

Hazardous Materials Emergency Preparedness Grant Program

Expenditures and Activities Guide



Version 2.0
April 2013

Developed by PHMSA Hazmat Grants Program

HMEP.Grants@dot.gov

www.phmsa.dot.gov/hazmat/grants

(202) 366-1109

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1 Introduction

1.1 Grant Administration Overview and Purpose

Thank you for your interest in effectively administering your Pipeline and Hazardous Materials Safety Administration’s (PHMSA) Hazardous Materials Emergency Preparedness (HMEP) Grant program. PHMSA is committed to ensuring that the HMEP Grant Program is making strides in the areas of program and process improvement. PHMSA is continuously examining program priorities to ensure that activities funded by the program best prepare emergency first responders of states, territories, Native American Indian tribes (tribe(s)), and local communities for potential hazardous materials (hazmat) transportation accidents or incidents. This requires that the Grant Program monitor efficacy, increase outreach efforts with our grantees, and furthers its reach to the Nation’s emergency first responders.

Due to limited funding, PHMSA encourages grantees to use HMEP funds on activities that maximize transportation safety benefits to the community. The HMEP grant program prioritizes efforts that lead to increased effectiveness in safely and efficiently handling hazmat accidents and incidents. To facilitate this process, the Grant Program will provide improved IT resources, increased contact with Grant Specialists, and better guidance towards program performance and financial management. The intended audience for this Expenditure and Activity Guidance is any HMEP grantee that is responsible for developing and/or submitting a grant application, requesting reimbursement, making miscellaneous inquiries, reporting on progress and accomplishments, or has a general interest in hazmat planning and training.

The purpose of this *HMEP Expenditures and Activities Guide – April 2013* is to help grantees effectively administer their programs by providing:

- Information pertaining to the seven object class categories found in the 424A as they specifically relate to HMEP grants activities, and
- Examples of allowable, low priority and unallowable activities for reference.

The information contained herein is meant to serve as guidance. Grantees must obtain prior approval by PHMSA in order to receive funding. Examples of allowable activities provided are not intended to be all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, all proposed activities will be reviewed for consideration of various factors, including cost-benefit of the specific implementation proposed, before being approved. This guidance supersedes previous versions.

1.2 General Guidelines

Below are some general guidelines to keep in mind as you work with the HMEP Grant Program:

#	General Guidelines
1	The HMEP Grant is focused on “transportation-related” hazmat safety planning and training expenditures and activities.
2	The HMEP Grant Program prioritizes efforts that lead to increased effectiveness in safely and efficiently handling hazmat accidents and incidents.

3	To be allowable, expenditures and activity costs must be eligible, reasonable, necessary, and allocable to the approved project in accordance with the Office of Management and Budget (OMB) Circular A-87 and 49 Code of Federal Regulations (CFR) Part 18 and included in the Notice of Grant Award (NGA). Costs incurred prior to the award of any grant are not allowable.
4	Only PHMSA-approved activities, via the application process or subsequent request(s), are eligible for grant funding.
5	New activities and requests to change approved activities should be submitted to PHMSA via the HMEP Grants Portal at: https://hazmatgrants.phmsa.dot.gov . Change requests should be made using the Hazmat Grant Activity Request Form and includes adequate justification. Questions and other inquiries should be directed to your assigned Grant Specialist or via e-mail: hmep.grants@dot.gov .
6	Documentation supporting your requests for reimbursement must be included; invoices and additional substantiation may be requested for supporting payments. It is recommended that you submit your request using the object class categories to ensure your request is consistent with your application. Reimbursement may not be made for a project plan unless approved in the grant award.
7	In general, “Drills” and “Exercises” are categorized as Planning Activities.
8	Requests for payment (SF- 270) must be submitted via the Delphi eInvoicing System. The HMEP Grant e-mail is reserved for general questions and communication.
9	MATCHING. Some Grantees are required to provide 20 percent of the Planning and Training (direct and indirect) costs of all activities covered under the grant award program with non-Federal funds. Grant recipients may either use cash (hard-match), in-kind (soft-match) contributions, or a combination of in-kind plus hard-match to meet this requirement. Grantees may use matching funds from all seven object classes. Examples include salary, equipment or supply purchase, space usage, the value of a participant’s time during an allowable activity, or the dollar value of a grant-related activity or purchase. Grantees must constantly examine funding priorities to ensure that activities and/or expenditures counted as matching towards the planning grant are used for allowable planning-related activities. Conversely, activities and/or expenditures counted as matching towards the training grant should be used for allowable training-related activities. States and Native American Indian tribes are responsible for ensuring that funds are provided to local communities with the greatest ability to deal with transportation-related hazmat incidents. A match for training cannot be applied as a match for planning. The match must correlate with the type of expenditure (i.e., planning or training) and applied to the appropriate category.
10	Funds provided for planning must establish expenditure adequate that at least 75 percent of the funds provided are made available to LEPCs for developing, improving, and implementing emergency plans; and funds provided for training establish expenditure adequate that at least 75 percent of the funds provided were made available for the purposes of training public sector employees employed or used by political subdivisions.

11	Expenditures and activities not listed in this document do not necessarily mean it will not be approved for funding by PHMSA; however; it must fall within HMEP Grant guidelines.
12	Low Priority Expenditures and Activities are considered “conditionally allowable” and require justification as well as PHMSA approval.
13	Grantees do not have permission to engage in any item listed as an HMEP grant expenditure or activity simply because it is listed as an allowable activity.
14	Recipient agencies are responsible for obtaining audits in accordance with the Single Audit Act of 1984 (31 U.S.C. 7501), 49 CFR part 90, and OMB Circular A-128. Audits shall be made by an independent auditor in accordance with generally accepted government auditing standards covering financial and compliance audits. The Associate Administrator may audit a recipient agency at any time.

This document is provided for informational purposes. The expenditures and activities listed herein are only meant to serve as examples of the types of expenditures and activities that PHMSA has previously funded. This is a living document that is updated and modified as needed.

2 Planning Expenditures and Activities

2.1 Eligible Grants Planning activities included in the 49 CFR Chapter 1 §110.40

Planning grants are to be used by HMEP grantees for the funding of planning activities that enhance states, territories, Native American Indian tribes, and local preparedness for hazmat transportation-related incidents by:

Grants “Planning” activities included in the 49 CFR Chapter 1 §110.40	
✓	Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises that test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazmat, including radioactive materials.
✓	Conduct appropriate hazard assessments and gap analysis to determine the level of hazmat safety risks within a jurisdiction, state, or region.
✓	Improve interagency interoperability to better respond to and mitigate hazmat incidents.
✓	Enhancement of emergency plans to include hazard analysis, as well as response procedures, for emergencies involving transportation of hazmat, including radioactive materials.
✓	An assessment to determine flow patterns of hazmat within a state, between a state and another state or tribe, and development and maintenance of a system to keep such information current.
✓	An assessment of the need for regional hazmat emergency response teams.
✓	An assessment of local response capabilities.
✓	Conduct of emergency response drills and exercises associated with emergency preparedness plans.
✓	Provision of technical staff to support planning efforts.
✓	Additional activities the Associate Administrator for Hazardous Materials Safety deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

2.2 Planning Object Class Categories

1.) Personnel

Personnel costs are for planning-related activities incurred by states, territories, or tribes and include:

- Salaries for individuals having responsibilities for hazmat planning. Personnel should be directly related and funded by the HMEP grant, in whole or in part, or be part of the matching requirement. Grantees must appropriately allocate funds based on the percentage of personnel dedicated to the HMEP grant program. The following should be considered when requesting reimbursement for salaries:
 - Time commitments (HMEP grant program) in hours or percentage of time for each person/position in the budget narrative,
 - Time commitments and charges should be reasonable,
 - Combined charges for each individual should not exceed 100 percent of his/her time, and
 - Support or executive personnel charges must NOT be included as Indirect Costs.
- Conference and training attendance focused on hazmat and/or HMEP National Curriculum.

2) Fringe Benefits

Fringe Benefits such as vacation, holiday, and sick leave may be included as a part of direct labor or be in the indirect cost pool consistent with established policy. If included as a direct cost, grantees should identify the percentage used (fringe benefit rate) and the basis for its computation; then, apply this to the salary allocations specified under personnel.

Grantees should not include any amount for fringe benefits if the benefits are addressed as part of the negotiated indirect cost rate agreement.

3) Travel

Travel costs are incurred by state personnel, and relate to expenses to and from planning activities. When submitting for reimbursement, grantees should include the following:

- Lodging,
- Per Diem (Per Diem allowance must be consistent with the applicant's standard policies; however, Per Diem may not exceed the Federal Travel Regulations).
- Transportation (air, train, bus, or rental car), and
- Registration fees for conferences and workshops.

For other than local travel, grantees should provide additional information including the purpose for the trip, programmatic need, and location.

4) **Equipment**

Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Equipment must be used for HMEP-related planning activities and includes:

- Purchase of computer equipment used exclusively for approved activities (i.e., approved computer-based activities), and
- Equipment dedicated to drills associated with an Emergency Preparedness Plan. Personal property items with a unit cost of less than \$5,000 are considered “supplies” for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.

5) **Supplies**

Supplies means all tangible personal property other than “equipment” as defined in this part. Costs are incurred by state personnel related to the purchase of supplies solely dedicated to the HMEP grant. Requests should identify categories of supplies to be procured (e.g., office supplies, publications, manuals, paper, and pens) for use during proposed activities.

Grantees should specifically identify “sensitive” items, such as laptops, global positioning system devices (GPS), thumb drives, and cameras. Associated costs per unit should be provided.

Supplies purchased under sub-grants or contracts should not be included in this budget category.

6) **Contractual**

Contractual means (except as used in the definitions for “grant” and “sub grant” in this section and except where qualified by “Federal”) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the state and contractor(s) to complete work on behalf of the LEPC/sub-grantee. Activities may consist of the following:

- Develop, improve, and implement emergency plans required under Title III,
- Hazard assessments and gap analysis to determine hazmat safety risks within a jurisdiction, state, or region,
- Improve interagency interoperability to better respond to and mitigate hazmat incidents,

- Enhance emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazmat, including radioactive materials,
- Assessment to determine flow patterns of hazmat within a state; between a state and another state, territory, or tribe; and the development and maintenance of a system to keep information current,
- Assessment of the need for regional hazmat emergency response teams,
- Assessment of local response capabilities,
- Emergency response drills and exercises associated with emergency preparedness plans,
- Support for technical staff related to planning efforts, and
- Additional activities approved by the Associate Administrator for Hazardous Materials Safety.

7) Other

Other includes sub-grants, rental space, and activities not covered under the other object class categories. Grantees should list each category or item in sufficient detail for PHMSA to determine the reasonableness of the cost relative to the activity to be undertaken.

Sub-grantee activities captured in “Other” may consist of:

- General preparedness planning (develop, improve, and implement transportation emergency plans under Title III),
- Hazmat commodity flow studies and hazard analysis,
- Regional response strategy selection,
- Hazmat drills and exercises to test state and county emergency response capabilities and identify gaps in training and planning,
- Hazmat tabletop exercises, and
- Hazmat communication exercises.

2.3 Planning Expenditures and Activities - Courses

2.3.1 Eligible Planning Courses

	Courses
✓	General Preparedness Planning (developing, improving, and implementing transportation emergency plans under EPCRA)
✓	Hazmat Flow Identification/Hazard Analyses
✓	Regional Response Strategy Selection

2.3.2 Low Priority Planning Courses

Courses	
L	Hospital Drills
L	Cruise Ship Exercises
L	Earthquake Exercises
L	Wildfire Exercises
L	All-Hazards Warning System Drills
L	Emergency Operating Center (EOC) Leadership Exercises
L	Urban Avalanche Exercises
L	National Incident Management System (NIMS) courses

2.3.3 Ineligible Planning Courses

Courses	
X	Pandemic Flu Exercises
X	Joint Terrorism Task Force (JTTF) Exercises

2.4 Planning Expenditures and Activities – Equipment

2.4.1 Eligible Planning Equipment

Expenditures and Activities	
✓	Computer equipment dedicated to HMEP Grant activities (use for operations purposes not allowable).
✓	Equipment dedicated to Emergency Response Drills associated with Emergency Preparedness Plans.

2.4.2 Low Priority Planning Equipment

Expenditures and Activities	
L	Purchase of the following software: <ul style="list-style-type: none"> • CAMEO Software • Software to manage Title III materials
L	Geographic Information System

2.4.3 Ineligible Planning Equipment

Expenditures and Activities	
X	Tier II Chemical Inventory Reports
X	Purchase of Hazardous Materials Publications, such as the following: <ul style="list-style-type: none"> Emergency Response Guidebook (ERG) (<i>unless</i> used while conducting a specified training course).
X	Tier II Databases
X	WebEOC (EOC-Emergency Operations Center) mapping
X	Optional equipment not necessary for a specific training or drill exercise.

2.5 Planning Expenditures and Activities - Conferences

2.5.1 Eligible Planning Conferences

Expenditures and Activities	
✓	NASTTPO (National Association of SARA Title III Program Officials)
✓	State-wide conference emphasizing Hazmat emergency response capabilities, collaboration, networking, and planning opportunities for responders.
✓	IFAC Emergency Preparedness & Hazmat Response Conference

2.5.2 Low Priority Planning Conferences

Expenditures and Activities	
L	Regional HAZMAT Conferences and Workshops
L	Smaller-scale workshops put on by different contractors or organizations.

2.5.3 Ineligible Planning Conferences

Expenditures and Activities	
X	Public Officials Conference without sufficient tie-in to Hazmat Incidents in Transportation.
X	Fixed-facility hazmat preparedness - according to 49 CFR 110.40, transportation should be the emphasis of the planning activity.

2.6 Table of Example Allowable Planning Activities

2.6.1 Examples of Allowable Activities

Examples of Allowable Activities
HOTZONE
TRANSCAER
International Association of Fire Chiefs (IAFC) International Hazmat Conference
Midwestern Hazmat Conference
Fire Department Instructors' Conference
Fire Rescue International
National Association of SARA Title III Program Officials (NASTTPO) Conference
Hazmat/LEPC Regional Conference
U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP) Conferences
Hazmat Challenge
Regional Hazmat Workshops/Training/Conferences
Regional/Local Hazmat Preparedness Conferences
Hazmat Planning Conferences
Regional Hazard Analysis
Transportation and Handling of Radioactive Contaminated Injured Individuals
Commodity Flow Surveys
Multi-Agency Hazmat Drills
Hazmat disaster scenario Tabletop exercises
Aerial photography for use with Commodity Flows
Annual Hazmat Workshop
Attendance to the Regional Response Team (travel)
Planning Specialist Courses
Tri-state Hazmat Exercises
TRANSCAER Task Group and CHEMTREC Tour/Meeting
Area Plan triennial update and the design
EPA-RMP
SERC Annual Report

2.6.2 Table of Example Unallowable Planning Activities

Examples of Unallowable Activities
Fixed Facilities /Shelter-in-Place without correlation to transportation
Salaries for LEPC members

Micro-shredder
Town-wide alert system
Development and distribution of a Hazmat Calendar
FERRAT Kits
Hospital Drills
Cruise Ship Exercises
Earthquake Exercises
Wildfire Exercises
All-Hazards Warning System Drills
Emergency Operating Center (EOC) Leadership Exercises
Urban Avalanche Exercises
National Incident Management System (NIMS) courses
Pandemic Flu Exercises
Joint Terrorism Task Force (JTTF) Exercises
Geographic Information System
Purchase of Hazmat publications, such as: <ul style="list-style-type: none"> o Emergency Response Guidebook (ERG) (unless used while conducting a specified training course)
Public Officials' Conference without sufficient tie-in to Hazmat Incidents Transportation
Fixed-facility hazmat preparedness - according to 49 CFR 110.40, transportation should be the emphasis of the planning activity
Exhibitors for Outreach and Preparedness Booths
Data collection site visits
Community Emergency Response Teams (CERT), Neighborhood Watch and other community planning organizations
Local Emergency Planning Committee (LEPC) meeting expenses not related to hazmat transportation planning activities
Expenses counted as match funds toward another Federal grant program or cooperative agreement
Entertainment costs
Request for multi-year funding
Foreign travel
Purchase of cell telephone(s) – allowable at the State level for administration of the HMEP
Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule

2.7 Planning Expenditures and Activities - Miscellaneous

2.7.1 Eligible Planning – Miscellaneous

Expenditures and Activities	
✓	Hazmat drills and exercises to test state and county emergency response capabilities/emergency preparedness plans, and identify gaps in training and

	planning needs:
✓	Hazmat Tabletop Exercises - Multi-Agency Hazmat Drills Including Hazmat Spill Drills
✓	Hazmat Communications Exercises

2.7.2 Low Priority Planning – Miscellaneous

Expenditures and Activities	
L	Exhibitors for Outreach and Preparedness Booths
L	Data Collection Site Visits
L	Community Emergency Response Teams (CERT) and other community planning organizations
L	Local Emergency Planning Committee (LEPC) Meetings Expenses
L	Aerial Photography

2.7.3 Ineligible Planning - Miscellaneous

Expenditures and Activities	
X	Expenses counted as match funds toward another Federal grant program or cooperative agreement
X	Entertainment costs
X	Request for multi-year funding
X	Foreign Travel

3 Training Expenditures and Activities

3.1 Eligible Grants Training activities included in the 49 CFR Chapter 1 §110.40

Training grants are to be used by HMEP grantees for the funding of training activities that enhance states, territories, Native American Indian Tribes, and local preparedness for hazmat transportation-related incidents by:

Grants “Training” activities included in the 49 CFR Chapter 1 §110.40	
✓	An assessment to determine the number of public sector employees employed or used by a political subdivision who need the proposed training and to select courses consistent with the National Curriculum.
✓	Delivery of comprehensive preparedness and response training to public sector employees. Design and delivery of preparedness and response training to meet specialized needs. Financial assistance for trainees and for the trainers, if appropriate, such as tuition, travel expenses to and from a training facility, and room and board while at the training facility.
✓	Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
✓	Expenses associated with training by a person (including a department, agency, or instrumentality of a state or political subdivision thereof or a tribe) and activities necessary to monitor such training including, but not limited to, examinations, critiques and instructor evaluations.
✓	Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
✓	Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

Training should be developed and delivered in accordance with Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 requirements for emergency responders.

Training grants are to be used by HMEP grantees for training public sector employees to respond safely and efficiently to accidents and incidents involving the transportation of hazmat.

The information contained herein is meant to serve as guidance only; activities must receive prior approval by PHMSA in order to be funded. Examples of allowable activities provided are not intended to be all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, proposed activities will be reviewed for consideration of various factors, including cost-benefit of the specific implementation prior to approval. This guidance supersedes previous versions.

3.2 Training Object Class Categories

1.) Personnel

Personnel costs are incurred by states, territories, or tribes for those performing training activities, and include:

- Salaries for individuals who have training responsibilities. Personnel should be directly funded by the HMEP grant, in whole or in part, or be part of the matching requirement. Grantee must appropriately allocate funds based on the percentage of personnel dedicated to the HMEP grant program.
- Attendance at a conference focused on hazmat training and HMEP National Curriculum.

2) Fringe Benefits

Fringe Benefits such as vacation, holiday, and sick leave may be included as a part of direct labor or be in the indirect cost pool consistent with established policy. If included as a direct cost, grantees should identify the percentage used (fringe benefit rate), and the basis for its computation; then, apply this to the salary allocations specified under personnel.

Grantees should not include any amount for fringe benefits if the benefits are addressed as part of the negotiated indirect cost rate agreement.

3) Travel

Travel costs are incurred by state personnel and relate to expenses to and from training activities. When submitting for reimbursement, grantees should include the following information:

- Lodging,
- Per Diem (Per Diem allowance must be consistent with the applicant's standard policies; however, Per Diem may not exceed the Federal Travel Regulations).
- Transportation (air, train, bus, or rental car), and
- Registration fees for conferences and workshops.
- Training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof, or a Native American Indian tribe), and
- Activities necessary to monitor such training including, but not limited to, examinations, critiques, and instructor evaluations.

For other than local travel, grantees should provide additional information including the purpose for the trip, programmatic need, and location.

Note: Planning attendance for the National Association of SARA Title III Program Officials (NASTTPO) Conference may be covered under this training-related object class category.

4) Equipment

Equipment means tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000, or more, per unit. A grantee may use its own definition of equipment provided that such definition would at least include all equipment defined above.

Equipment must be used for HMEP-related training activities and includes:

- Purchase of computer equipment used exclusively for approved activities (i.e., approved computer-based activities), and
- Equipment dedicated to drills associated with an Emergency Preparedness Plan. Personal property items with a unit cost of less than \$5,000 are considered “supplies” for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.
- Purchased or rental equipment necessary to provide specific training. This equipment may be consumed in the training (e.g., firefighting foam used during specific training exercises, photographic film) or used otherwise (e.g., a training suit).

Personal property items with a unit cost of less than \$5,000 are considered “supplies” for purposes of the HMEP grant budget, even if the state or other applicant has a lower capitalization threshold.

5) Supplies

Supplies means all tangible personal property other than “equipment” as defined in this part. Costs are incurred by state personnel related to the purchase of supplies solely dedicated to the HMEP grant. Requests should identify categories of supplies to be procured (e.g., office supplies, publications, manuals, paper, and pens) for use during proposed activities.

Grantees should specifically identify “sensitive” items, such as laptops, global positioning system devices (GPS), thumb drives, and cameras. Associated costs per unit should be provided.

Supplies purchased under sub-grants or contracts should not be included in this budget category.

6) Contractual

Contractual means (except as used in the definitions for “grant” and “sub grant” in this section and except where qualified by “Federal”) a procurement contract under a grant or sub grant, and means a procurement subcontract under a contract.

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the state and contractor(s) to complete work on behalf of the LEPC/sub-grantee. Activities may consist of the following:

- Assessment(s) to determine:
 - The number of public sector employees used by a political subdivision in need of training, and
 - To select courses consistent with the national curriculum.
- Design and delivery of preparedness and response training to meet specialized needs.
- Publications, manuals, and other materials necessary for training. This may include the printing, copying, and distribution of materials.

Sub-grants are not considered contractual agreements for purposes of this object class category even if the state describes them as contractual agreements. Sub grants must be budgeted under “Other.”

Grantees must comply with the procurement requirements of 49 CFR 18.35.

7) Other

Other includes sub-grants, space rental, and activities not covered under the other object class categories. Grantees should list each category or item in sufficient detail for PHMSA to determine the reasonableness of the cost relative to the activity to be undertaken.

Sub-grantee activities captured in “Other” may consist of: Publications, manuals, and other materials necessary for training. This may include the printing, copying, and distribution of materials,

- Instructor(s) and trainees’ reimbursement for tuition and travel expenses to and from a training facility,
- Instructor(s) and trainees’ reimbursement for room and board while at the training facility,
- Facility rental cost reimbursement. It is strongly recommend that recipients use facilities without charge whenever possible, and
- Provide staff to manage the training effort.

3.3 Training Expenditures and Activities - Courses

3.3.1 Eligible Training Courses

The following list of suggested courses meets the mission-specific competencies within the **National Fire Protection Association (NFPA) 472 and Occupational Safety and Health Administration (OSHA) 29 CFR 1910.120 mission-specific competency requirement.** These courses will assist the emergency response community in addressing technical training requirements to meet mission-specific competencies based on the risks identified with hazmat transportation within a local jurisdiction.

Some of these courses may only be appropriate for advanced local, state, or regional hazmat teams that require advanced specialized training. Examples of suggested courses to meet the **specific mission and competency** are:

Courses	
✓	Hazmat Incident Command System (ICS), includes the following courses: <ul style="list-style-type: none"> • ICS-100: Introduction to the Incident Command System • ICS-200: Incident Command System for Single Resources and Initial Action Incidents • ICS-300: Intermediate Incident Command System • ICS-400: Advanced Incident Command System
✓	Industrial Fire Fighting- (rail yards, fuel transfer facilities, and ports)
✓	Confined Space Rescue
✓	Hazmat Basic Life Support/Advance Life Support – Medics respond to Hazmat calls
✓	Chemistry for Emergency Responders
✓	Marine Operations - Ship-board rescue, firefighting, and hazmat
✓	Airport Rescue Fire Fighting (aircraft response and rescue)
✓	Explosive Ordinance Disposal/Explosives in transportation
✓	Radiological (sources in transportation, but not Weapons of Mass Destruction.)
✓	Tank Car Specialty
✓	Cargo Tank Specialty
✓	Intermodal Tank Specialty
✓	Marine Tank Vessel Specialty
✓	Flammable Liquid Bulk Storage
✓	Flammable Gas Bulk Storage
✓	Radioactive Material Specialty in Transportation
✓	Tank Truck Rollover Simulator
✓	First Receiver Awareness Training

Training that meets the **core competency** requirements listed in National Fire Protection Association (NFPA) 472, June 2008 edition. Examples of acceptable core competency training are:

Training Core Competency Areas	
✓	Awareness

✓	Operations
✓	Technician
✓	Hazmat Incident Commander
✓	Hazmat Officer
✓	Hazmat Safety Officer

Chemical Specific Training, such as the following:

Chemical Specific Training	
✓	Ammonia Response
✓	Ethanol Response
✓	Chlorine Response

Attendance at Hazmat Refresher courses, such as the following:

Courses	
✓	Developing a Plan of Action
✓	Chemistry of Hazmat-Part I
✓	Chemistry of Hazmat-Part II
✓	Surveying a Hazmat Incident
✓	General Competencies
✓	Level A Personal Protective
✓	Level B Personal Protective
✓	ID of Methods and Procedures

Additional training courses:

Courses	
✓	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 Decontamination Drug Lab Training
✓	Containment and Control
✓	Haz-Cat Training

3.3.2 Low Priority Training Courses

	Courses
L	All-Hazards Training courses
L	Cardiopulmonary Resuscitation (CPR) classes
L	Rope Rescue Training
L	Emergency Medical Technician (EMT) Training
L	Red Cross Shelter Training
L	Employee Readiness Training
L	Hazmat decontamination in a hospital setting
L	Hospital Drills
L	Cruise Ship Exercises
L	Earthquake Exercises
L	Wildfire Exercises
L	All-Hazards Warning System Drills
L	Emergency Operating Center (EOC) Leadership Exercises
L	Urban Avalanche Exercises
L	National Incident Management System (NIMS) courses
L	Low Priority Training Expenditures and Activities – Equipment
L	Creation and maintenance of training websites
L	All-Hazards Warning System Drills
L	Purchase of the following software: <ul style="list-style-type: none"> o CAMEO Software o Software to manage Title III materials
L	Geographic Information System
L	Exhibitors for Outreach and Preparedness Booths
L	Data Collection Site Visits
L	Upgrades to simulation software for as-needed training courses

3.3.3 Ineligible Training Courses

Courses	
X	Courses not related to responding to hazmat emergencies
X	Training for personnel who are not directly involved in providing hazmat emergency response services (e.g., hospital personnel who may have indirect contact with persons needing medical treatment due to an emergency involving hazmat)
X	Full-Scale School Violence Prevention
X	Emergency Preparedness Presentation to Child Care Providers
X	Full-Scale School Violence Prevention
X	Weapons of Mass Destruction (WMD) Terrorism courses
X	Weapons of Mass Destruction (WMD) Radiological Training
X	Pandemic Flu Exercises
X	Joint Terrorism Task Force (JTTF) Exercises

3.4 Training Expenditures and Activities - Equipment

3.4.1 Eligible Training Equipment

Expenditures and Activities	
✓	Purchase of computer equipment used exclusively for activities allowable under this HMEP Grant (i.e., approved computer-based training activities).
✓	Purchased or rental equipment necessary to provide specific training, whether consumed in the training (e.g., firefighting foam used during specific training exercises, photographic film) 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).

3.4.2 Low Priority Training Equipment

Expenditures and Activities	
L	Creation and maintenance of training websites

3.4.3 Ineligible Training Equipment

Expenditures and Activities	
X	Purchase of Hazardous Materials Operations Equipment, such as the following: <ul style="list-style-type: none"> • Self-Contained Underwater Breathing Apparatus (SCUBA) • PPE (Personal Protective Equipment) • Monitoring Equipment
X	Optional equipment not necessary for a specific training or drill exercise
X	Tier II Chemical Inventory Reports
X	WebEOC (EOC: Emergency Operations Center) mapping
X	Optional equipment not necessary for a specific training or drill exercise

3.5 Training Expenditures and Activities - Conferences

3.5.1 Eligible Training Conferences

Conference attendance is eligible if the majority of the conference is devoted to hazmat training and the courses meet the qualifications of the National Curriculum. Some examples of previously approved conferences are:

Conferences	
✓	<p>Hot Zone</p> <p>www.hotzone.org</p> <p>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.</p>
✓	<p>TRANSCAER</p> <p>www.transcaer.com</p> <p>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.</p>

✓	<p>International Association of Fire Chiefs (IAFC) International Hazmat Conference www.iafc.org 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.</p>
✓	<p>Midwestern Hazmat Conference http://www.emerysafety.com/mhmrc/index.html Two-day conference on hazmat and related response training presented by instructors in the hazmat response community.</p>
✓	<p>Fire Department Instructors Conference (FDIC) http://www.fdiconlineevent.com 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.</p>
✓	<p>FRI (Fire Rescue International) http://fri.iafc.org/ Presented by the IAFC, Fire Rescue International (FRI) annually brings together more than 13,000 fire and emergency service leaders from across North America and around the globe for 5 days of networking, learning, and collaboration.</p>
✓	Regional and state hazmat conferences
✓	Regional Hazmat Workshops/training/conferences
✓	National Association of SARA Title III Program Officials (NASTTPO)
✓	U.S. EPA Chemical Emergency Prevention and Preparedness (CEPP) Conferences

3.5.2 Low Priority Training Conferences

Conferences	
L	Local Hazmat Training Conferences
L	Smaller-scale Training Conferences put on by different contractors or organizations.

3.5.3 Ineligible Training Conferences

Conferences	
X	Weapons of Mass Destruction (WMD) Terrorism Conferences
X	Conference without sufficient tie-in to Hazmat Incidents in Transportation

3.6 Training Expenditures and Activities – Miscellaneous

3.6.1 Eligible Training – Miscellaneous

Expenditures and Activities	
✓	Instructor(s) and trainees’ reimbursement for tuition and travel expenses to and from a training facility.
✓	Instructor(s) and trainees’ reimbursement for room and board while at the training facility.
✓	Facility rental costs’ reimbursement--strongly recommend recipient agencies use an available facility without charge, whenever possible.
✓	Expenses associated with training by a person (including a department, agency, or instrumentality of a state or political subdivision thereof, or a tribe), and activities necessary to monitor such training including, but not limited to, examinations, critiques, and instructor evaluations.
✓	Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

3.6.2 Low Priority Training – Miscellaneous

Expenditures and Activities	
L	Upgrades to simulation software for as-needed training courses.
L	Other costs (must be in accordance with amounts allowed under applicable governmental regulations).
L	Purchase of food or other refreshments. Working lunch or light refreshments are conditionally allowable.

3.6.3 Ineligible Training – Miscellaneous

Expenditures and Activities	
X	Salary (including overtime) of trainees and any other employees who “backfill” positions of trainees during the period of training.
X	Expenses counted as match funds toward another Federal grant program or cooperative agreement.
X	Entertainment costs
X	Other costs (must be in accordance with amounts allowable under applicable governmental regulations).
X	Request for multi-year funding.

X	Foreign Travel
X	The personnel costs (salary) of the trainees may not be paid from HMEP grant funds (although the value of the trainees' salaries while attending the training may be applied as an in-kind (soft-match) contribution toward the 20 percent contribution required by the recipient agency.)
X	When the instructor is an employee of the recipient agency, and the value of his/her salary is not paid from HMEP grant funds, the value of the instructor's salary while teaching the course may be applied as an in-kind (soft-match) contribution toward the 20 percent contribution required by the recipient agency.
X	Purchase of mobile (cell) telephone(s).
X	Any costs disallowable or stated as ineligible in 49 Code of Federal Regulations (CFR) Part 110 Final Rule.