



# **HOMELAND SECURITY EMERGENCY MANAGEMENT**

**NEW HAMPSHIRE DEPARTMENT OF SAFETY**

## **HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT PROGRAM**

**CFDA #20.703**

## Preface

This guide serves as a reference for New Hampshire’s Hazardous Materials Emergency Preparedness (HMEP) Program applicants. In addition to providing a program overview and informing new and current HMEP participants about the application process, this guide outlines specific compliance and task requirements for successful program participation. This document also contains the priorities in funding under this program. HSEM is pleased to respond to any questions not covered by this guide and welcomes suggestions to improve the utility and content of the guide. Please contact the HMEP Grant Program Manager at 603-271-2231 with any questions or suggested revisions. In addition, comments can be directed to HSEM via email at [hmepeg@dos.nh.gov](mailto:hmepeg@dos.nh.gov).

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## Overview

The purpose of the Hazardous Materials Emergency Preparedness (HMEP) grant is to protect against the risks to life, property, and the environment that are inherent in the transportation of hazardous material in intrastate, interstate, and foreign commerce (Title 49 U.S.C. § 5101). The HMEP grant supports the emergency preparedness and response efforts of States, federally recognized Native American tribes, and Territories that deal with hazardous materials emergencies, specifically those involving transportation. This grant also aids grantees in meeting the requirements of § 301 and §303 of the Emergency Planning and Community Right-to-Know Act of 1986 (Title 42 U.S.C. Chapter 116). Through your participation in the HMEP grant program, Pipeline and Hazardous Materials Safety Administration (PHMSA) seeks to increase the effectiveness of hazardous materials response and preparedness efforts, and reduce the risks associated with the bulk transport of highly flammable liquids, and other hazardous materials, throughout the United States.

To advance PHMSA's mission, the HMEP grant awards funding to States, U.S. Territories, and federally recognized Native American Tribes to:

- Develop, improve, and implement emergency plans;
- Train public sector hazardous materials (hazmat) emergency response employees to respond to accidents and incidents involving hazardous materials in transportation;
- Determine flow patterns of hazardous materials within a State, between States, between States and federally recognized sovereign nations, and within Territories;
- Determine the need within a State for regional hazardous materials emergency response teams;
- Assess local preparedness and response capabilities;
- Conduct emergency response drills and exercises associated with emergency preparedness plans;
- Provide for technical staff to support the preparedness effort;
- Train public sector employees to respond to accidents and incidents involving the transportation of hazardous materials;
- Determine the number of public sector employees employed or used by a political subdivision who need the proposed training and to select courses consistent with national consensus standards or the [Guidelines for Hazardous Materials Response, Planning and Prevention/Mitigation Training](#);
- Design, develop and deliver comprehensive preparedness and response training to public sector employees, and financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility;
- Deliver emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans;
- Evaluate courses to determine effectiveness of delivery and student retention;

- Pay expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof, a Territory, or federally recognized Tribe) and activities necessary to monitor such training including, but not limited to, examinations, critiques and instructor evaluations;
- Maintain staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders;
- Support additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

## Definitions

**Sub-Applicant** - An eligible non-Federal entity that applies for funding under the HMEP Grant Program. The entity is referred to as a *Sub-applicant* during the pre-award phase only and includes state and local governments and other eligible entities.

**Subrecipient** - A non-Federal entity that is provided an HMEP grant award from the Department of Safety/Division of Homeland Security and Emergency Management (HSEM), the pass-through entity, for their use in carrying out agreed-upon, eligible activities.

## HMEP Application

Sub-applicants are required to submit their project application(s) in HSEM's online Resource Center. The application(s) submitted will identify all projects in detail. Refer to the current [HMEP Quick Reference Guide](#) for a checklist of information required at time of application. The online [HMEP Application](#) is only available during the open application period, unless additional funding becomes available. Notification of the open application period will be sent to NH's hazmat teams, fire chiefs, emergency management directors, the NH Division of Fire Standards and Training & EMS, and the NH Division of Fire Safety. Should you not have the ability to apply online, the HMEP Grant Program Manager is available to assist you.

## Application Review

Completed applications are initially assessed by the HMEP Grant Program Manager and then by NH's Advisory Council on Emergency Preparedness and Security (ACEPS) Hazardous Materials Sub-Committee. The Sub-Committee makes recommendations for funding within the parameters of the State's federal allocation; these recommendations are then submitted in a budget to the US Department of Transportation/Pipeline and Hazardous Materials Safety Administration (PHMSA) for award consideration. Once awarded, HSEM's Director presents the recommended awards to the Department of Safety's Commissioner followed by HSEM making Governor & Council or the Department of Safety Business Office approved sub-recipient awards.

The merits of the application will include, but are not necessarily limited to:

- The project thoroughly identifies and assesses the needs of the state as it relates to preparedness for hazmat transportation incidents;
  - a. Develops detailed, allowable, and measurable HMEP project activities to address those needs;

- i. The project demonstrates clearly defined and well-planned milestones which show it can be completed within the performance period for the grant;
- The project supports the response efforts of communities/teams that deal with hazardous materials emergencies, specifically those involving transportation;
- The project is technically feasible;
- The match identified in the application relates to the project and is verifiable, reasonable, allowable, and necessary;
- The cost of this project is reasonable for the project type.

### Grant Agreement

A grant agreement is required to be executed for each grant award. This is a legally binding agreement between the Subrecipient and the State of New Hampshire. The agreement contains general terms and conditions, scope of services, grant expiration date, reporting requirements, grant amount and payment method, as well as any special provisions. Any changes in the original scope of work ***must*** have prior approval from the HMEP Grant Program Manager. Once the executed grant agreement is returned to HSEM, it may take another 1-2 months for review and final decision/approval to be made. Please refer to *Scope of Work Changes*, under the Grant Compliance Requirements section for additional instructions.

### Period of Performance

The Period of Performance (POP) is the period of time during which the non-Federal entity may incur costs. The POP for subrecipients begins following grant agreement award from the State Business Office or Governor and Executive Council and ends no later than 12 months from the federal award to the recipient (State of New Hampshire).

\*As the period of performance for subrecipients begins after the period of performance for the recipient (State of New Hampshire), each grant agreement specifically identifies the allowable timeframe to incur match/cost share.

### Monitoring

HSEM is responsible for monitoring Subrecipient activities. The purpose of grant monitoring is to ensure the program is being administered properly and records are being maintained in accordance with applicable regulations. It is also used to render technical assistance, as necessary. The level of monitoring for a Subrecipient is determined by the result of a risk-based assessment (*refer to [Risk Assessments \(Pre-Award\)](#) under the Grant Compliance Requirements section of this document*). The monitoring levels consist of programmatic reviews, desk audits, and on-site program/compliance reviews. Contacts with Subrecipients are documented and filed.

### Contact Information

For questions or assistance with the HMEP Grant Program, contact the Program Manager at [HMEP@dos.nh.gov](mailto:HMEP@dos.nh.gov) or 603-271-2231.

## Grant Compliance & Certification Requirements

***You must fully understand the following compliance requirements as you will be asked to certify this in your application.***

### 2 C.F.R. Part 200

Title 2, Part 200 of the Code of Federal Regulations (C.F.R.), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* ([2 C.F.R. Part 200](#)) provides guidance on the administrative aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed out). It is important that subrecipients are familiar with these regulations.

### Audit Submittals

All applicants are required to upload and submit a copy of their most recent audit documentation at the time of application. Submittal of additional audits may be requested if the grant award extends between multiple fiscal years or due to the determination of the risk assessment.

### Certifications Regarding Lobbying Requirements

Applicants will be required to review and provide acceptance of the *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters Form* at the time of application. Acceptance of this form provides for compliance with certification requirements under 49 CFR Part 20, "New Restrictions on Lobbying" (available at: <https://www.ecfr.gov/cgi-bin/ECFR> by clicking on [Title 49 CFR Part 20](#)).

### Commingling

Commingling is the mixing or blending of funds so that expenditures cannot be identified to a particular grant, project, or indirect activity. Recipients of Federal grant funds are required to utilize financial systems that provide for effective control over and accountability for all funds, with separate accounts established for each project. The accounting systems of all Subrecipients ***must*** ensure that agency funds are not commingled with funds from other Federal agencies. Each award ***must*** be accounted for separately. Subrecipients are prohibited from commingling funds on either a program-by-program or project-by-project basis. Funds specifically budgeted and/or received for one project may not be used to support another. Where a subrecipient's accounting system cannot comply with this requirement, the Subrecipient shall establish a system to provide adequate fund accountability for each project it has been awarded.

### Data Universal Numbering System (DUNS)

A Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by Dun & Bradstreet (D&B) that verifies the existence of a business entity globally. D&B assigns DUNS numbers for each physical location of a business. The subrecipient's active DUNS number ***must*** be provided on the HMEP application and will be verified by the HMEP Grant Program Manager through [www.sam.gov](http://www.sam.gov). Subrecipients should confirm they have a DUNS number or take the steps necessary to obtain one, as soon as possible. Subrecipients can receive

a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at (866) 705-5711 or by visiting the [Dun & Bradstreet website](#).

### Debarment and Suspension

Per 2 CFR § 200.213, non-Federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders [12549](#) and [12689](#), [2 CFR Part 180](#). These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities. You will be required to **review and provide acceptance of the Debarment, Suspension and Other Responsibility Matters Form** at the time of application. Acceptance of this form provides for compliance with certification requirements under Executive Orders and Code of Federal Regulations.

### Drug-Free Workplace Requirements

Applicants will be required to review and provide acceptance of the **Drug-Free Workplace Requirements Form** at the time of application. Acceptance of this form provides for compliance with certification requirements under 49 CFR Part 32, *Government-Wide Requirements for Drug-Free Workplace (Financial Assistance)* which implements the requirements of Public Law 100-690, Title Subtitle D, "Drug-Free Workplace Act of 1988." 49 CFR Part 32 is available at: <https://www.ecfr.gov/cgi-bin/ECFR> by clicking on [Title 49 CFR Part 32](#).

### Excluded Parties List System

Applicants are **required** to confirm and certify that any and all vendors, contractors, or sub-contractors being used for the proposed project(s) are not listed on the Excluded Parties List System (EPLS) located on [www.SAM.gov](http://www.SAM.gov). For further information on the EPLS, refer to the following fact sheet: <https://www.sam.gov/sam/transcript/Public - Identifying Excluded Entities.pdf>

### Extension Requests

**Applicants should only propose projects that will be completed within the performance period.** Extensions to the period of performance may be considered by HSEM when (due to circumstances beyond the control of the Subrecipient) activities associated with the award cannot be completed within the stated performance period. The Subrecipient should request an extension in writing at least 3 months prior to the grant's expiration date explaining why the project could not be completed within the established deadline. Grant extensions are done on a case-by-case basis and approved by the HMEP Grant Program Manager.

### Hazardous Materials Public Sector Training and Planning Grants

[49 CFR, Part 110](#) sets forth procedures for reimbursable grants for public sector planning and training in support of the emergency planning and training efforts of States, Indian tribes, and local communities to deal with hazardous materials emergencies, particularly those involving transportation. These grants will enhance the implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C. 11001). Procedures under this regulation include: financial administration, procurement, grant monitoring, and records retention.

Please review and understand United States Code 49 USC Part 5116, *Planning and Training Grants, Monitoring, and Review* - <https://www.govregs.com/uscode/49/5116>.

### Matching Funds

Subrecipients must contribute a minimum of 20% matching share to the total cost of the grant project. (For example, if the total cost of the project is \$10,000, the Subrecipient must provide at least \$2,000. HSEM will provide no more than \$8,000.) The matching requirement must be satisfied by costs incurred by the Subrecipient or by the value of in-kind contributions. All matching funds must meet the Federal requirements as described in [2 CFR §200.306](#) Cost sharing or Matching.

Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. To meet matching requirements, the Subrecipient contributions **must** be *reasonable, allowable, allocable, and necessary* under the grant program and **must** comply with all Federal requirements and regulations. When seeking reimbursement, proof of match equal to the amount being requested **must** be provided at the time of request. Any questions on allowable local match should be directed to the HMEP Grant Program Manager.

### Non-Compliance

Per [2 CFR §200.338](#)/Remedies for Noncompliance, if a Subrecipient fails to comply with Federal statutes, regulations or the terms and conditions of the executed grant agreement (award), the State may impose additional conditions on the award (refer to [2 CFR §200.207](#)). If those additional conditions do not remedy the non-compliance, additional remedies are available, including temporarily withholding cash payments, disallowing costs, wholly or partially suspending or terminating the award, suspension or debarment proceedings, withholding further Federal awards for the project, and any other remedies legally available. Also, be sure that projects are **NOT** started and/or purchases are **NOT** made against the Federal award share prior to receiving notification of your grant award – you will **NOT** receive reimbursement and will risk ability to receive future grant funds.

### Procurement by Non-Federal Entities

Procurement is the process of acquiring (buying, purchasing, renting/leasing or otherwise obtaining) goods and services. This process **must** be competitive and well-documented. All Subrecipients of Federal awards **WILL** also follow 2 CFR §§200.318-200.326 along with applicable local and State policies when procuring property and services. As covered under these regulations, Subrecipients **must** maintain and use documented procurement procedures and standards of conduct, have written procedures for procurement transactions and follow methods of procurement according to the size of the purchase. In combination with the previously mentioned procurement requirements, Subrecipients **must** perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold (currently set at \$150,000) including contract modifications and provide HSEM with procurement documents upon request. Be sure to review the regulations in their entirety by following the links associated with each of the regulations listed below:

- [§ 200.318 General procurement standards](#)

- [§ 200.319 Competition](#)
- [§ 200.320 Methods of procurement to be followed](#)
- [§ 200.321 Contracting with small and minority business, women’s business enterprises, and labor surplus area firms](#)
- [§ 200.322 Procurement of recovered materials](#)
- [§ 200.323 Contract cost and price](#)
- [§ 200.324 Federal awarding agency or pass-through entity review](#)
- [§ 200.325 Bonding requirements](#)
- [§ 200.326 Contract provisions \(must contain applicable provisions described in \*Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards\*\)](#)

Note: Federal requirements are in addition to local and state requirements.

### Records Retention

With the acceptance of HMEP funds, Subrecipients are ***required*** to retain grant records and documentation for a period of three (3) years from the State’s submission of the final expenditure report to FEMA. This date will be provided on the Subrecipient’s close out letter. Grant documentation includes, but is not limited to, grant applications, copies of financial reports, progress reports, expenditure reports, invoices, contracts, related correspondence and memoranda (which may include emails). Subrecipients shall also maintain detailed documentation of the 20% cost share (match) required by this grant.

### Risk Assessments (Pre-Award)

In accordance with Federal Regulations, a risk assessment is completed at the time of application to determine the type and level of monitoring that is required for each Subrecipient. The assessment helps to identify risks to achieving grant objectives, analyzes those risks, and decides how to respond to those risks. The risk assessment contains a number of scoring criteria such as the size and complexity of the grant, past audit findings, experience and past performance of the applicant. The level of risk (high, moderate, low) helps determine the level of Subrecipient monitoring or other response by HSEM. Monitoring procedures range from programmatic reviews to extensive site visit reviews. A separate risk assessment is performed for each grant program that the Department of Safety (DOS) manages.

### Scope of Work Changes

Subrecipients may request a modification to their grant agreement for minor changes in the Scope of Work. **Any changes to the original Scope of Work must have prior approval by the HMEP Grant Program Manager and/or Program Manager.** Requests for Scope of Work changes ***must*** be submitted well in advance of the grant’s expiration date to allow for adequate review and approval, if allowable. Subrecipients should submit a ***Grant Change Request Form*** which

includes a written justification for any changes being proposed. This form can be found on HSEM's Resource Center located here: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1925](https://prd.blogs.nh.gov/dos/hsem/?page_id=1925).

### Special Conditions

Subrecipients shall be aware of and adhere to all special conditions and assurances that are included with the Subrecipient grant award package.

### Supplanting

FEMA's non-supplanting requirement states that grant funds **must** never replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources. Grant funds should increase the overall amount of resources available, and Subrecipients **must** ensure that the current overall level of funding to support objectives (absent exigent circumstances) is not reduced because of Federal funds. *Note: Budgeting for matching funds is not considered supplanting and is allowable under the HMEP Grant Program as long as it is clearly identified as such.*

### System for Award Management (SAM)

Subrecipients **must** maintain an updated and current SAM registration at [www.sam.gov](http://www.sam.gov). The HMEP Grant Program Manager will verify that each applicant's organization's name, address, DUNS number and Employer Identification Number (EIN) are up-to-date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

### Title IV of the Civil Right Act of 1964 Compliance

The Recipient must comply with Title IV of the Civil Right Act of 1964, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

The Recipient must comply with 49 CFR part 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title IV of the Civil Rights Act of 1964." 49 CFR part 21 is incorporated by reference into this award and is available at: [www.ecfr.gov](http://www.ecfr.gov) by clicking on [Title 49 CFR part 21](#).

### Allowable Costs

The following list of possible projects and activities is meant to guide the applicant in selecting projects for an HMEP grant submission. This list of suggested projects is not intended to be all-inclusive. Local communities or agencies may have other specific projects and activities that reflect specific local needs.

### Enhancing Hazardous Materials Plans

- Developing, improving, and implementing emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986

- Workshops, drills, and exercises associated with hazmat emergency plans
- Risk assessments to enhance plans
- Capability assessments that evaluate the ability for first responders, non-governmental organizations, and other involved stakeholders to respond to a hazmat emergency
- Gap analysis to enhance planning objectives
- Improving interagency interoperability to better respond to and mitigate hazmat incidents
- Determining commodity flow transportation patterns of hazmat and developing and maintaining a system to keep such information current
- Assessing the need for regional hazmat emergency response teams
- Providing technical staff to support planning efforts
- Aerial photography for use with Commodity Flow Study research

### Planning Courses

- Courses aimed at developing, improving, and implementing emergency plans under the Emergency Planning and Community Right-to-Know Act (EPCRA) §§ 301 and 303 (Title 42 U.S.C. Chapter 116)
- Hazmat transportation emergency preparedness and response courses
- Hazmat risk analysis
- Commodity Flow Study courses
- Regional Response Strategy Selection courses

### Equipment and Supplies<sup>1</sup>

- Computer equipment dedicated to HMEP Grant activities (use for operations purposes not allowable)
- Supplies and equipment required for HMEP-funded exercises and activities

### Conferences and Meetings

- National Association of SARA Title III Program Officials (NASTTPO)
- [Hazmat Continuing Challenge](#): The Continuing Challenge provides safe response training for all emergency responders to hazardous materials incidents affecting transportation,

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<sup>1</sup> 2 CFR § 200.33 defines *equipment* as tangible, non-expendable personal property with a unit acquisition cost of \$5,000 or more (unless State policy sets a lower threshold) and with a useful life of more than one year. When calculating the cost of the property, it includes any accessories needed to make it operational. Any items not meeting this definition should be shown as “supplies,” e.g., computers must be shown as “supplies,” based on their acquisition cost.

public health and the environment. This annual Workshop is attended by hazmat responders from across the globe and is held every September in Sacramento, CA.

- [HOTZONE](#): The HOTZONE Committee is composed of representatives from the local, State, and Federal levels of the hazmat response community serving Federal Region 6. This annual training conference provides hazmat technical training and promotes professional relationships within Region 6 to meet the unique needs of this region.
- COLDZONE: The 9th Annual 2017 Cold Zone Conference will offer a variety of hazardous material courses for first responders of all skill levels. This conference will provide the most recent information available, hands-on workshops and a variety of topics relating to many aspects of today's hazards. Cold Zone will also provide an opportunity to meet other responders from around the region and neighboring states.
- [TRANSCAER®\\*](#): TRANSCAER® (Transportation Community Awareness and Emergency Response) is a voluntary national outreach effort focusing on assisting communities with preparing for, and responding to, possible hazmat transportation-related incidents. TRANSCAER® educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training Foundation.
- Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, portable toilets, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.
- [International Association of Fire Chiefs \(IAFC\), International Hazmat Conference](#): The IAFC hosts the International Hazardous Materials Response Team Conference, which presents "what's new in hazmat" and how it impacts today's hazmat teams on the job.
- [Midwestern Hazmat Conference](#): Two-day conference on hazmat and related response training presented by instructors in the hazmat response community. (Only courses on hazmat response are eligible.)

#### Other

- Hazmat publications for permanent collections, such as the NFPA 472 guide

#### Conditionally Allowable Planning Expenditures

Conditionally allowable expenditures are those that are not commonly approved, but will receive special consideration upon proposal.

Examples of conditionally allowable preparedness expenditures are listed below.

- Tier II Chemical Inventory Reports
- Tier II Databases

- Statewide conference emphasizing hazmat emergency response capabilities, collaboration, networking, and preparedness opportunities for responders, particularly those related to transportation. Conditions include: transportation hazmat-themed schedule
- Regional hazmat conferences and workshops, specifically those related to transportation
- [Fire Department Instructors Conference \(FDIC\)](#): Comprehensive training for all levels of fire service practitioners with more than 24 hands-on training evolutions, 34 pre-conference workshops, and more than 160 classroom presentations. Conditions include: transportation hazmat-themed schedule
- LEPC meeting expenses – Conditions include: LEPC meeting expenses are allowable when pertaining to the HMEP grant
- Hospital Drills – Conditions include: Decontamination from a transportation incident (radiological, chemical, or other hazmat)
- Emergency Operating Center (EOC) Leadership Exercises – Conditions include: Leadership exercises for events concerning hazmat preparedness and response
- Title III Software (e.g., CAMEO/PEAC/PLUME) – Use of software must be tied to planning for hazmat transportation related accidents/incidents
- Fixed-facility hazmat preparedness – Conditions include: Exercises and plans that include transportation of materials to and from fixed-facilities; exercises that test the same capabilities that would be used to respond to a hazmat transportation incident
- Food or refreshments – Conditions include: Working lunches for exercises or planning sessions that extend hours before and after lunchtime, or that are in remote locations where food establishments are not in close proximity
- Exhibitors for Outreach and Preparedness Booths - Activity must tie-in to hazardous materials transportation

#### General Training Expenditures

- Reimbursement for instructor(s) and trainees for tuition and travel expenses (lodging and per diem) to and from a training facility
- Facility rental cost reimbursement
- Expenses associated with training, such as staff to support the training effort, evaluation forms, etc.

#### National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) 29 CFR § 1910.120 Competency Requirement Suggested Courses

- Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training with transportation tie-in
- Hazmat Incident Command System (ICS), includes the following courses:

- ICS-100: Introduction to the Incident Command System
- ICS-200: Incident Command System for Single Resources and Initial Action Incidents
- ICS-300: Intermediate Incident Command System
- ICS-400: Advanced Incident Command System for Command and General Staff
- Hazmat Awareness, Operations, Technician, Specialist, and Refresher Courses
- Hazmat Incident Commander
- Hazmat Officer/Safety Officer
- Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
- Confined Space Rescue
- Hazmat Basic Life Support/Advance Life Support
- Chemistry for Emergency Responders
- Marine Operations - Ship-board rescue, firefighting, and hazmat
- Airport Rescue Fire Fighting (aircraft response and rescue)
- Explosive Ordinance Disposal/Explosives in transportation
- Radiological (sources in transportation, but not Weapons of Mass Destruction.)
- Tank Car Specialty
- Intermodal Tank Specialty
- Marine Tank Vessel Specialty
- Flammable Liquid Bulk Storage
- Flammable Gas Bulk Storage
- Radioactive Material Specialty in Transportation
- First Receiver Awareness Training
- Explosive Ordinance Disposal/Explosives in transportation
- Crude Oil Training
- Cargo Tank Specialty

#### Other Allowable Training Course Examples

- Ammonia, Ethanol, Chlorine Response
- Alternative Fuels, used in transportation
- Developing a Plan of Action
- Chemistry of Hazmat-Part I/II

- Surveying a Hazmat Incident
- Level A/Level B Personal Protective Equipment Levels
- Hazmat for Emergency Management System (EMS)
- Hazmat for Dispatcher
- Hazmat Containers
- Hazardous Materials Monitoring Refresher
- Hazmat Level B Dress-out and Decon
- Hazmat Technical Decon Refresher
- Hazmat Containment and Control
- Haz-Cat Training
- Pipeline Incident in Transportation Response Training
- Haz Mat IQ Training (Above and Below the line, Advanced IQ & Tox Medic)
- Emergency Medical Technician (EMT) Training for hazmat
- Employee Hazmat Emergency Response Readiness Training
- Creating and maintaining hazmat emergency response training websites
- CAMEO Training, particularly that related to transportation
- TRANSCAER® (travel and necessities\* for physical needs and comfort of trainers and training recipients)
  - \* Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, portable toilets, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.

#### **Allowable Training Equipment, Supplies and Materials**

- Computer equipment used exclusively for activities allowable under this HMEP Grant (e.g., approved computer-based training activities).
- Rental equipment necessary to provide specific training, whether consumed in the training (e.g., this isn't equipment) or otherwise (e.g., a training suit). In most cases, equipment costs are expected not to exceed 5 percent of the total cost of the grant awarded and must be fully justified.
- Publications, manuals, and other materials necessary to provide training and are used by instructor(s) and trainees--where appropriate, this may include the printing and copying

of such materials and any cost of distributing these materials (such as mailing the materials to trainees in advance of the first training session).

- Simulation software for hazmat training courses
- Hazmat training suits for specific transportation related exercises
- Firefighting foam for specific transportation related exercise

### Conferences

- NASTTPO (National Association of SARA Title III Program Officials)
- Hazmat Continuing Challenge
- HOTZONE or COLDZONE
- IAFC International Hazmat Conference
- Midwestern Hazmat Conference

### Conditionally Allowable Training Expenditures

- Statewide conference emphasizing hazmat emergency response capabilities, collaboration, networking, and planning opportunities for responders.
- Regional hazmat conferences and workshops
- Fire Department Instructors Conference (FDIC): Comprehensive training for all levels of fire service practitioners with more than 24 hands-on training evolutions, 34 pre-conference workshops, and more than 160 classroom presentations. Conditions include: transportation hazmat-themed schedule
- Fixed-facility hazmat training – Conditions include: Training that includes transportation of materials to and from fixed-facilities; training that addresses the same capabilities that would be used to respond to a hazmat transportation incident
- Refreshments – Conditions include: Beverages for trainings that are in rural locations or training conducted outside where hydration is needed to ensure safe training.

### Unallowable Costs

- Natural Disaster Exercises (e.g., Urban Avalanches, Pandemic Flu, Cruise Ship, Wildfire, Earthquake)
- All-Hazards Warning System Drills
- Joint Terrorism Task Force (JTTF) Exercises
- WebEOC (EOC-Emergency Operations Center) mapping
- Public Officials Conference that does not have a tie-in to hazardous materials transportation
- Town-wide alert system

- Development and distribution of a Hazmat Calendar
- Expenses counted as match funds toward another Federal grant program or cooperative agreement
- Entertainment costs
- Foreign travel
- Purchase of cell telephone(s), except for administration of the HMEP grant at the state level
- Any costs disallowable or stated as ineligible in 49 CFR part 110 and 2 CFR 200 part 400
- Any costs specifically prohibited in the General Terms and Conditions of the award, PHMSA policy as detailed in this Expenditures Guide, or Special Terms and Conditions listed on the NGA (Remarks section)
- Membership fees and subscriptions, except as otherwise noted.
- Stipends
- Courses not related to hazmat emergency response (with the exception of the pipeline training listed in section 4.1 above)
- Pro Board® accreditation and certification
- Emergency Preparedness Presentation to Child Care Providers
- School Violence Prevention
- Weapons of Mass Destruction (WMD) Terrorism courses
- Weapons of Mass Destruction (WMD) Radiological Training
- Mobile Meth Lab Training
- Active Shooter Training
- Pandemic Flu Exercises
- Joint Terrorism Task Force (JTTF) Exercises
- Equipment for the purpose of response operations, such as:
  - Self-Contained Breathing Apparatus (SCBA)
  - PPE (Personal Protective Equipment)
  - Monitoring Equipment
- Overtime of trainees and any other employees who “backfill” positions of trainees during the period of training.
- Expenses counted as match funds toward another Federal grant program or cooperative agreement.

- Entertainment costs
- Purchase of cellular telephone(s), except for administration of the HMEP grant at the state level
- Any costs disallowable or stated as ineligible in 49 CFR part 110 and 2 CFR 200 part 400
- Any cost specifically prohibited in the General Terms and Conditions of the grant award, or identified in PHMSA policy guidance, or as a Special Terms and Conditions listed on the NGA (Remarks section).
- Stipends
- FRI (Fire Rescue International): Presented by the IAFC, Fire Rescue International (FRI) annually brings together more than 13,000 fire and emergency service leaders from across North America and around the globe for 5 days of networking, learning, and collaboration. Conditions include: transportation hazmat-themed schedule
- Food or refreshments – Conditions include: Working lunches for training that extends hours before and after lunch or that are in extremely rural locations where food establishments are not in close proximity.

## Waiver and Appeal Process

**Waivers** – Waivers may be considered on a case-by-case basis and will be brought to the NH Department of Safety’s Commissioner by HSEM leadership (i.e., projects over \$100,000). All ineligible applications may request a waiver from the Commissioner of Safety if there is overwhelming information that the project meets the overall mission of the HMEP Grant Program.

**Appeals** – This process is designed to allow for appeals to be submitted in cases where there is overwhelming information that the project meets the overall mission of the HMEP Grant Program. Appeals will be brought to the NH Department of Safety’s Commissioner by HSEM leadership. An application/project that is denied can request appeal. This is **NOT** a routine appeal but an exception that can be exercised in very unusual cases.

## Reporting Requirements

***You must fully understand the following reporting requirements as you will be asked to certify this in your application.***

### Federal Funding Accountability and Transparency Act (FFATA) Reporting Mandate

By law, all Subrecipients receiving Federal awards totaling \$25,000.00 or more are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. These Subrecipients ***must*** complete and return a FFATA Subrecipient Information Reporting Form along with their executed grant agreement in order to continue the approval process. This form can be found on HSEM’s Resource Center at: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1925](https://prd.blogs.nh.gov/dos/hsem/?page_id=1925).

## Quarterly Progress Reporting

Subrecipients are **required** to submit Quarterly Progress Reports (QPRs) that provide sufficient detail to measure progress of the funded project(s). Reimbursements will NOT be made if a Subrecipient is delinquent with their QPRs. The HMEP QPR form is available on the HSEM Resource Center at: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=3087](https://prd.blogs.nh.gov/dos/hsem/?page_id=3087).

The following reporting periods and due dates apply:

<b><u>Reporting Period</u></b>	<b><u>Report Due Date</u></b>
January 1 to March 31	April 15
April 1 to June 30	July 15
July 1 to September 30	October 15
October 1 to December 31	January 15

## Compliance of Audit Requirements

All non-Federal entities that expend \$750,000 or more in federal awards during a Subrecipient's fiscal year are required to obtain a single audit in accordance with the Single Audit Act Amendments of 1996, Office of Management and Budget (OMB) Circular A-133 – Audits of State, Local Governments and Non-Profit Organizations, the OMB Circular A-133 Compliance Supplement and Government Auditing Standards. All Subrecipients are required to certify and return the *Audit Certification Form* no later than sixty (60) days from the Subrecipient's fiscal year end date in which reimbursement is received. If applicable, Subrecipients **must** submit a copy of their A-133 Audit Report within nine (9) months of their fiscal year end\*. The *Audit Certification Form* can be found on HSEM's Resource Center located here: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1925](https://prd.blogs.nh.gov/dos/hsem/?page_id=1925) and **must** be completed by the Chief Financial Officer, Business Manager, Treasurer or other person responsible for the financial records of the organization.

### \*Examples

<b>Fiscal Year Reimbursement Received</b>	<b>A-133 Audit Return By Date</b>
January 1, 2016 – Dec. 31, 2016	September 30, 2017
July 1, 2016 – June 30, 2017	March 31, 2018

## Close Out Process

Within 30 days after the grant's expiration date, the Subrecipient **must** submit all financial, performance, and other reports required as a condition of the grant to include the following:

- Final request for reimbursement,
- Final Quarterly Progress Reports,
- Final Performance and Expenditure Report,
- Equipment Inventory Forms with accompanying photos,

- Copy of any plans developed with grant funding,

Once the grant file is reviewed for completeness and accuracy and final payment has been paid to the Subrecipient, an official closeout letter will be forwarded to the Subrecipient by the HMEP Grant Program Manager.

### Final Performance and Expenditure Report

When the project is complete and all expenses in connection with the project are captured, Subrecipients ***must*** complete and submit a *Final Performance and Expenditure Report* to receive reimbursement. This form summarizes activities associated with the completed project, documents any issues affecting completion or outcome, and outlines all expenditures to include both the Federal and local match amounts.

### Requests for Reimbursement

All projects are ***required*** to be completed and invoices need to be dated on or before the grant agreement's expiration date. Because HSEM has to close out its financial accounts and report its expenses to FEMA in a timely manner, all requests for reimbursement ***must*** be made no later than 30 days after the expiration of the grant agreement. Otherwise, reimbursement may not be paid. Requests for reimbursement ***must*** be submitted on community/agency letterhead that matches the address shown in Section 1.4 of the executed grant agreement. A template for the request for reimbursement letter is available on HSEM's Resource Center located at:

[https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1925](https://prd.blogs.nh.gov/dos/hsem/?page_id=1925). Reimbursement requests ***must*** include any outstanding reports (QPR, Final Performance and Expenditure Report, and the Equipment Inventory Form accompanied by photos, if required), proof of costs (copies of invoices/bills, payroll documentation, sign in sheets, agendas, etc.), proof of payment (cancelled checks, copies of accounting ledgers and/or statements documenting payment) and proof of match equal to or greater than the reimbursement request. HSEM has no obligation and makes no commitment to reimburse for Subrecipient costs incurred prior to or after the effective dates of the grant agreement; therefore, any purchases made ***PRIOR*** to and ***AFTER*** the grant award will be ***disallowed*** – unless utilizing these purchases as match and ***must*** be identified in your application. If your project includes development of a plan, you ***must*** include an electronic copy prior to reimbursement. Submit your reimbursement request to HSEM via the HSEM Resource Center located at: [https://prd.blogs.nh.gov/dos/hsem/?page\\_id=4905](https://prd.blogs.nh.gov/dos/hsem/?page_id=4905).