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**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**Hazardous Materials Emergency Preparedness Grant 2021  
Funding Announcement**

**Purpose**

Planning, training and exercise activities funded by the Hazardous Materials Emergency Preparedness Grant (HMEP) will be used to develop, improve, and carryout emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (42 U.S.C. 11001 et seq.), see 49 U.S.C. 5116(a). Emergency responders who receive training under the HMEP grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection Association standards for competence of responders to accidents and incidents involving hazardous materials. (49 U.S.C 5116(b)). In general, HMEP is used to;

- Increase effectiveness in safely and efficiently handling hazardous materials incidents;
- Enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA); and
- Encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

Through this funding opportunity, DHSEM will award up to \$180,000 in federal funding to eligible applicants for hazardous materials planning, training and exercise. HMEP funding can be used for;

- Planning activities such as Hazardous Materials Plans, commodity flow studies, and similar.
- Training activities such as HOTZONE, HazMat Challenge Hazardous Materials certification, Haz Mat Personal Training Equipment.
- Hazmat exercise activities to test emergency Hazmat plans and similar.

**Application Release Overview**

HMEP funding prioritization and details for eligibility are found in the Federal Notice of Funding Opportunity (NOFO) and the State Application. The Federal NOFO was made available April 26, 2019 and is attached here for reference.

The State Application and Selection Methodology are being released along with this Funding Announcement. An application review webinar will be held on April 8, 2021 from 12:30 to 2 pm; Zoom information is below. The webinar will be recorded and posted on the DHSEM website for future reference.

<https://zoom.us/j/91218635556?pwd=a1M3TjdieUZadU42WU9wMk40ck9hUT09>  
Meeting ID: 912 1863 5556  
Passcode: 343723  
Or dial-in for audio only: 346-248-7799 or 669-900-9128

### **Eligible Applicants for Sub-grants**

Eligible Sub-grant applicants are counties, municipalities, Local Emergency Planning Committees (LEPCs), Tribes, Pueblos and Nations located within the State of New Mexico.

### **Period of Performance**

Resulting Sub-grant Agreement Period of Performance will begin October 1, 2021 and end July 30, 2022. If specific activities are requested for implementation in August 2022, a Sub-grant extension will be considered on a case-by-case basis.

### **Priorities**

In general, the DHSEM priorities for HMEP funding are;

1. Successful completion of previous HMEP scope of work within agreed upon budget and timeline.
2. Activities that support the DOT/HMEP Rural Opportunities to Use Transportation Economic Success (ROUTES) Initiative.
3. First time DOT/HMEP Applicants.
4. Plan Development in the following priority order;
  - a. Commodity Flow Study creation, LEPC Hazardous Materials Response Plan creation, LEPC Hazardous Materials Response Plan up-date
  - b. All other eligible plan types
5. Training development, scheduling, planning
6. Training participation
7. Exercise development, scheduling, planning
8. Exercise participation

Additional information is found in the HMEP Selection Methodology.

## **Matching Funds**

HMEP is an 80%/20% cost match program; participating jurisdictions are required to provide at least 20% of the project activities as matching funds. Cash ('hard' match) and non-cash ('soft' match) or a combination is allowable. Expenditures, including match, must meet the requirements of 2 CFR Part 200, Subpart E and the HMEP Expenditure Guide (dated December 2020). Back-up documentation is required for all expenses, including for matching funds.

## **Allowable Costs**

- Increasing effectiveness in safely and efficiently handling hazardous materials incidents.
- Enhancing implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).
- Encouraging a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.
- Planning activities such as HOTZONE, HazMat Challenge, commodity flow studies, and similar.
- Training activities such as hazardous materials certification or personal training equipment.
- Exercise activities to test emergency hazardous materials plans and similar.
- Generally, overtime and backfill expenses are permitted under this grant in order to perform allowable HMEP training and exercise activities. To be eligible for any form of personnel time reimbursements, the individual's employing department must have experienced an actual cost beyond normal operational personnel expenses. Qualified expenses may include overtime, backfill or loss of salary/compensation by the individual attending a grant eligible activity or backfilling for someone attending an eligible activity. Backfill, overtime and stipend reimbursements must be supported by actual payroll records. The following apply;
  - No more than 30% of an award can be used for backfill, overtime and stipend costs;
  - Overtime to attend training conferences or symposiums will not be covered;
  - Planning activities will not be considered for overtime, backfill or stipends; and
  - Course instructors and administrative staff are not eligible to be reimbursed for overtime and backfill expenses.
- Purchase of items related to the COVID-19 pandemic in order facilitate a safe training environment. 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.

## **Unallowable Costs**

- Entertainment, alcohol, or morale costs.
- Any costs disallowed or stated as ineligible in 2 CFR part 200.
- Excessive costs for general office supplies, equipment, computer software, printing and copying.
- Expenses not related to the transportation of hazardous materials.
- Expenses claimed and or reimbursed by another program.
- Expenses counted as match funds toward another Federal program.
- Expenses that supplant existing operational funds/programs.

## **Important Dates**

- **April 2, 2021** – Release of Funding Announcement and Application.
- **April 8, 2021** – Webinar from 12:30 to 2pm to review this Announcement, the Application and Selection Methodology. Instruction on filling out the application will also be included in the webinar. The webinar will be recorded and posted on the DHSEM website for future reference.
- **April 14, 2021**– Deadline to submit questions.
- **April 16, 2021**– DHSEM posts answers to questions.
- **April 30, 2021** – Application submittal due date.
- **October 30, 2021**– Anticipated award and Sub-grant Agreements issued, after USDOT awards to DHSEM.

## **Additional Information**

- Attached to this Funding Announcement are the State Sub-grant Application, Selection Methodology, DHSEM Scoring Sheet, Federal NOFO and HMEP Expenditures Guide.
- For the Pipeline and Hazardous Materials Safety Administration (PHMSA) website on the Hazardous Materials Emergency Preparedness (HMEP) Grant go to <https://www.phmsa.dot.gov/grants/hazmat/hazardous-materials-emergency-preparedness-hmep-grant>
- DHSEM's website on the Hazardous Materials Emergency Preparedness (HMEP) Grant go to <https://www.nmdhsem.org/hmep-grant/>
- For the DOT/HMEP ROUTES Initiative go to <https://www.transportation.gov/rural>