

**Massachusetts Emergency Management Agency
Emergency Management Grants Unit
Notice of Funding Opportunity**

Federal Fiscal Year 2024-2025

**U.S. Department of Transportation, Pipeline and Hazardous Material Safety Administration
Hazardous Materials Emergency Preparedness Grant Program**

Purpose and Overview

Pipeline and Hazardous Materials Safety Administration (PHMSA) protects people and the environment by advancing the safe transportation of energy and other hazardous materials that are essential to our daily lives. To do this, PHMSA establishes national policy, sets, and enforces standards, educates, and conducts research to prevent incidents. They also prepare the public and first responders to reduce consequences if an incident does occur.

The purpose of the Hazardous Material Emergency Preparedness (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.

Full details regarding HMEP can be found by going to PHMSA's website:

<https://www.phmsa.dot.gov/grants/hazmat/hazardous-materials-emergency-preparedness-hmep-grant>

MEMA's Hazardous Material Emergency Preparedness (HMEP) subgrants provide funds to assist Local Emergency Planning Committees (LEPCs) 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.

Funding Availability

Funding for this NOFO comes from the 2024-2025 HMEP estimated award to MEMA. The total federal award amount is \$279,037; federal period of performance 10/1/2024 – 9/30/2025; assisting listing #20.703. MEMA has allocated an estimated \$127,231 for pass-through subgrants for Massachusetts LEPCs. Funding is capped at \$5,000 per community.

EXAMPLE: LEPC with one (1) community = \$5,000 / REPC with five (5) communities = \$25,000

Grant Priorities

Funding under this award is critical to ensuring the safe transportation of hazardous materials by training emergency responders and funding planning activities such as commodity flow studies, tabletop exercises and emergency response plan development.

Only activities that fall with the following priorities will be considered for funding:

1. EPCRA compliant hazardous material emergency response plan development / updates
2. Hazardous material transportation related exercises
3. Hazardous material related training
4. Hazardous material conference attendance

Reimbursement-Based Grant

This is a reimbursement-based grant which means the community/tribe must spend their money then submit a request for reimbursement from MEMA. To be eligible for reimbursement, proper documentation must be submitted with the EM Grants Unit's Reimbursement Request Form. All purchases must comply with [2 CFR 200.318](#) procurement laws and equipment must be tagged, maintained and inventoried.

Cost Share and Match

HMEP has a cost share of 20%, however MEMA currently does not pass this match requirement on to subrecipients of this subgrant.

Pipeline and Hazardous Material Safety Administration Goals:

Planning – develop, improve, and carry out emergency plans under the Emergency Planning and Community Right-to-Know Act of 1986, including ascertaining flow patterns of hazardous materials transportation movement.

Training – ensure that responders who receive training under the grant will have the ability to protect nearby person, property, and the environment from the effects of accidents and incidents involving the transportation of hazardous materials

Unique Entity Identifier and System for Award Management (SAM)

As of October 1, 2024, Section 25.300 clarifies that first-tier subrecipients must obtain a Unique Entity Identifier (UEI) but are not required to complete a full System for Award Management (SAM) registration. The section also clarifies that the UEI requirement does not extend beyond first-tier subawards.

If an applicant has not provided MEMA with their UEI # (for the entity, not department) by the time MEMA is ready to finalize/sign a contract, MEMA will close project with no activity.

Environmental Justice Populations in Massachusetts (EJ Communities)

In Massachusetts, an environmental justice population is a neighborhood where one or more of the following criteria are true:

1. the annual median household income is 65 percent or less of the statewide annual median household income
2. minorities make up 40 percent or more of the population
3. 25 percent or more of households identify as speaking English less than "very well"
4. minorities make up 25 percent or more of the population and the annual median household income of the municipality in which the neighborhood is located does not exceed 150 percent of the statewide annual median household income.

The Executive Office of Energy and Environmental Affairs (EEA) uses data from the 2019 American Community Survey to identify environmental justice population areas in Massachusetts. Policy makers and state agencies can then use this information to communicate more effectively with communities affected by their work.

Additional points will be awarded to those applications that demonstrate community-wide benefit and identify the proportion of the population that will be impacted. The application must also describe how the project was selected and designed to maximize positive impacts and minimize negative impacts to any disadvantaged populations.

- What quantity (e.g., percent) of the population will directly benefit from the project?
- Who are the disadvantaged groups that will benefit from the project?
- Does the applicant provide clear examples of how the project will increase resiliency for the EJ population?

For information regarding your community, view the [Massachusetts 2020 Environmental Justice Population map](#).

Grant Application Briefings

MEMA will conduct grant application briefings to walk through the application, submission process, timelines, scoring criteria and can ask questions regarding allowable expenses and other topics. Communities are strongly encouraged to join one of the following briefings.

Date	Time	Webinar Link (Teams)	Phone	Passcode
10/7/2024	9:00 am	Join the meeting now	857.327.9245	782 728 832#
10/10/2024	3:00 pm	Join the meeting now	857.327.9245	911 439 097#
10/15/2024	10:00 am	Join the meeting now	857.327.9245	992 433 39#
10/18/2024	2:00 pm	Join the meeting now	857.327.9245	332 173 675#

Application Submission Process

Complete your application and email it back to the EM Grants Unit at EM.Grants@mass.gov

- Applications and SAM.gov UEI # must be received by the EM Grants Unit no later than **December 2, 2024**
 - *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
- EM Grants Unit will conduct first review to ensure all activities/costs are allowable, reasonable, and allocable
- Eligible applications will be reviewed and scored by a review panel
- Those applications with the highest score will be recommended for funding

Due to the competitive nature of this subgrant, EM Grants Unit staff will not be able to preview or comment on draft versions. All applications must be submitted as final versions.

This NOFO, the Application and Applicant Briefing slides can be found on MEMA's website under the HMEP webpage:

<https://www.mass.gov/service-details/learn-about-the-hazardous-materials-emergency-preparedness-hmep-grant>

TIMELINE:

ACTIVITIES	DATES
Release MEMA NOFO and Application	October 1, 2024
Application and UEI # <i>must be emailed to</i> EM.Grants@mass.gov	December 2, 2024
Applications reviewed/scored	December 15, 2024
Contract start date (estimated)	January 30, 2025
Contract end date	June 30, 2025

Scoring Criteria

Priority #1 – EPCRA Compliant HazMat Plan Development / Updates	Max Points 10
<ul style="list-style-type: none"> • Plan Development • Plan Updates • Risk and Capability assessments • GIS mapping services • Commodity Flow Study 	
<ul style="list-style-type: none"> ➤ <i>Supplies, equipment, food / drinks, backfill / overtime will not be allowed</i> 	
Priority #2 – HazMat Transportation Related Exercises	Max Points 6
<ul style="list-style-type: none"> • Discussion-Based (<i>seminars, workshops, tabletop, and games</i>) • Operations-Based (<i>drills, functional, and full scale</i>) 	
<ul style="list-style-type: none"> ➤ <i>All exercises must be based on a HazMat transportation related incident</i> ➤ <i>Food / drinks will not be allowed</i> ➤ <i>Only supplies directly related to the exercise will be considered</i> ➤ <i>Equipment will not be eligible under this priority</i> ➤ <i>Backfill / Overtime for exercise participants must be clearly justified</i> ➤ <i>If no 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</i> ➤ <i>After-Action Reports will be required with your reimbursement request</i> 	
Priority #3 – HazMat Related Training	Max Points 4
<ul style="list-style-type: none"> • Certification training (<i>Hazmat Awareness, Operations, Technician, Specialist, and Refreshers</i>) • Noncertificated training (<i>HazMat Incident Command System (100, 200, 300, 400), Chemistry for Emergency Responders, Flammable Liquid / Gas Bulk storage, Surveying a HazMat incident, Level A/B Personal Protective, HazMat for Dispatchers, etc.</i>) 	
<ul style="list-style-type: none"> ➤ <i>If no HazMat plan or plan has not been updated within the past 3-years you will only be eligible for Certification training courses</i> ➤ <i>Certification courses offered at conferences will only qualify under “Conference Attendance</i> ➤ <i>Food / drinks will not be allowed</i> 	
Priority #4 – Hazardous Material Conference attendance	Max Points 2
<ul style="list-style-type: none"> • Conference registration fees • Travel to/from conference • Per diem 	
<ul style="list-style-type: none"> ➤ <i>LEPC not eligible for conference attendance if they do not have a hazmat plan</i> ➤ <i>Certification courses offered at conferences will only qualify under “Conference Attendance</i> ➤ <i>Backfill/Overtime will not be allowed</i> 	

Additional Scoring Criteria applies to both LPEC and REPC applications	Max Points
• Application clearly defined their needs assessment process	10
• Activities explain how they will fill gaps as identified in needs assessment	10
• Clear understanding of how the proposed project/activity will enhance community(ies)	6
• EJ Communities*	10
• Budget completed properly and matches and explains expenses related to their project/activities	4

**LEPCs with EJ 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.*

- What quantity (e.g., percent) of the population will directly benefit from the project?*
- Who are the disadvantaged groups that will benefit from the project?*
- Does the applicant provide clear examples of how the project will increase resiliency for the EJ population?*

Those applications that do not address this may result in zero (0) points even though they are listed as an EJ community.