skip" Elliott

Deputy Administrator

Drue Pearce

Chief Counsel

Paul Roberti

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The Department of Transportation's Priority: Rural Opportunities to Use Transportation for Economic Success (ROUTES) Initiative

ROUTES is an initiative to address disparities in rural transportation infrastructure. Specifically, rural transportation infrastructure's unique challenges need to be considered in order to meet our Nation's priority transportation goals of safety and economic competitiveness.

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How do I determine if my training or planning activity is located in an urban or rural area?

- If a project is located within an Urbanized Area (UA) as designated by the U.S. Census, the urban or rural designation is based on the population of that UA. If the UA had a population greater than 200,000 in the 2010 Census, the project will be designated as urban.

- A project will be designated as rural if it is located:
  - ✓ In an UA that had a population less than 200,000 in the 2010 Census; or
  - ✓ In a Census designated Urban Cluster; or
  - ✓ Outside an UA

- To determine if a location is in a Census-Designated UA, please consult Census maps of Urbanized Areas:
  http://www2.census.gov/geo/maps/dc10map/UAUC_RefMap/ua/ (detailed PDF maps for every UA)

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PHMSA Hazmat Grant Program Team

Aaron Mitchell
Director

Shakira Mack

Chief, Grants and Registration

Carla Sheppard

Team Lead, Senior Grants Specialist

Rose Achieng
Business Analyst (CTR)

Bonita Brown — **Lisa Reichenbacher**

Grants Specialist   Grants Specialist

Suezett Edwards — **Flor Valencia**

Grants Specialist   Grants Specialist

Andre White — **Matthew Hufford**

Grants Specialist   Grants Specialist

Shannon Logan
Admin. Assistant (CTR)

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Tentative Deadlines

January 2020: Applicants should have received Year 2 funding allocation via email.

March 13, 2020 (tentatively): Deadline for continuing application.

July 2020: Continuing application review completed by PHMSA.

July 31, 2020 (tentatively): Notice of Grant Agreement (NGA) issued. Period of performance is 09/30/2019 – 09/30/2022.

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

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PHMSA Hazmat Grant Program Purpose

- Increase State, Territorial, Tribal, and local effectiveness in safely and efficiently handling hazardous materials incidents.

- Enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).

- Encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

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HMEP Grant Continuing Application Forms

HMEP Grant Continuing Application Forms

Standard Forms

- Budget Information (SF-424A)

Application Forms

- Project Narrative

- Budget Narrative

- Indirect Cost Agreement (if applicable)

No certification forms, Governor's letters, statements, etc., are required. This was done in Year 1 and considered valid for the entire project period unless applicant provides notification of a change.

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Completing the Project Narrative

Project Narrative Overview

The project narrative includes:

    1. Grantee Information

    2. Needs Assessment (include rural needs)

    3. Activities Supporting Program Goals

    4. Grantee and Sub-Grantee Activities

Grantee Information

Designated Agency
- Name
- Address

Contact Information (name, phone number, and email address of the following):
- Authorized Representative – not program/finance manager
- Program Manager
- Finance Program Manager or Equivalent

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What is a Needs Assessment?

It is a clear and well-supported statement that identifies and addresses instances where needs are or not met.

DESIRED PROGRAM - **ACTUAL PROGRAM** = *PROGRAM NEED*

It is important to differentiate between program *needs* and program *wants*.

Consistent with the Department's R.O.U.T.E.S. Initiative (https://www.transportation.gov/rural), the Department encourages applicants to describe how activities proposed in their application would address the unique challenges facing rural transportation networks, regardless of the geographic location of those activities.

If you have previously included __all__ activities covering the __entire__ 3-year performance period and there are no changes, please annotate "no changes" in this section.

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Activities Supporting Program Goals

Planning activities fall under section 303 of the Emergency Planning and Community Right-To-Know Act (EPCRA), e.g. commodity flow studies, hazard risk analyses, emergency plans to be written, emergency plans to be updated, and emergency plans to be exercised.

Training activities fall under the NFPA 472 core competencies or OSHA 29 CFR § 1910.120(q). Provide training type, training activity description, number of courses to be held, and the projected number of individuals to be trained.

All activities must be allowable, allocable, reasonable, and necessary (2 CFR 200).

If you have previously included <u>all</u> activities covering the <u>entire</u> 3-year performance period and there are no changes, please annotate "no changes" in this section.

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Grantee & Sub-Grantee Activity Information

	GRANTEE ACTIVITY INFORMATION				
Planning or Training?	Activity Description	Projected # of Courses to be held (if applicable)	Projected number to be trained	Estimated Activity Cost	Projected Start/End Date
	No change.				

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Project Narrative Reminders

- A good place to start is the HMEP Expenditures Guide: https://www.phmsa.dot.gov/grants/hazmat/hmep-expenditures-guide-pdf

- No more than 25% of the grant can fund maintenance and administration costs (M&A).

- Grantees are highly encouraged to include sub-grantee information in the grant application. However, if not included, grantees will be required to submit these activities post award to:

  https://hazmatgrants.phmsa.dot.gov.

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Project Narrative Reminders, continued

- Ensure that the grantee and sub-grantee activity information grid is complete with a brief synopsis under the description column. If a section is not applicable, please indicate N/A.

- If there are multiple activity requests post-award, an updated application may be required. Please consult with your Grant Specialist for guidance.

- *If you have previously included <u>all</u> activities covering the <u>entire</u> 3-year performance period and there are no changes, please annotate "no changes" in this section.*

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Completing the Budget and Budget Narrative

Budget (SF-424A) & Budget Narrative Overview

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.

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Budget (SF-424A) & Budget Narrative Reminders

- SF-424A line items should have a corresponding explanation in the budget narrative as to how it was calculated.

- The applicant must explain how they will meet the 20% matching contribution in the budget narrative.

- The applicant must submit an indirect cost rate agreement if claiming indirect costs. If the ICRA has expired, please reach out to your cognizant agency to establish an updated rate.

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Budget 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. Continuing Application		$	$	$	$	$

Enter the Year-2 (FY20) Federal and Non-Federal amounts in their respective columns under the New or Revised Budget heading. Column G will calculate the total automatically.

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Budget SF-424A Section B

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Continuing Application	(2)	(3)	(4)	
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)	$	$	$	$	$

Enter federal costs only. Please do not include matching amounts in this section.

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Budget SF-424A Section C

SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8. HMEP Continuing Application	$	$	$	$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)	$	$	$	$

Enter matching costs only in this section.

Section D (Forecasted Cash Needs) and Section E (Budget Estimates of Federal Funds Needed for Balance of the Project) are not required for the continuing application.

Budget SF-424A Section F

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

Section F includes the grand total of the budget for direct and indirect charges.

If claiming indirect costs, please fill out indirect charges and attach the indirect cost rate agreement.

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Budget Narrative Line Items

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 the definition as well as tips for correctly filling out each line item in the budget narrative.

Budget Narrative Personnel Costs ([2 CFR 200.430](https://www.ecfr.gov))

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 sub-grantee costs should not be included.

Budget Narrative 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.

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Budget Narrative 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.

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Budget Narrative Equipment ([2 CFR 200.439](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.

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Budget Narrative 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.
- The costs for supplies should be reasonable and PHMSA will consider past requests that appear to be similar, such as laptops.

Budget Narrative Contractual ([2 CFR 200.330](#))

This line item refers to the cost of any contract agreement.

- A contract is a legal instrument implemented by grant recipients to purchase property or acquire services usually 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 contracts and explain how costs were derived for each.

- Show your computational work, any assumptions made, and how each contract relates to grant activities.

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Budget Narrative Other

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

- Pass-through entities provide sub-awards to sub-recipients who carry out part of the pass-through entity's federal award. Sub-recipients are responsible for programmatic decision-making.

- At PHMSA we request that any sub-award costs are provided under the Other line-item, unless your agency's procurement policy categorizes sub-awards as sub-contracts.

- 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.

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Budget Narrative 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.

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Budget Narrative 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 waivers apply for territories).

- On the SF-424A line-item budget, please ensure to enter the match in <u>Section A and Section C</u>.

- Please utilize the budget narrative to clearly explain how matching costs will be met.

- Identify the type of match (i.e. soft, in-kind, cash, or combination match).

- 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.

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Hazmat Grant Program
Contact Information

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- Team Lead Carla Sheppard (Carla.Sheppard@dot.gov)

- General Inquiries: HMEP.Grants@dot.gov

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

- Phone: 202-366-1109

- HMEP Resources: https://www.phmsa.dot.gov/grants/hazmat/hmep-resources

- HMEP Expenditures Guide: https://www.phmsa.dot.gov/grants/hazmat/hmep-expenditures-guide-pdf

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Regulations, Statute, and Policies

- 49 USC § 5116

- 49 CFR § 110

- Instructions

- NFPA Standard 472

- OSHA 29 CFR §1910.120(q)

- 2 CFR part 200

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Q&A

Can PHMSA send the link to the U.S. Department of Transportation ROUTES initiative?

- Yes the link is https://www.transportation.gov/rural

Can PHMSA send the link to the Census maps of Urbanized Areas?

- Yes the link is
  http://www2.census.gov/geo/maps/dc10map/UAUC_RefMap/ua/

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Q&A

Is there any change in the frequency that reports will be required?

- No, although PHMSA anticipates awarding year two funding earlier than normal it will not impact the required biannual reporting scheduled of April 30 and December 30 of each program year.

Q&A

Is PHMSA going to grantees to incur allow backfill and overtime cost on the HMEP grant this year?

- Not at this time, PHMSA is currently work on guidance that may allow grantees to incur the backfill and overtime cost on the HMEP grant as well as stipends for volunteer emergency responders

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Q&A

Can we use HMEP grant funds to ship Emergency Response Guidebooks (ERG) to a more centrally located SLRC where LEPCs can pick them up?

- No, HMEP grants cannot be used for operational purposes.

- If using the ERGs for an approved HMEP training, it is allowable to use HMEP funds to ship the ERGs to the training location. In such a case, the ERGs should be considered training supplies not to be retained by trainees.

- Responders should be informed that the ERG mobile app is available for download: https://www.phmsa.dot.gov/hazmat/erg/erg2016-mobileapp

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Q&A

Will PHMSA update the Expenditure Guidance to show the allowable and unallowable items with the ROUTES initiative?

- The U.S. Department of Transportation's ROUTES initiative will not change what is currently allowable and unallowable in PHMSA's HMEP grant program. The expenditure guidance is a living document and is updated as changes occur in PHMSA's Hazmat Grant Program.

Q&A

Can an intern's time working on a commodity flow study be charged to the HMEP grant; and if so should their time working on the commodity flow be included in the overall cost of the project?

- Yes, the intern's time working on a commodity flow project can be charged to the HMEP grant. A grantee should include the intern's time in the overall project cost of the commodity flow project in their application.

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Q&A

Would PHMSA allow the use of HMEP funds for volunteer emergency responders that attend approved HMEP training?

- Not at this time, PHMSA is currently working on guidance that may allow grantees to provide stipends to their volunteer emergency responders who attend approved HMEP trainings.

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