



Homeland Security and Emergency Services

Hazardous Materials Emergency Preparedness Grant Program

2015-16 Local Emergency Planning Grant

Frequently Asked Questions

(as of 8/21/15)

1. What is the period of performance for the grant?
 - a. The 2015-16 HMEP period of performance is from October 1, 2015-September 30, 2016.
2. Who is eligible to apply for HMEP funds?
 - a. The HMEP program requires that 75% of the HMEP Planning Grant funding awarded to a state must be made available for use by Local Emergency Planning Committees (LEPCs). In New York State, each county and the City of New York are designated as LEPCs, and therefore are the only eligible applicants for the Local HMEP Planning Grant Program. You must be an active LEPC compliant with SARA Title III in order to apply for funding. Non-compliant LEPCs may participate in regional partnerships as long as the regional Fiduciary Agent is compliant.
3. Is there a match requirement for HMEP?
 - a. Yes, a 20% match is required on the total project cost (not 20% of federal funds received). Match may be either cash or in-kind, however, any match used must be an allowable expense under the HMEP Grant Program. The salary/fringe of a county employee that is not funded by federal funds (and is not being used as match on another federal grant) may be used as match for your HMEP funds for the amount of time devoted to an HMEP funded project.
4. How do I calculate the correct match?
 - a. To determine the amount of match required, multiply the federal funds requested by 0.25 (Match= 0.25 X federal funds).
5. Can my county use HMEP funds for salary for a county employee?
 - a. Maybe. HMEP funds may not be used for salary for an existing employee. If someone is being hired temporarily to work on an HMEP specific project, that may be allowable, but it will require specific details and a review by DHSSES and potentially by US DOT. Salary

and fringe for purposes other than HMEP related work, including operations, are not allowable.

6. I didn't apply for 2014-15 HMEP funds. Why is DHSES using reimbursement contracts for the HMEP Grant Program when contracts were previously not utilized?
 - a. DHSES transitioned administration of the HMEP Grant Program from the Office of Emergency Management (OEM) to the Grants Program Administration (GPA) unit of DHSES beginning with the 2014-15 award. GPA will administer the HMEP Grant Program in the same manner that other federal grant programs (SHSP, UASI, and EMPG) are administered. Awards for less than \$10,000 will be made through a Letter of Agreement.
7. Can my county use HMEP funds to pay for refreshments and/or a working lunch for an LEPC meeting?
 - a. No, HMEP funds may not be used for refreshments and/or a working lunch for an LEPC meeting.
8. Can my county use HMEP funds to pay for a lunch during a HazMat exercise?
 - a. Maybe. Recipients must justify in writing why a lunch should be approved and must document circumstances that would be too disruptive to the exercise if the meal were not provided. Prior approval is required. No retroactive approvals will be granted.
9. Can I use HMEP funds to purchase equipment?
 - a. No, HMEP funds are intended to support planning activities. The purchase of equipment is not allowable.
10. Can I use HMEP funds to conduct a training session?
 - a. Maybe. Any requests for training classes must be justified and have a nexus to improving planning capabilities, and DHSES must receive pre-approval from DOT before any training activities can be conducted. Potential applicants are reminded that the primary focus of this grant program is on eligible planning activities.
11. Will my county receive more money than it applied for?
 - a. If additional funding becomes available (beyond the allocated amount), those funds will be applied evenly to all applications requesting funding for projects related to the bulk transportation of crude oil. Counties submitting such projects will be contacted and will be asked to submit revised project budgets to account for the additional funding.
Counties will be expected to apply the additional funding towards crude oil preparedness activities.

12. Can my county submit a regional application in partnership with other counties?
 - a. Yes, regional applications are encouraged, and the fiduciary agent for the regional application will administer the pooled award on behalf of the region.

13. Can my county use HMEP funds to conduct a WMD exercise?
 - a. No, HMEP funds may not be used for WMD exercises. Eligible exercise costs must have a nexus to the transportation of Hazardous Materials.

14. If the Fiduciary Agent for a regional application complies with the planning requirements in Appendix A for SARA Title III, do all regional partners have to also have plans in compliance with SARA Title III.
 - a. Only the fiduciary agent must be compliant with SARA Title III unless the fiduciary agent passes through funding to a partnering county. If the fiduciary agent wishes to pass through funding directly to a regional partner, then that partner must also be compliant with SARA Title III.

15. I don't have an active LEPC. Can I still participate in a regional partnership? What if my LEPC is active but it isn't compliant with SARA Title III?
 - a. Yes. A county LEPC that is not active can be part of a regional partnership, but it may not directly receive HMEP funds from the state or as pass-through from the regional fiduciary agent if it is not an active LEPC that is compliant with SARA Title III.

16. My regional HazMat partnership has four counties in total, two of those counties are compliant with SARA Title III, one county does not have an active LEPC, and one county has an active LEPC but that LEPC is not compliant with SARA Title III. Can all the counties participate in an HMEP regional application? How much money can the regional fiduciary agent apply for?
 - a. The regional Fiduciary Agent may apply for up to \$15,260 (the \$3,815 allocation per LEPC (for a total of four counties/LEPCs). Non-compliant LEPCs may participate in regional activities but cannot directly receive HMEP funding; however, a regional fiduciary agent can receive those funds to expend for regional benefit.

17. In previous years, counties had to submit information related to LEPC activities with the application. How will that information be gathered going forward?
 - a. DHSES GPA must collect information from counties related to LEPCs and SARA Title III compliance to submit to US DOT as a condition of funding. GPA will continue to require that counties submit this information to DHSES. DHSES anticipates using the Survey Monkey tool to create a data collection template for all counties to complete to assess the status of LEPCs across the state and to collect any other data required.