

# MEMA Adapted HMEP Expenditure Guide

Updated December 2020

The purpose of the Hazardous Materials Emergency Preparedness (HMEP) grant 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). This document is intended to help MEMA's sub-grantees understand allowable, conditionally allowable, and unallowable activities under the HMEP grant. The HMEP Activity Request Form is also attached at the end of this document for your convenience.

This document is effective for fiscal year (FY) 2019 grant awards and later. Examples of allowable activities provided in this document are not all-inclusive, and the absence of a specific activity does not preclude its possible approval.

## Allowable Expenditures

Allowable expenditures are those that are: reasonable, necessary, and allocable to the approved project consistent with 2 CFR Part 200 and the Notice of Grant Award (NGA).

Examples of allowable expenditures are listed below.

<b>Allowable General Expenditures</b>
Grants Management Courses
Continuing Education Specific to Grants Management Functions
Financial Management Courses with Grant Management Concentration
<b>Enhancing Hazardous Materials Plans</b>
Developing, improving, and implementing emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986
Workshops, drills, and exercises associated with hazmat emergency plans
Risk assessments to enhance plans
Capability assessments that evaluate the ability for first responders, non-governmental organizations, and other involved stakeholders to respond to a hazmat emergency
Gap analysis to enhance planning objectives
Improving interagency interoperability to better respond to and mitigate hazmat incidents
Determining commodity flow transportation patterns of hazmat and developing and maintaining a system
Assessing the need for regional hazmat emergency response teams
Providing technical staff to support planning efforts
Aerial photography for use with Commodity Flow Study research
<b>Planning Courses</b>
Courses aimed at developing, improving, and implementing emergency plans under the Emergency Planning and Community Right-to-Know Act (EPCRA) §§ 301 and 303 (Title 42 U.S.C. Chapter 116)
Hazmat transportation emergency preparedness and response courses
Hazmat risk analysis
Commodity Flow Study courses
Regional Response Strategy Selection courses
<b>Equipment and Supplies</b>
Computer equipment dedicated to HMEP Grant activities (use for operations purposes not allowable)

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Supplies and equipment required for HMEP-funded exercises and activities
<b>Conferences and Meetings</b>
National Association of SARA Title III Program Officials (NASTTPO)
<a href="#">Hazmat Continuing Challenge</a> : The Continuing Challenge provides safe response training for all emergency responders to hazardous materials incidents affecting transportation, public health and the environment. This annual Workshop is attended by hazmat responders from across the globe and is held every September in Sacramento, CA.
<a href="#">HOTZONE</a> : The HOTZONE Committee is composed of representatives from the local, State, and Federal levels of the hazmat response community serving Federal Region 6. This annual training conference provides hazmat technical training and promotes professional relationships within Region 6 to meet the unique needs of this region.
<a href="#">COLDZONE</a> : The 9th Annual 2017 Cold Zone Conference will offer a variety of hazardous material courses for first responders of all skill levels. This conference will provide the most recent information available, hands-on workshops and a variety of topics relating to many aspects of today’s hazards. Cold Zone will also provide an opportunity to meet other responders from around the region and neighboring states.
<a href="#">TRANSCAER®</a> *: TRANSCAER® (Transportation Community Awareness and Emergency Response) is a voluntary national outreach effort focusing on assisting communities with preparing for, and responding to, possible hazmat transportation-related incidents. TRANSCAER® educates emergency responders and their communities and includes safety training cars from the Firefighters Education and Training Foundation. * Necessities, by ownership or rental, for the physical needs and comfort of the participants and training recipients such as, but not limited to: classroom tents, tables, chairs, water coolers, portable toilets, wash stations, public address systems, generators, fuel for generators, waste management, and outdoor fans; projectors and screens, video recording services; safety gloves, safety glasses; pens, pencils, books, brochures, certificates; administrative services, advertising costs, trainer fees; and instructor accommodations, travel, and meals.
International Association of Fire Chiefs (IAFC), <a href="#">International Hazmat Conference</a> : The IAFC hosts the International Hazardous Materials Response Team Conference, which presents “what’s new in hazmat” and how it impacts today’s hazmat teams on the job.
<a href="#">Midwestern Hazmat Conference</a> : Two-day conference on hazmat and related response training presented by instructors in the hazmat response community. (Only courses on hazmat response are eligible.)
<b>Other</b>
Hazmat publications for permanent collections, such as the NFPA 472 guide
<b>General Training Expenditures</b>
Reimbursement for instructor(s) and trainees for tuition and travel expenses (lodging and per diem) to and from a training facility
Facility rental cost reimbursement
Expenses associated with training, such as staff to support the training effort, evaluation forms, etc.
<b>National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) 29 CFR § 1910.120 Competency Requirement Suggested Courses</b>
Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) training with transportation tie-in

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Hazmat Incident Command System (ICS), includes the following courses: <ul style="list-style-type: none"> <li>- ICS-100: Introduction to the Incident Command System</li> <li>- ICS-200: Incident Command System for Single Resources and Initial Action Incidents</li> <li>- ICS-300: Intermediate Incident Command System</li> <li>- ICS-400: Advanced Incident Command System</li> </ul>
Hazmat Awareness, Operations, Technician, Specialist, and Refresher Courses
Hazmat Incident Commander
Hazmat Officer/Safety Officer
Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
Confined Space Rescue
Hazmat Basic Life Support/Advance Life Support
Chemistry for Emergency Responders
Marine Operations - Ship-board rescue, firefighting, and hazmat
Airport Rescue Fire Fighting (aircraft response and rescue)
Explosive Ordinance Disposal/Explosives involving transport of explosives
Radiological (sources in transportation, but not Weapons of Mass Destruction.)
Tank Car Specialty
<b>National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) 29 CFR § 1910.120 Competency Requirement Suggested Courses, concluded</b>
Intermodal Tank Specialty
Marine Tank Vessel Specialty
Flammable Liquid Bulk Storage
Flammable Gas Bulk Storage
Radioactive Material Specialty in Transportation
First Receiver Awareness Training
Crude Oil Training
Cargo Tank Specialty
<b>Other Allowable Training Course Examples</b>
Ammonia, Ethanol, Chlorine Response
Alternative Fuels, used in transportation
Developing a Plan of Action
Chemistry of Hazmat-Part I/II
Surveying a Hazmat Incident
Level A/Level B Personal Protective
Hazmat for Emergency Management System (EMS)
Hazmat for Dispatcher
Hazmat Containers
Hazardous Materials Monitoring Refresher
Hazmat Level B Dress-out and Decon
Hazmat Technical Decon Refresher
Hazmat Containment and Control
Haz-Cat Training

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Pipeline Incident in Transportation Response Training
Haz Mat IQ Training (Above and Below the line, Advanced IQ & Tox Medic, etc.)
Emergency Medical Technician (EMT) Training for hazmat
Employee Hazmat Emergency Response Readiness Training
Creating and maintaining hazmat emergency response training websites
CAMEO Training, particularly that related to transportation
TRANSCAER® (travel and necessities* for physical needs and comfort of trainers and training recipients)
<b>Allowable Training Equipment, Supplies and Materials</b>
Rental equipment necessary to provide specific training, whether consumed in the training (e.g., this isn't equipment) or otherwise (e.g., a training suit). In most cases, equipment costs are expected not to exceed 5 percent of the total cost of the grant awarded and must be fully justified.
Publications, manuals, and other materials necessary to provide training and are used by instructor(s) and trainees--where appropriate, this may include the printing and copying of such materials and any cost of distributing these materials (such as mailing the materials to trainees in advance of the first training session).
Simulation software for hazmat training courses
Hazmat training suits for specific transportation related exercises
Firefighting foam for specific transportation related exercise

### Conditionally Allowable Expenditures

Conditionally allowable expenditures are those that are not commonly approved but will receive special consideration upon proposal.

Examples of conditionally allowable expenditures are listed below.

Tier II Chemical Inventory Reports
Tier II Databases
Statewide conference emphasizing hazmat emergency response capabilities, collaboration, networking, and preparedness opportunities for responders, particularly those related to transportation. Conditions include: transportation hazmat-themed schedule
Regional hazmat conferences and workshops, specifically those related to transportation
<a href="#">Fire Department Instructors Conference (FDIC)</a> : Comprehensive training for all levels of fire service practitioners with more than 24 hands-on training evolutions, 34 pre-conference workshops, and more than 160 classroom presentations. Conditions include: transportation hazmat-themed schedule
LEPC meeting expenses – Conditions include: LEPC meeting expenses are allowable when pertaining to the HMEP grant
Hospital Drills – Conditions include: Decontamination from a transportation incident (radiological, chemical, or other hazmat)
Emergency Operating Center (EOC) Leadership Exercises – Conditions include: Leadership exercises for events concerning hazmat preparedness and response
Title III Software (e.g., CAMEO/PEAC/PLUME) – Use of software must be tied to planning for hazmat transportation related accidents/incidents

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Fixed-facility hazmat preparedness – Conditions include: Exercises and plans that include transportation of materials to and from fixed-facilities; exercises that test the same capabilities that would be used to respond to a hazmat transportation incident
Refreshments – Conditions include: Beverages for trainings that are in rural locations or training conducted outside where hydration is needed to ensure exercises are safely conducted.
Exhibitors for Outreach and Preparedness Booths - Activity must tie-in to hazardous materials transportation
Fixed-facility hazmat training – Conditions include: Training that includes transportation of materials to and from fixed-facilities; training that addresses the same capabilities that would be used to respond to a hazmat transportation incident
Pro Board® Certification – Pro Board courses that are allowable under the HMEP grant program.

### Unallowable Expenditures

Unallowable expenditures are costs prohibited by law or regulation, Federal cost principles, PHMSA policy, or special terms and conditions of award.

Examples of unallowable expenditures are listed below.

Natural Disaster Exercises (e.g., Urban Avalanches, Pandemic Flu, Cruise Ship, Wildfire, Earthquake)
All-Hazards Warning System Drills
Joint Terrorism Task Force (JTTF) Exercises
WebEOC (EOC-Emergency Operations Center) mapping
Public Officials Conference that does not have a tie-in to hazardous materials transportation
Town-wide alert system
Development and distribution of a Hazmat Calendar
Expenses counted as match funds toward another Federal grant program or cooperative agreement
Entertainment costs
Foreign travel
Purchase of cell telephone(s), except for administration of the HMEP grant at the state level
Any costs disallowable or stated as ineligible in 49 CFR part 110 and 2 CFR Part 200 Subpart E
Any cost specifically prohibited in the General Terms and Conditions of the award, PHMSA policy as detailed in this Expenditures Guide, or Special Terms and Conditions listed on the NGA (Remarks section)
Membership fees and subscriptions, except as otherwise noted.
Food – Food purchased with HMEP funds for exercises, planning sessions, meetings, conference and more is unallowable under the HMEP grant program.
Stipends

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<a href="#">FRI (Fire Rescue International)</a> : Fire Rescue International (FRI) annual conference for fire and emergency service leaders from across North America and around the globe for 5 days of networking, learning, and collaboration.
Courses not related to hazmat emergency response (with the exception of certain pipeline trainings)
Pro Board® accreditation
Emergency Preparedness Presentation to Child Care Providers
School Violence Prevention
Weapons of Mass Destruction (WMD) Terrorism courses
Weapons of Mass Destruction (WMD) Radiological Training
Mobile Meth Lab Training
Active Shooter Training
Pandemic Flu Exercises
Equipment for the purpose of response operations, such as: <ul style="list-style-type: none"><li>- Self-Contained Breathing Apparatus (SCBA)</li><li>- PPE (Personal Protective Equipment)</li><li>- Monitoring Equipment</li></ul>
Overtime of trainees and any other employees who “backfill” positions of trainees during the period of training.

**Massachusetts Emergency Management Agency**

**EM Grants Unit**

**2019-2020 HMEP Activity Request**

<b>EPC Name:</b>		
<b>Subrecipient Name:</b>		
<b>Total Funding Request</b>		<b>\$</b>

<b>Type of Activity to Fund</b> <i>(check all that apply):</i>		
<b>PLANNING</b>		
<b>TRAINING</b>		
<b>EXERCISE</b>		

<b>Describe your Proposed Activity(ies):</b>

<b>How will the above activity(ies) IMPROVE / ENHANCE your planning/training/exercise program?</b>

<b>PLANNING - Number of Participants:</b>	
<b>TRAINING - Number of Participants:</b>	
<b>EXERCISE - Number of Participants:</b>	

Item	Qty	Price	Product/Vendor Website*
<b>Estimated Total:</b>			<b>\$</b>

*\*if website is not available; you must attach brochure(s) which provides product details & photos*

<b>Does this activity replace an item which has already been approved?</b>	<b>YES</b>		<b>NO</b>	
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<b>If yes, what activity is bringing replaced and why:</b>