

Hazardous Materials Emergency Preparedness Grant (HMEP) Questions and Answers

Q1	When is the application due to DHSEM?
A1	As stated in the Funding Announcement, April 30, 2021 is the application submittal due date. As stated in the Application “Complete application submittal is due April 30, 2021 by 5:00pm. This includes both hard copy and digital version. Late submittals will not be accepted.”
Q2	Where can I find the fillable HMEP application?
A2	The fillable application can be found at https://www.nmdhsem.org/wp-content/uploads/2021/04/HMEP2022-SubGrant-Application-Final-Fillable.pdf . All application-related materials can be found at https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/hazardous-material-emergency-preparedness-grant-hmep/
Q3	Is the \$180,000 identified in the Funding Announcement all federal share or total project amount?
A3	The \$180,000 is the federal share that DHSEM will allocate. The Applicant must provide the additional 20% for each activity.
Q4	Is the Cover Sheet part of the application?
A4	The first page of the Application provides a summary of the Application requirements. The applicant does not need to fill-out anything on page 1 of the Application. The applicant must fill-out page 2 of the Application; page 2 is referred to as the ‘Cover Sheet’. The Cover Sheet includes requester contact information and a list of the proposed activities in priority order. No signatures are required on the Cover Sheet.
Q5	The Certification Sheet requires three signatures. Can the same person be the project manager and the emergency manager?
A5	The Certification Sheet, page 3 of the Application, requires a different contact for each of the three positions identified (“Project Manager, Local Emergency Manager/LEPC Chair/Division, and Financial Contact”). If the Project Manager and Local Emergency Manager/LEPC Chair/Division are the same person, identify an alternate contact in case the primary contact is not available and make a note of explanation in the ‘Name’ field. All three must sign the Application.
Q6	On the Certification Sheet, does the ‘Total Amount of Funds Requested’ refer to both federal share and non-federal share?
A6	Yes, on the Certification Sheet (page 3 of the Application), “Total Amount of Funds Requested” must include both the federal and non-federal share.
Q7	If we are using a hard match would we need to prove that we have the money on hand before the application can be approved?
A7	In Section 4 of the Application (page 7), the applicant must fill-out the “Description of Match” Section. In this Section, the applicant will identify ‘hard match’ (cash) or describe in detail the ‘soft match’ (all other match). By signing the Certification Sheet, the applicant is agreeing that the match is available (“all information provided in this application is true and correct to the best of my knowledge”). At the time of Application, there is no other requirement to prove match is available.

Q8	For participation in training or exercises, is the applicant required to give one narrative and cost breakdown for two attendees along with a second request for additional attendees?
A8	Yes, the applicant should prepare an Activity Budget Narrative to reflect up to two participants per activity. In the Budget Narrative, identify the total number of participants requested and the additional cost per participant. An example of the Budget Narrative and the detailed budget is shown in Appendix D. On the Cover Sheet (page 2), the applicant must prioritize all activities, including any participation above the initial two attendees per activity. Having all of this information in the application will allow the Review Panel to recommend allocation based on funding availability.
Q9	I am confused how the match works in the example budget given in Appendix D. Can you please provide clarification
A9	The example includes all cash match. The total amount of funding needed to implement the activity is \$12,428.00 cash. The example shows 20% of that total being provided as cash match. If the applicant is proposing using soft match (not cash) for this same example activity, the total cash needed would still be \$12,428.00 and the non-federal match would be an additional \$3,107 for a total project cost of \$15,535.
Q10	Will HMEP pay for Covid-19 related PPE for my proposed activities?
A10	As stated in the Funding Announcement “Purchase of items related to the COVID-19 pandemic in order facilitate a safe training environment is authorized. Items purchased must be used for HMEP planning or training activities and not for operational use. Sub-grantees must submit for and receive prior approval before purchasing COVID-19 related supplies. Examples include, but are not limited to, hand sanitizer, disinfectant wipes, disinfectant spray, disposable gloves, masks, sneeze guards, disposable coveralls, and contactless thermometers.”
Q11	What is the correct date for the Methodology, Section V.C. regarding consistent technical assistance and revised applications?
A11	“If sufficient requests are not submitted for the available funding, DHSEM reserves the right to provide consistent technical assistance to all applicants and accept revised applications by a due date to be announced to all applicants that met the <u>April 30, 2021</u> deadline.”
Q12	Where can I find general information about HMEP?
A12	General information on HMEP can be found at https://www.nmdhsem.org/hmep-grant/ and https://www.phmsa.dot.gov/grants/hazmat/hazardous-materials-emergency-preparedness-hmep-grant .