



# Homeland Security and Emergency Services

## Hazardous Materials Emergency Preparedness Grant Program (HMEP)

### FY2024-25 Local Planning & Training Grant

#### Frequently Asked Questions

(New and/or Updated FAQ's will be Highlighted in Red;  
Please Check the DHSES Website Frequently for Updates)

**1. What is the period of performance for the grant?**

**Answer:** The FY2024-25 HMEP period of performance is expected to run from October 1, 2024 - September 30, 2025, with no extensions to the period of performance allowed.

**2. Who is eligible to apply for HMEP funds?**

**Answer:** The 18 recognized HazMat regions and the City of New York are eligible to apply for funding.

**3. Is there a match requirement for HMEP?**

**Answer:** 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. The time being used as match must be spent in the allowable activity being funded and can not include management and administration (M&A) costs as subgrants may not incur M&A costs.

**4. How do I calculate the correct match?**

**Answer:** To determine the amount of match required, multiply the federal funds requested by 0.25 (Match= 0.25 X federal funds). For applicants requesting the full federal allocation of \$16,000 the required cash or in-kind match is \$4,000.

**5. Can my county use HMEP funds for salary for a county employee?**

**Answer:** Possibly. 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 U.S. Department of Transportation (DOT). Salary and fringe for purposes other than HMEP related work, including operations, are not allowable. Management and Administration (M&A) is not an allowable expense.

**6. Can my county use HMEP funds for Overtime/Backfill or Volunteer Stipends?**

**Answer:** Up to 30% of your HMEP award may be used to support Overtime/Backfill and/or Volunteer Stipends to participate in approved training and exercises. Overtime/Backfill and Volunteer Stipends are not allowable costs for instructors or for planning activities. Please refer to Exhibit D of the RFA for the U.S. DOT policy on Overtime/Backfill and Volunteer Stipends. For additional information on the **required** Internal Management Plan if you are requesting federal funds for Overtime/Backfill/ and/or Volunteer Stipends please contact your Contracts representative.

**7. Can my county use HMEP funds to pay for a lunch or refreshments during a HazMat exercise or training?**

**Answer:** U.S. DOT does allow the purchase of food or refreshments in limited cases. However, food and refreshments are conditionally eligible expenses that require pre-approval. Food and refreshments must be necessary for the safety of participants, i.e., hydration, remote location, dietary necessities, cultural accommodations, etc.

**8. We'd like to hold an exercise involving the release of a noxious substance on a bus or passenger train. Is this eligible under the HMEP Grant Program?**

**Answer:** 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.

**9. Can I use HMEP funds to purchase response equipment?**

**Answer:** No, HMEP funds are intended to support planning and training activities.

**10. Can we purchase HazMat training props with the HMEP grant funding?**

**Answer:** 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.

**11. Can I use HMEP funds to conduct a training session?**

**Answer:** Maybe. Training expenses as outlined in the RFA are eligible costs for the FY2024-25 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) and U.S. DOT. A detailed justification must be provided at the time of application.

**12. Can my county submit an individual application without my regional partners for the HMEP Grant Program?**

**Answer:** No, regional applications are required for the FY2024-25 HMEP Grant Program 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.

**13. Is alternative technology (video, etc.) an allowable cost to support ongoing training needs?**

**Answer:** Each request is evaluated on a case-by-case basis, and as with all proposed activities, must be pre-approved by DOT.

**14. Is there any additional information that I need to provide to DHSES related to my project?**

**Answer:** The U.S. 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 using the form in Exhibit C of the RFA to obtain the data necessary to complete the performance and fiscal reporting required by PHMSA for the HMEP grant program.