

# Hazardous Materials Emergency Preparedness (HMEP)

FFY 2023-2024

US Department of Transportation  
Pipeline & Hazardous Material Safety  
Administration

# Notice of Funding Opportunity (NOFO)

Funding for this Notice of Funding Opportunity (NOFO) comes from the 2023-2024 HMEP award to MEMA. The total federal award amount is \$279,037; federal period of performance 10/1/2023 thru 9/30/2024; CFDA #20.703.

MEMA has allocated an estimated \$127,231 for these pass-through subgrants to eligible Local and Regional Emergency Planning Committees (LEPC/REPC).

# Overview and Purpose of HMEP

The purpose of the HMEP grant program 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 Tribes, and Territories that deal with hazardous materials emergencies, specifically those involving transportation. This grant also aids in meeting the requirements of Title 42 U.S.C. Chapter 116 §§ 301 and 303.

- Funding may be used to support hazardous material related activities in the following categories:
  - Planning
  - Training
  - Exercises

MEMA's Hazardous Material Emergency Preparedness (HMEP) subgrant program provides funds to assist Local and Regional Emergency Planning Committees (EPCs) to "develop, improve, and carry out emergency plans" within the National Response System and the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986.

# HMEP is not an operational grant

Funding may only be used to support hazardous material PLANNING, TRAINING, and EXERCISE related activities. Operational supplies and equipment are not eligible

## Cost Share / Match

HMEP has a cost share / match requirement of 20%, however MEMA currently does not pass this match requirement on to Local / Regional Emergency Response Committees subgrants.

# SERC Certification / SERC Registration

The State Emergency Response Commission (SERC) has **REPLACED** Emergency Planning Committees (EPCs) Certification with SERC Registration.

EPC must be registered with the SERC as a condition of eligibility to apply for HMEP grant funds.

SERC Registration link is posted in the 23-24 HMEP NOFO on our website. You can also get it from your Local Coordinator and the EM Grants Office

Next few slides show you what the registration looks like

# MA SERC Registration Form

LEPC / REPC Registration Form

1. What is the name of your LEPC / REPC?

2. Who is your LEPC / REPC Chairperson

3. What is the Chairperson's mailing address?

4. What is the Chairperson's Email address?

5. What is the Chairperson's phone number?

Enter your answer

6. Who is your point of contact for Tier II reporting?

Enter your answer

7. What is your Tier II POC mailing address?

Enter your answer

8. What is your Tier II POC email address?

Enter your answer

9. What is your Tier II POC phone number?

Enter your answer



10. Who is your Emergency Coordinator Contact Information/ Name?

Enter your answer

11. What is your Emergency Coordinator's mailing address?

Enter your answer

12. What is your Emergency Coordinator's email address?

Enter your answer

13. what is your Emergency Coordinator's phone number?

Enter your answer

14. Does your LEPC / REPC have a Hazardous Material Emergency Response Plan?

Yes

No

15. If Yes, Is your Hazardous Material Emergency Response Plan an Annex in your CEMP?

Yes

No

16. When was your Hazardous Material Emergency Response Plan last updated?

Please input date (M/d/yyyy)



17. Does your LEPC / REPC have a website

Yes

No

18. Provide your LEPC / REPC website (if you have one)

Enter your answer

19. How often does your LEPC / REPC meet?

20. How many Tier II reporting facilities within your LEPC / REPC?

21. How can the SERC better support your LEPC / REPC?

Submit

# SERC / HMEP Priorities

SERC has set the following priorities for 23-24 HMEP:

1. Planning
2. Exercises
3. Training
4. Conferences

# 23-24 HMEP Subgrants

HMEP is a competitive subgrant open to all LEPC/REPCs that are registered with SERC

Funding is capped:

\$5,000 per LEPC (single community)

\$10,000 per REPC (multi-communities)

As a condition of award, LEPC/REPC will be required to submit their most recent version of their Hazardous Material Emergency Response Plan to the SERC for review

# Priority #1 Planning

Max Points 10

## EPCRA Compliance HazMat Plans

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

- Hire planning consultant/contractor
  - Plan development
  - Risk and Capability assessments
  - GIS mapping services
  - Commodity flow studies
- 
- *supplies, equipment, food, drinks, backfill, and/or overtime will not be allowed under this priority*
  - *If your LEPC/REPC does not have a plan this would be the only project you would be eligible to apply for*

# Priority #2 Exercises

Max points 6

## HazMat Transportation Related Exercises

- Discussion-Based
  - Seminars
  - Workshops
  - Tabletop
  - Games
- Operations-Based
  - Drills
  - Functional
  - Full-scale

# Priority #2 – Exercises, cont.

- All exercises must be based on a HazMat transportation related incident
- Food / drinks will not be allowed
- Laptops, general office supplies, etc. will not be allowed
- Gas meters to be considered only if requested for a full-scale exercise
- Backfill / Overtime for exercise participants must be clearly justified
- If LEPC/REPC does not have a HazMat plan and/or HazMat plan has not been updated within the past 3-years, you will only be eligible to conduct a discussion-based exercise
- After-Action Reports will be required with your reimbursement request
- Exercises that are not HazMat transportation related will not be eligible
- As a condition of award, LEPC/REPC will be required to submit their most recent updated hazmat emergency response plan to the SERC for review



# Priority #3 Training

Max points 4

## Certification Training

- HazMat Awareness
- Operations
- Technician
- Specialist
- Refreshers

## Noncertified Training

- HazMat ICS 100, 200, 300, 400
- Chemistry for Emergency responders
- Flammable Liquid/Gas Bulk storage
- Surveying HazMat Incidents
- Level A/B Personnel Protective
- HazMat for Dispatchers

## Priority #3 – Training, cont.

- If LEPC/REPC does not have a HazMat plan or plan has not been updated within the past 3-years you will only be eligible for Certification training courses
- Certification courses offered at conferences will only qualify under priority #4 Conferences
- Food / drinks will not be allowed

## Priority #4 Conferences

Max points 2

### Conference Attendance

- MA HazMat Tech (MAHMT) Conf
- International Assoc of Fire Chiefs (IAFC)
- Hot Zone
- Hazmat Continuing Challenge

# Priority #4 – Conference (cont.)

- Allowable Expenses include:
    - Conference Registration
    - Travel to/from conference
    - Per diem (in accordance with local travel policies, not to exceed GSA rates)
  - Unallowable Expenses include:
    - Backfill / Overtime
- *LEPC/REPCs not eligible for conference attendance if they do not have a hazmat plan*
- *Certification courses offered at conferences will only qualify under priority #4*

# Additional Scoring Criteria

Applies to both LPEC and REPC applications:

- Application clearly defined their risk assessment process (max points 10)
- As a result of their risk assessment, application clearly defined community(ies) gaps and needs (max points 10)
- SVI Communities\* (max points 10)
- The proposed project/activity clearly explains how it will fill their community(ies) identified gaps/needs (max points 8)
- Clear understanding of how the proposed project/activity will enhance community(ies) (max points 6)
- Budget completed properly and matches narrative descriptions (max points 4)

*\*LEPC/REPCs with SVI communities will be required to describe how their proposed project will benefit their vulnerable populations and define how their project will lessen the effects on them during emergencies and disasters. Those applications that do not address this may result in zero (0) points even though they are an SVI community.*

# Social Vulnerability Index

Attleboro	Chicopee	Greenfield	Ludlow	Milford	Randolph	Springfield	Westfield
Beverly	Everett	Haverhill	Lynn	New Bedford	Revere	Taunton	Weymouth
Boston	Fall River	Holyoke	Malden	Peabody	Salem	Ware	Worcester
Brockton	Fitchburg	Lawrence	Marlborough	Pittsfield	Somerville	Webster	
Chelsea	Framingham	Lowell	Methuen	Quincy	Southbridge	West Springfield	

Communities with a Social Vulnerability Index of .75 or greater.

# Timeline

- Release NOFO and Application Sept 1, 2023
- Register with SERC Oct 31, 2023
- Application due date Oct 31, 2023
- Anticipated Contract Period Nov-June 2024



Questions



# Application – General Information

<b>Community Name</b>			
<b>Mailing Address</b>			
<b>Town / City</b>		<b>Zip Code</b>	
<b>Name of your EPC</b>			

<b>Point of Contact</b>			
<b>Email Address:</b>		<b>Phone #</b>	

<b>Are you forming a new LEPC? (yes/no)</b>	
<b>Are you forming a new REPC? (yes/no)</b>	
<b>Are you joining an already established REPC? (yes/no)</b>	
<b>If you are an REPC, list all communities within the REPC</b>	

# Application – General Information cont.

<b>Number of Tier II reporting facility within your EPC</b>	
<b>How often does your EPC meet?</b>	
<b>Date of last EPC meeting?</b>	
<b>Are your meeting minutes posted on your website? (yes/no)</b>	
<b>If NO, how does the public receive information such as meeting announcements, meeting minutes, etc.?</b>	

<b>Does your EPC have a Hazardous Material Emergency Response Plan? (yes/no)</b>	
<b>Is your Hazardous Material Emergency Response Plan signed by officials? (yes/no)</b>	
<b>When was your plan last reviewed and/or revised? (month/year)</b>	
<b>Are you a SERC Certified EPC? (yes/no)</b>	
<b>If YES, when did you receive your SERC Certification (month/year)</b>	
<b>What level of SERC Certificated are you (start up, full, etc.)</b>	

# Application – Needs Assessment

**Describe the current capacity and any areas of deficiency as it concerns preparedness for the transportation of hazardous materials (*needs assessment*)**

This section is about you explaining what your community(ies) current capabilities are and your identified gaps regarding ONLY preparedness for and responding to transportation related hazmat incidents

- How was this gap identified and how will this/these activities fill this gap?
  - This should not only include your tier II reporting facilities (*this is a transportation related grant*)
  - This is not about replacing outdated equipment or lack of operational funding/support

# Application – Planning only

**Priority #1 Planning - (*Describe your proposed project/activities only if conducting Planning*)**

## **Describe your proposed project/activities**

What is it that you want to do?  
How will you accomplish this?  
What is your expected outcome?

## **Describe how this project/activity will enhance your community(ies)**

# Application – Exercises only

**Priority #2 Exercises** (*Describe your proposed project/activities only if conducting Exercise*)

Type of Chemical		Transportation Mode	
<p>Tell us about the exercise</p> <p>Who will be involved?</p> <p>Why are you doing the exercise?</p> <p>What is your expected outcome</p> <p>You must include the type of chemical(s) and transportation mode</p>			
<b>Describe how this project/activity will enhance your community(ies)</b>			

# Application – Training Only

**Priority #3 Training - (Describe your proposed project/activities only if attending/conducting Training)**

<b>Course Name(s)</b>			
<b>Type of Certification</b>		<b># of Attendees</b>	
<b>Location and date(s) of the Training</b>			
<b>Describe how conducting/attending this training will enhance your community(ies) ability to respond to transportation related hazmat incidents:</b>			
<p>Tell us why you need this training? How having or not having this training will affect your ability to safely and effectively prepare for / respond to hazmat transportation related incidents.</p> <p>Include the type of certification, if it applies</p> <p>If location/date are unknown provide your best guess</p>			

# Application – Conferences Only

Priority # Conference - *(Describe your proposed project/activities only if attending/conducting Training)*

<b>Conference Name(s)</b>			
<b>Type of Certification</b>		<b># of Attendees</b>	
<b>Location and date(s) of the Conference</b>			
<b>Describe how attending this conference will enhance your community(ies) ability to respond to transportation related hazmat incidents:</b>			
<p>Tell us why you need to attend this conference? How those attending will share knowledge with others following the conference. How attending will enhance your ability to safely and effectively prepare for / respond to hazmat transportation related incidents.</p> <p>Include the type of certification, if it applies</p> <p>If location/date are unknown provide your best guess</p>			

# Application – SVI Community

**If your LEPC is an SVI community or you have SVI community(ies) within your REPC, describe how this proposed project will benefit your vulnerable populations. Define how this project will lessen the impacts/effects on them during a hazmat incident:**

If you are an SVI community, your activities should link directly to lessening the impacts or effects on your vulnerably population

If your project/activities do not have a direct benefit to your vulnerably population, you will not get the extra points even though your community is listed as an SVI community.



# Application – Budget – Planning only

Description		Costs	Product/Vendor Website*
1	planning consultant	\$3,000	TBD thru bid process
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL Project Costs		\$3,000	

# Application – Budget – Exercise only

Description		Costs	Product/Vendor Website*
1	TTX Exercise consultant	\$5,000	TBD thru bid process
2			
3			
4			
5			
6			
7			
8			
9			
10			
TOTAL Project Costs		\$5,000	

# Application – Budget - Training Only

Description		# Attend	Costs	Product/Vendor Website*
1	HazMat ICS 100 (1 class)		\$0	MEMA instructors
2	Responders from Fire, EMS, Police	15	\$5000	Backfill/Overtime for attendees
3				
4				
5				
6				
7				
8				
9				
10				
TOTAL Project Costs			\$5,000	

# Application – Budget - Conferences Only

Description		# Attend	Costs	Product/Vendor Website*
1	MAHMT Conf	5	\$5,000	<a href="http://www.mahmt.com/">http://www.mahmt.com/</a>
2				
3				
4				
5				
6				
7				
8				
9				
10				
<b>TOTAL Project Costs</b>			<b>\$5,000</b>	

# Application Notes

- This is a competitive subgrant
  - Your application must be complete, there will not be any follow up to get further information or to clarify what you mean.
  - Your project descriptions must be detailed enough for reviews to compare your needs against all other applications submitted
  - We will not be able to review and comment on draft applications
- Details regarding allowable expense are listed in the NOFO
  - Unallowable items/expenses will be removed from application prior to being scored
- Website/brochure required if purchasing supplies, equipment and/or attending conference
  - This requirement does not apply to contractor/consultant services
  - If website is not available, you must submit/attach brochure(s) which provides project details & photos.
  - Applications submitted without product/vendor website and/or brochure, if required, will be considered incomplete applications, and will not be scored or funded.
- Applications must be emailed to [EM.Grants@mass.gov](mailto:EM.Grants@mass.gov)
  - It is the LEPC/REPC responsibility to get their application submitted to the EM Grants Unit by the application due date
  - Applications received after 10/31/2023 will not be reviewed, scored, or considered for funding

# Application Submission Process

Complete your application and email it back to the EM Grants Unit at [EM.Grants@mass.gov](mailto:EM.Grants@mass.gov)

- Applications must be received by the EM Grants Unit no later than **10/31/2023**
  - *Application due date, 10/31/2023, is a hard date (no extensions)*
  - *Applications received after this date will **not** be reviewed, scored, or considered for funding*
- EM Grants Unit will provide confirmation once your application has been received
- Eligible applications will be reviewed and scored by a review panel
- Those applications with the highest score will be recommended for funding

Everyone will be notified (funded or not) once the review/score process has been completed

If your project has been selected for funding, you will receive an email with you contract documentation to be signed and mailed (originals) back to the EM Grants Unit.

# Competitive subgrant

- As stated earlier, this is a competitive subgrant.
- Applications will be scored as submitted and those with the highest scores will be funded.
- If awarded, you will not be allowed to revise your project.



EM Grants Unit  
[EM.Grants@mass.gov](mailto:EM.Grants@mass.gov)

Or  
your Local Coordinator