



# Homeland Security and Emergency Services

## Hazardous Materials Emergency Preparedness Grant Program (HMEP)

### 2019-20 Local Planning & Training Grant

#### Frequently Asked Questions

(as of 4/25/19)

1. What is the period of performance for the grant?
  - a. The 2019-20 HMEP period of performance is expected to run from September 30, 2019 - September 30, 2020, with no extensions to the period of performance allowed.
2. Who is eligible to apply for HMEP funds?
  - a. All counties and the City of New York are eligible to apply for funding.
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. If using the service of county employees as match, only 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 the NYS Division of Homeland Security and Emergency Services (DHSES) and potentially by the US Department of Transportation (DOT). Salary and fringe for purposes other than HMEP related work, including operations, are not allowable.

6. 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.
7. Can my county use HMEP funds to pay for a lunch during a HazMat exercise or training?
  - a. No. Beginning with the 2019-20 HMEP Grant Program, U.S. DOT no longer allows the purchase of food.
8. Can my county use HMEP funds to purchase refreshments for training and/or exercises?
  - a. Yes, refreshments are a conditionally eligible expense that require pre-approval. The conditions include beverages for training and exercises that are in rural locations or training and exercises conducted outside where hydration is needed to ensure training and exercises are conducted safely.
9. We'd like to hold an exercise involving the release of a noxious substance on a bus or train. Is this eligible under the HMEP Grant Program?
  - a. No, even though the scenario would involve the response of a HazMat team to a bus or train, it is not an eligible expense. Eligible activities must relate to the transportation of hazardous materials. For example, a scenario involving an overturned tanker hauling diesel fuel is allowable, but a scenario involving leaking diesel fuel from a school bus accident would not be allowable.
10. Can I use HMEP funds to purchase response equipment?
  - a. No, HMEP funds are intended to support planning and training activities.
11. Can we purchase HazMat training props with the HMEP grant funding?
  - a. Training props will be reviewed on a case by case basis and require a justification at the time of application. Training props must support a specific training or exercise activity that will be completed within the period of performance. You will need to report on the number of people trained and/or participating in the exercise(s) that the props were purchased to support.
12. Can I use HMEP funds to conduct a training session?
  - a. Maybe. Training expenses as outlined in the RFA are eligible costs for the 2019-20 HMEP Grant Program. Any requests for training classes must be justified and also be approved by OFPC (DHSES will coordinate the review and approval process). A detailed justification must be provided at the time of application.
13. 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. The fiduciary

agent for a regional application does not have to be the same fiduciary agent as for the HazMat Targeted Grant Program.

14. Is there any additional information that I need to provide to DHSES related to my project?
  - a. The US Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) has recently revised the reporting requirements for the HMEP grant program. DHSES will reach out to successful applicants on a semi-annual basis to obtain the data necessary to complete the performance and fiscal reporting required by PHMSA for the HMEP grant program.