



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

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United States Department of Transportation
Pipeline and Hazardous Materials Safety Administration
2019-2020 Hazardous Materials Emergency Preparedness (HMEP) Grant
Massachusetts Emergency Management Agency
Notice of Funding Opportunity

Table of Contents

Section	Pages
Overview and Purpose of the HMEP Grant Funds	2
Funding Availability	2
Application Deadline and Submission Process	3
Grant Application Briefing Conference Calls	3
Project Guidance	4-7
Timeline and Anticipated Period of Performance	8
2018-2019 HMEP Application Template	9-11
Application Submission Checklist	12
Eligible Award Amounts	13-15

Overview and Purpose of the HMEP Grant Funds

Through a U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration, Hazardous Materials Emergency Preparedness (HMEP) grant program, the Massachusetts Emergency Management Agency (MEMA), is providing funds to support **local and regional Emergency Planning Committees (EPC) with their hazardous materials planning, training, and exercise activities, particularly those involving transportation.**

The U.S. DOT's 2019 HMEP Expenditures Guide provide guidance on allowable activities and key information that should be reviewed when developing project narratives and budgets. The HMEP Expenditures Guide can be found on the U.S. DOT website here: <https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/about-phmsa/grants/hazmat/2956/2019-hmep-expenditures-guide-021319.pdf>

Funding Availability

Through this Notice of Funding Opportunity (NOFO), MEMA will be accepting applications from eligible¹ Massachusetts State Emergency Response Commission-certified Emergency Planning Committees for 2019-2020 HMEP Grant Funding.

MEMA will only accept one (1) application per eligible EPC.

Funding for this NOFO comes from the 2019-2020 HMEP award to MEMA; Total Federal Award Amount \$290,223; Federal Period of Performance; 10/1/19- 9/30/20; CFDA # 20.703).

MEMA has allocated \$106,411 for EPC sub-grants based on the formula distribution found on pages 13-15.

¹ Eligible applicants are those that submitted a 2019-2020 HMEP Notice of Intent and Activity Proposal form to MEMA by 4/5/19.

Application Deadline and Submission Process

Completed applications - using the Application Template found on pages 9-11 - **must be received no later than 5/13/19**. Completed applications must be emailed to jeff.timperi@mass.gov.

Once you have submitted your application to jeff.timperi@mas.gov you should receive a confirmation receipt within two business days. If you do not receive confirmation within two business days, please contact your MEMA Regional Office or Jeff Timperi to confirm receipt of your application.

Grant Application Briefing Conference Calls

MEMA will conduct several grant application briefings via conference call (each call will provide the same information).

To join a call, please dial 605.468.8724 and enter access code 690 508. The conference call schedule is below:

DATE	TIME
4/18/19	11:00am-11:30am
4/24/19	11:00am-11:30am
4/30/19	11:00am-11:30am
5/9/19	11:00am-11:30am

Project Guidance

This is a reimbursement-based grant program. The information included here does not provide complete details of the HMEP and its allowable and unallowable activities. It is presented as an overview for sub-recipient planning and administrative purposes. The applicant should become familiar with the Federal and State guidance for the HMEP.

All costs must be allowable under the HMEP grant program. For additional information, please refer to the U.S. DOT's 2019 HMEP Expenditures Guide: <https://www.phmsa.dot.gov/sites/phmsa.dot.gov/files/docs/about-phmsa/grants/hazmat/2956/2019-hmep-expenditures-guide-021319.pdf>

In general, HMEP grant funds may be used towards hazardous materials planning, training, and exercise activities, particularly those involving transportation.

- Planning

Sub-recipients may use HMEP funds to hire contractors or pay personnel to assess and/or develop emergency management plans required under EPCRA. **Backfill/Overtime is NOT an allowable cost under this grant program.**

- Equipment

Equipment must be used for hazardous materials related planning, training, or exercise activities and must be dedicated to the EPC.

IT equipment – which per US DOT is a low priority - must be dedicated to the EPC for use in hazardous materials planning and/or training activity, and a price quote must be submitted with your application.

Equipment for response/operational purposes is NOT allowable under this grant program.

- Supplies

Supplies must be used for hazardous materials related planning, training, or exercise activities and must be dedicated to the EPC.

- Attending national, statewide, or regional hazmat conferences

These costs must also adhere to MEMA's Travel Expenses Reimbursement Guidance, which may be found on MEMA's website here: <https://www.mass.gov/service-details/learn-about-the-hazardous-materials-emergency-preparedness-hmep-grant> **A conference agenda must be submitted with your application. If an agenda is not available, please provide a prior year agenda as an example.**

- Training

These funds may be used for general training expenditures (i.e. reimbursement of an instructor; facility rental cost; expenses associated with staff to support the training effort), training courses, allowable training equipment, supplies and materials, and to attend training conferences.

The course syllabus must be submitted with the application. As applicable, please include the related NFPA and/or OSHA standard. In addition, please identify the proposed number of courses to be conducted and the projected numbers of persons to be trained.

- Exercises

HMEP Grant funds may be used to design, develop, conduct, and evaluate hazardous materials transportation-related exercises. Exercises should be consistent with the principles outlined in the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP materials may be found on-line here: <http://hseep.dhs.gov>.

Exercises conducted using HMEP funding must be NIMS compliant.

Backfill/Overtime for Exercise Participation is NOT an allowable cost.

Allowable exercise-related costs include:

Funds Used to Design, Develop, Conduct and Evaluate an Exercise: Includes costs related to planning, meeting space and other meeting costs, facilitation costs, materials and supplies.

Hiring of Full or Part-Time Staff or Contractors/Consultants: Full- or part-time staff may be hired to support direct exercise activities. Payment of salaries and fringe benefits must be in accordance with the policies of the local government. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of exercises.

Travel: Travel costs (e.g., airfare, mileage, per diem, hotel) are allowable – in adherence with MEMA’s Travel Expenses Reimbursement Guidance - related to the planning and conduct of the exercise project(s).

Supplies: Supplies are items that are expended or consumed during the course of the planning/training and conduct of the exercise (e.g., copying paper, gloves, tape).

- Food/Catering Costs

Catering services should be used conservatively and must be reasonable, as well as integral to the meeting, training, or conference in which they are used.

For this to be allowable, the primary purpose of the event must be the dissemination of technical information. In addition, applicants must provide: the length of the event (it must be at least five hours in length); the proposed menu items; distance (in miles) from the event to the nearest eating establishment; and a justification as to why having event attendees get food on their own would negatively impact the event.

Personal Identifiers

Sub-recipients should review documents that are submitted to MEMA to ensure all personal identifiers (e.g., residential street address, Social Security Number, etc.) are removed or redacted.

Procurement

All sub-recipient spending under this grant must comply with federal procurement standards described in 2 CFR 200.317 through 200.326. Sub-recipients must expend funds under their official, documented procurement procedures which reflect applicable federal, state, local, and tribal laws and regulations.

If an organization does not have a procurement policy, MEMA will not provide a contract. If a procurement policy is inadequate, MEMA will not provide a contract until appropriate revisions have been made to assure all expenditures will be made in compliance with federal, state, and local procurement requirements.

Federal System for Award Management

Pursuant to 2 CFR 200 Appendix I Subpart D(3), all applicants of federal funds must have an active System for Award Management (SAM) registration. MEMA will require all successful applicants to provide proof of their active SAM registration, and MEMA will follow-up with successful applicants as needed. Additional detail about registering in SAM may be found on the SAM website here:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>

Unallowable Costs

In general, HMEP grant funds will not support the following:

- Operational Equipment
- Management and Administrative (M+A) costs
- Expenses not related to an EPC
- Backfill/Overtime
- Weapons and ammunition
- Hiring of first responders
- Supplanting

Environmental Planning and Historic Preservation ('EHP') Requirements

All federal grant funding must comply with federal Environmental Planning and Historic Preservation ('EHP') laws, executive orders, and regulations.

US DOT does not have an EHP review and approval process so an EHP screening memo is NOT required.

However, for drills, full scale exercises, and installation of allowable equipment, the location (exercise area or installation site) must be reviewed to see if it is an historic site or area. This may be done via the Massachusetts Historical Commission's MACRIS database, which may be found on the MHC's website here: <http://mhc-macris.net/>

Activities on historic sites or locations must be approved by the MHC prior to the activity. This may be done via a Project Notification Form. This form and directions on how to submit may be found on the MHC's website here: <http://www.sec.state.ma.us/mhc/mhcform/formidx.htm>

If applicable, please submit a copy of the Project Notification Form and approval to MEMA.

Timeline and Anticipated Period of Performance

To assist EPCs with overall planning, the following timeline identifies the key steps and dates:

DATE	TASK
4/5/19	HMEP Notice of Intent and Activity Proposal form ("Notice") due
4/12/19	MEMA will provide comments on all Notices received
4/16/19	MEMA will provide the Notice of Funding Opportunity and identify when grant briefings will occur
5/13/19	Completed Application Templates (see Application Submission Checklist) are due
5/24/19	MEMA will submit all EPC applications to U.S. DOT for its review and approval
11/1/19	MEMA will contact all EPCs with U.S. DOT comments and provide contracts; contracts are <u>anticipated</u> to begin by 11/1/19 and will end (per the EPC) on either 6/30/20 or 9/30/20.

2019-2020 HMEP Application Template

1. EPC Information

EPC Name: _____

EPC Chair Name: _____

EPC Chair Email: _____

Sub-recipient (e.g., city/town that will receive these funds): _____

Sub-recipient Point of Contact name: _____

Telephone: _____

Email: _____

Sub-recipient DUNS Number: _____

Fiscal Point of Contact (if different than above): _____

Telephone: _____

Email: _____

2. Project Summary

In order for MEMA – and the U.S. DOT - to ensure all costs and activities are reasonable, allowable, and support **Hazardous Materials transportation planning and/or training efforts**, please provide clear and comprehensive responses to items (a – d) below.

- a. Please detail how the funds will be used and the needs that are being addressed.

- b. Please describe how the need(s) were identified.

- c. Please describe the capability you are seeking to sustain or enhance and/or the gap you are seeking to address.

d. From 49 CFR 110.40(a) 1-6, please check (at least) one activity below that best supports your proposal.

Development, improvement, and implementation of emergency plans required under the Emergency Planning and community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.	
An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian county, and development and maintenance of a system to keep such information current.	
An assessment of the need for regional hazardous materials emergency response teams	
An assessment of local response capabilities	
Conduct of emergency response drills and exercises associated with emergency preparedness plans	
Provision of technical staff to support the planning effort	

3. Activity Report

Please provide a brief summary of your EPC’s activities – to include meetings dates - for the last twelve (12) months. If your EPC organization had no activity for the last 12 months, please provide a brief explanation why:

4. Funding Amount

MEMA uses a funding formula to determine award amounts. Award amounts may vary from year to year, based upon available funding. Please refer to pages 13-15 for your EPC’s award amount.

Eligible award amount: \$_____

5. Budget Detail

All costs must be reported below. Insert additional rows if needed.

Complete this budget table to itemize all proposed grant expenditures from date of award through June 30, 2020			
Description of Each Proposed Expenditure	Quantity	Unit Cost	Total Cost

<i>As needed, complete this budget table below to itemize all proposed grant expenditures from July 1, 2020 - September 30, 2020</i>			
Description of Each Proposed Expenditure	Quantity	Unit Cost	Total Cost

Application Submission Checklist

All applicants must submit the following:

- Completed Application Template: this must be emailed to jeff.timperi@mass.gov by 5/13/19.

As applicable, applicants may need to submit:

- If you are proposing to **attend a conference**, a conference agenda must be submitted with your application. If a current agenda is not available, please provide a prior year agenda as an example.
- If you are proposing to **attend or conduct training**, please provide:
 - the course syllabus;
 - as applicable, the related NFPA and/or OSHA standard;
 - the proposed number of courses to be conducted; and
 - the projected numbers of persons to be trained.
- If you are proposing to **purchase IT equipment**, please provide the following with your application:
 - price quote of item(s);
 - vendor brochure/specifications sheet of item(s);
 - justification for the proposed item brand vs. other brands;
 - justification for the proposed item costs vs. lower cost (if applicable); and
 - if multiple items (e.g., two laptops) are proposed you must provide the need for multiple items.
- If you are proposing **food/catering services**, please refer to pg 5 on what to provide with your application.
- If you are proposing to charge **indirect costs**, please provide a copy of your current and approved indirect cost rate. In addition, a completed Certification of Indirect Costs form will be required (this form can be provided by MEMA).

Eligible Award Amounts

MEMA Region	EPC Name	REPC or LEPC	Communities within the EPC	Eligible award Amount
3	Agawam	LEPC	Agawam	\$ 2,888.00
4	Auburn	LEPC	Auburn	\$ 2,688.00
4	Blackstone Valley	REPC	Grafton, Millbury, Sutton, Northbridge, Upton	\$ 3,188.00
2	Brockton	LEPC	Brockton	\$ 3,388.00
3	Central Berkshire	REPC	Becket, Dalton, Hinsdale, Hancock, Lanesboro, Lee, Lenox, Peru, Pittsfield, Richmond, Washington, Williamstown, Windsor	\$ 3,688.00
3	Chicopee	LEPC	Chicopee	\$ 2,888.00
3	East Longmeadow	LEPC	East Longmeadow	\$ 2,688.00
2	Fall River	LEPC	Fall River	\$ 3,388.00
3	Franklin County	REPC	Ashfield, Bernardston, Buckland, Charlemont, Colrain, Conway, Deerfield, Erving, Gill, Greenfield, Hawley, Heath, Leverett, Leyden, Monroe, Montague, New Salem, Northfield, Orange, Rowe, Shelburne, Shutesbury, Sunderland, Warwick, Wendell, Whately	\$ 3,688.00

3	Hampshire	REPC	Amherst, Belchertown, Chesterfield, Cummington, Easthampton, Goshen, Granby, Hadley, Hatfield, Huntington, Middlefield, Northampton, Pelham, Plainfield, South Hadley, Southampton, Ware, Westhampton, Williamsburg, Worthington	\$ 3,688.00
2	Hanover	LEPC	Hanover	\$ 2,688.00
2	Kingston	LEPC	Kingston	\$ 2,688.00
4	Leicester	LEPC	Leicester	\$ 2,688.00
3	Longmeadow	LEPC	Longmeadow	\$ 2,688.00
2	Marion	LEPC	Marion	\$ 2,688.00
2	Marshfield	LEPC	Marshfield	\$ 2,888.00
1	Mystic	REPC	Arlington, Burlington, Chelsea, Everett, Lynn, Lynnfield, Malden, Medford, Melrose, North Reading, Reading, Revere, Salem, Saugus, Somerville, Stoneham, Wakefield, Winchester, Winthrop, Woburn	\$ 4,219.00
2	Needham	LEPC	Needham	\$ 2,888.00
4	Northborough	LEPC	Northborough	\$ 2,688.00
3	Northern Berkshire	REPC	Adams, Cheshire, Clarksburg, Florida, New Ashford, North Adams, Savoy	\$ 3,188.00
2	Plymouth	LEPC	Plymouth	\$ 2,888.00
2	Quincy	LEPC	Quincy	\$ 3,388.00
2	Randolph	LEPC	Randolph	\$ 2,888.00
2	Rehoboth	LEPC	Rehoboth	\$ 2,688.00
4	South Wachusett	REPC	Boylston, Holden, Sterling, West Boylston	\$ 3,188.00

3	Southern Berkshire	REPC	Alford, Egremont, Fairview Hospital, Great Barrington, Monterey, Mt. Washington, New Marlborough, Otis, Sandisfield, Sheffield, Stockbridge, Tyringham, West Stockbridge	\$ 3,188.00
2	Stoughton	LEPC	Stoughton	\$ 2,888.00
4	Sturbridge	LEPC	Sturbridge	\$ 2,688.00
4	Tri-EPIC	REPC	Charlton, Dudley, Oxford, Southbridge, Sturbridge, Webster	\$ 3,688.00
1	Waltham	LEPC	Waltham	\$ 2,888.00
2	Wellesley	LEPC	Wellesley	\$ 2,888.00
3	West Springfield	LEPC	West Springfield	\$ 2,888.00
4	Westborough	LEPC	Westborough	\$ 2,688.00
3	Western Hampden County REPC	REPC	Chester, Blandford, Granville, Russell, Tolland	\$ 2,688.00
4	Worcester	LEPC	Worcester	\$ 3,388.00