

**Illinois Emergency Management Agency
Hazardous Materials Emergency Preparedness Grants
Grant Program Guidance**

Federal Fiscal Year (FFY) 2019 Grant

Oct. 1, 2019-Sept. 30, 2022 (three-year performance period)

I. Introduction

The purpose of the Illinois Emergency Management Agency (IEMA) Hazardous Materials Emergency Preparedness (HMEP) Grant Program is to support eligible transportation preparedness activities conducted by Local Emergency Planning Committees (LEPCs) in Illinois. This guidance document is designed to assist LEPCs in applying for and managing **FFY 2019** Hazardous Materials Emergency Preparedness planning grants as administered by IEMA.

The primary objective of the HMEP Planning Grants Program is to **develop, improve, and carry out the hazardous chemical transportation emergency plans under the Emergency Planning and Community Right-to-Know Act (EPCRA) 49 USC 5116a.**

In order to be eligible to receive an HMEP planning grant, the subrecipient, along with the LEPC, must demonstrate that it has completed the following:

1. Filed with IEMA a current approved membership roster, including required officer designations;
2. Submitted, for IEMA review, rules or bylaws by which the committee functions;
3. Posted legal notice(s) of LEPC meeting times, dates and locations;
4. Conducted LEPC meetings on at least a quarterly basis; and,
5. Posted when and where the annual Chemical Emergency Response Plan, if completed, may be viewed.

The application for FFY 2019 is for a *three-year performance period from Oct. 1, 2019-Sept. 30, 2022.* IEMA has changed the application period for LEPC planning grants to coincide with the federal performance period. IEMA's goal is to complete the application period and award funds as soon as possible to allow sub-award recipients **36 months** to complete their project initiatives.

HMEP Planning Grant Program Priorities: As outlined in the funding opportunity announcement [FFY 19 HMEP NOFO](#) the state of Illinois LEPC planning portion of the grant program must address one of three priorities listed below:

1. Maintaining a certified LEPC that develops, improves, and implements the local hazardous materials transportation emergency plans. Eligible activities include:
 - Developing a Threat and Hazard Identification Risk Assessment or Gap Analysis for hazardous materials transportation planning
 - Assessing and updating hazardous materials transportation routes
 - Assessing local hazardous materials transportation incident response by first responders, non-governmental organizations, and other stakeholders
 - Utilizing After Action Reports and Improvement Plans from exercises and events to improve the hazardous materials transportation emergency plans

- LEPC meeting expenses tied to HAZMAT transportation planning
2. Conducting, developing, and participating in emergency response drills and exercises of hazardous materials transportation emergency plans. Eligible activities include:
 - Conducting and/or attending an Emergency Operations Center Leadership Exercise for events concerning HAZMAT transportation preparedness and response
 - Conducting and/or attending exercises 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
 - Attending a statewide LEPC exercise/workshop
 - Conducting and/or attending hospital drills for decontamination of individuals from a HAZMAT transportation incident
 3. Determining the flow patterns of hazardous materials
 - Conducting a Commodity Flow Study for rail, highway, or waterway transportation routes
 - Developing and/or updating aerial photography for use with Commodity Flow Study research
 - Developing and maintaining a system to keep Commodity Flow Study information current

For FFY 2019, sub-award recipients with a population less than 500,000 that apply for grant funding tied to priorities 2 and 3 must show a multi-county collaboration among LEPCs in order for those priorities to be eligible for grant funding. LEPCs should have multi-county collaborations that designate the LEPCs that will submit for priorities 2 and 3 on their application.

For HMEP planning priority 2, LEPCs should select one LEPC to host a regional or statewide functional tabletop or full-scale hazardous materials transportation exercise. The LEPC chosen as the host for the exercise will submit the request for funding on its application and list all jurisdictions receiving planning grant funds that will participate in that priority. LEPCs who will incur travel costs to attend or participate in any of the exercises or workshops should include those funding requests on their own applications.

For HMEP planning priority 3, LEPCs should select one LEPC who will be responsible for determining the flow patterns of hazardous materials. The LEPC chosen to conduct activities for planning priority 3 will submit the request for funding on its application and list all jurisdictions receiving planning grant funds that will benefit from that priority.

Activities that do not address one of these national priorities will not be considered for funding through this opportunity.

Grant Performance Period: The period of performance of the grant is Oct. 1, 2019, to Sept. 30, 2022. No activities supported through this application may begin before Oct. 1, 2019, nor end after Sept. 30, 2022. **There will be no HMEP grant awards for FFY 20 and FFY 21, but all sub-award recipients will receive a Grant Adjustment Notice (GAN) extending the original grant performance period. The GAN will be received by September 30, 2020, and September 30, 2021 so there is a continuation of the performance period.**

Grant Application Due Date: All sub-award recipients must submit the required grant application forms **no later than Tuesday, April 30, 2019.** No grant applications received after this date will be approved. Sub-award recipients will be notified via e-mail when final grant funding allocations have been determined. Grant agreements will be emailed out for sub-award recipients' signatures in advance of Oct. 1, 2019.

Match:

Matching funds contributed to this program must also consist of eligible items under this grant program. The 20 percent match must be included as part of the total project cost (TPC) that must be documented at time of grant application. Thus, at time of quarterly claims reimbursement, IEMA will reimburse a sub-award recipient only 80 percent of the total project cost or the federal grant share. More information on match calculation is located below.

Cost Sharing, or Matching, governs the usage of matching funds. As previously mentioned, the match requirement for this grant program is 20 percent.

Basic Guidelines to Apply Match – Any shared costs or matching funds and all contributions, including cash and third party in-kind contributions, must be accepted as cost sharing or match when all of the following criteria are met:

1. Are verifiable from the non-federal entity's records. The records for the item are kept in the same manner as those for items that are charged to the grant program.
2. Are not included as contributions for any other federal grant. To avoid duplication of contribution, the item cannot be listed or claimed, in part or in whole, under any other federal grant.
3. Are necessary and reasonable for accomplishment of project or program objectives.
4. Are provided for in the approved budget. For costs to be eligible to meet matching requirements, the costs must first be allowable under the grant program. Refer to grant eligible activities in the Notice of Funding Opportunity for further details.

Allowable Cost Share and Match Activities – Values for contributions of services and property must be established in accordance with cost principles under Subpart E-Cost principles.

- Volunteer services are permitted for cost share or match if the service provided is an allowable activity. Rates for volunteer services, including salary and fringe benefits, must be consistent with those paid by sub-award recipient for similar work. In those circumstances where the required skills are not found in the sub-award recipient entity, rates must be consistent with those paid for similar work in the labor market in the area. A third option for determining hourly rates is to utilize the Bureau of Labor Statistics: Occupational Employment Statistics- http://www.bls.gov/oes/current/oes_il.htm. Rates must be verified by the sub-award recipient at the time of grant application.
- Indirect costs are permitted for cost share or match if the entity has prior approval from a federal cognizant agency or through the Governor's Office of Management and Budget Grant Accountability and Transparency Unit
- Contributions of services and property are permitted for cost share or match as long as the sub-award recipient can determine a documented value of the service

or donated property. Sub-award recipients are encouraged to utilize the established Federal Emergency Management Agency Schedule for Equipment Rates where applicable.

How to Calculate Match

Sub-award recipients must utilize either a hard cash match of 20 percent, or a soft match, which consists of indirect costs or volunteer services also totaling 20 percent. This means that the match must equal 20 percent of the total project cost, which is the federal plus non-federal share. The grant application form will document this equation automatically, but this explanation provides further clarification.

For example, if a jurisdiction has a total project of \$10,000, the applicant must have at least \$2,500 in matching funds. To calculate the 20 percent match, take the desired amount of grant funds and divide by four. In this example, $\$10,000/4 = \$2,500$. The total project cost is then \$10,000 grant funds plus \$2,500 matching funds = \$12,500. To double check that math, take the matching funds and divide it by the total project cost. In the same example, $\$2,500/\$12,500 = .20$ or 20 percent.

Project Monitoring: For FFY 2019, sub-recipients must expend a minimum of 66 percent of their allocated federal grant funds by the end of the second year, or **Sept. 30, 2021**. There is no exception to this requirement. Should this milestone not be met, ***IEMA reserves the right to not send a Grant Adjustment Notice (GAN) to extend the performance period for the third year of funding.***

II. HMEP Personnel and Benefits

Through the HMEP grant program, LEPCs may request funding to support salaries and fringe benefits for individuals responsible for HAZMAT transportation planning and other program priority areas listed as part of the grant program.

Personnel salaries must be directly related to one or more eligible HMEP grant program priorities. Sub-award recipients must appropriately allocate funds based on the percentage of personnel time dedicated to the HMEP grant program priorities. The following should be considered when requesting reimbursement for salaries:

1. The current position description for those seeking salary/fringe benefits must be included in the grant application submission.
2. The time commitments (HMEP grant program) are shown within the standard work hours for the jurisdiction.
3. The combined charges for each individual do not exceed 100 percent of each person's time.

Fringe benefits such as vacation, holiday, and sick leave may be included as part of direct labor costs by the subrecipient. Sub-award recipients should identify the percentage used (fringe benefit rate) and the basis for its computation and then apply this to the salary allocations specified under personnel in the application.

III. HMEP Travel

Through the HMEP grant program, LEPCs may request funding to support travel costs incurred by personnel for planning activities and other program priority areas listed as part of the grant program.

1. Planning Conferences

- a. Statewide conference emphasizing HAZMAT transportation emergency response capabilities, collaboration, networking, and planning opportunities for responders, particularly related to transportation

NOTE: IEMA will directly pay lodging for a maximum of two members of a certified LEPC to attend the IEMA Training Summit from 2020-2022. Members of the LEPC who wish to attend the IEMA Training Summit must receive pre-approval from the State Grant Program Manager.

- b. Regional HAZMAT conferences and workshops **specifically related to transportation**

- c. National HAZMAT conferences and workshops

- International Association of Fire Chiefs International HAZMAT Conference
- Midwestern HAZMAT Conference
- Fire Department Instructors' Conference
- Fire Rescue International
- National Association of SARA Title III Program Officials Conference
- HAZMAT Continuing Challenge
- TRANSCAER
- Hot Zone

- d. Smaller-scale workshops related to hazardous materials transportation held by different contractors or organizations.

Additional justification regarding the necessity of attendance at various conferences must be provided in the travel section of the grant application, including the name of the travelers and the reason for their attendance.

2. Planning Activities—All travel associated with approved planning activities listed under HMEP Grant Program Priorities 1 through 3.

Please note that all travel should be listed within the travel section of the grant application.

Reimbursement under the travel section of the application may include lodging, cab fare, mileage for personally-owned vehicles, and meal/per diem costs. Travel should be either at locally approved rates, proof of which the subrecipient will be required to submit prior to travel, or at state travel rates if no such policy exists. State travel rates are located here:

<http://www2.illinois.gov/cms/Employees/travel/Pages/default.aspx>

IV. HMEP Basic Needs

Through the HMEP grant program, LEPCs may request funding to support basic needs that include, but are not limited to, the following:

1. **Office supplies** used to support specific LEPC projects (paper, pens, pencils, tape, folders, staplers, print and toner cartridges, etc.).
2. **Printing services**, including services to produce materials in support of an exercise or tabletop drill, or materials produced through a pre-approved project, such as:

- a. Copies of the hazardous chemical emergency plan; and
 - b. Maps to identify planning-related factors, including major transportation routes, and populations at risk.
3. **Postage** for use in implementing a pre-approved LEPC project or planning an exercise or drill, including, but not limited to, the following:
- a. Distribution of printed material to LEPC members, local organizations involved in planning or response, and members of the general public; and
 - b. Communication with local facilities, IEMA, other state or federal agencies, and members of the general public.
4. **Equipment Rental** *only* for a limited time for the support of an exercise or drill **related to hazardous materials transportation.**
5. **Contractual and Equipment Expenses other than Equipment Rental:**
- a. Rental of a meeting room for orientation or to conduct a tabletop exercise
 - b. Tools for direction and control (e.g., message forms, portable status boards)
 - c. Personnel identification devices for responders (e.g., vests, badges)
 - d. Props (e.g., moulage kits, placards)
 - e. Scale models for use in exercises
 - f. Replenishment of expendable supplies used during an exercise, such as first aid supplies or expendable personal protective equipment
 - g. Hazard analysis, commodity flow studies, review and updating of the chemical emergency response plan through consultants, not-for-profit organizations or colleges and universities
- NOTE:** There may be opportunities within a jurisdiction to partner with a railroad company and request a commodity flow study free of charge. Please do not budget for a rail CFS without first checking with the railroad companies within the jurisdiction.
- h. Creation and maintenance of an LEPC website (only for HAZMAT transportation information; **TIER II or fixed facility information is not an allowable expenditure.**)
 - i. Special planning projects related to hazardous materials transportation, approved through U.S. DOT
 - j. Computer equipment dedicated to HMEP Grant activities (use for operations purposes not allowable)
 - k. Equipment dedicated to Emergency Response Drills associated with Emergency Preparedness Plans
 - l. Software to manage Title III materials (must be tied to HAZMAT transportation related incidents)
 - m. GIS software for HAZMAT transportation mapping (facility mapping not allowed)
 - n. National Fire Protection Association 472 guide
 - o. Catering expenses for exercises that extend hours before and after lunch time

6. **Registration fees for LEPC-related professional training sessions.**

Registration fees only for pre-approved LEPC training, meetings, workshops or conferences. Note that mileage and per diem related to these items should be accounted for in the travel section.

V. HMEP Grant Ineligibles

The following items are not eligible under this grant program and should not be requested on this grant application.

1. **Exercises/Drills/Courses**

- a. Joint Terrorism Task Force exercises
- b. Natural disaster exercises (urban avalanche, pandemic flu, wildfire, earthquake, cruise ship)
- c. All Hazards Warning System drills
- d. School violence drills
- e. Pipeline drills or exercises

2. **Equipment**

- a. Tier II Chemical Inventory Reports
- b. Purchase of hazardous material publications, such as the Emergency Response Guide (ERG) (***unless used while conducting a specified training course***). Please note ERGs are provided free of charge by IEMA to government response agencies.
- c. Tier II databases
- d. Web EOC mapping
- e. Cell phones
- f. Town-wide alert system
- g. Equipment for the purpose of response (personal protective equipment, self-contained breathing apparatus, or monitoring equipment)

3. **Planning Conferences**

- a. Public officials' conference ***without*** sufficient tie-in to HAZMAT incidents in transportation.

4. **Activities**

- a. Fixed facilities/shelter-in-place ***without*** correlation to transportation
- b. Salaries for LEPC members
- c. Data collection site visits
- d. Local Emergency Planning Committee meeting expenses ***not related to HAZMAT transportation planning activities***
- e. Entertainment costs
- f. Foreign travel
- g. Development and distribution of a HAZMAT calendar

5. Miscellaneous

- a. Exhibitors for outreach preparedness booths not tied to HAZMAT transportation
- b. Expenses counted as match funds toward another federal grant program or cooperative agreement
- c. Any costs disallowable or stated as ineligible in 2 CFR Part 200 Final Rule
- d. Any cost specifically prohibited in the General Terms and Conditions of the award, or Special Terms and Conditions listed on the Notice of Grant Award (Remarks section).

VI. HMEP Quarterly Reimbursement Process

A quarterly claims reimbursement form and associated documentation is required 30 days after the end of each quarter. This schedule includes:

- Quarter 1: Oct. 1, 2019-Dec. 31, 2019: Due Jan. 31, 2020
- Quarter 2: Jan. 1, 2020-March 31, 2020: Due April 30, 2020
- Quarter 3: April 1, 2020-June 30, 2020: Due July 31, 2020
- Quarter 4: July 1, 2020-Sept. 30, 2020: Due Oct. 31, 2020
- Quarter 5: Oct. 1, 2020-Dec. 31, 2020: Due Jan. 31, 2021
- Quarter 6: Jan. 1, 2021-March 31, 2021: Due April 30, 2021
- Quarter 7: April 1, 2021-June 30, 2021: Due July 31, 2021
- Quarter 8: July 1, 2021-Sept. 30, 2021: Due Oct. 31, 2021
- Quarter 9: Oct. 1, 2021-Dec. 31, 2021: Due Jan. 31, 2022
- Quarter 10: Jan. 1, 2022-March 31, 2022: Due April 30, 2022
- Quarter 11: April 1, 2022-June 30, 2022: Due July 31, 2022
- Quarter 12: July 1, 2022-Sept. 30, 2022: Due Oct. 31, 2022

Reimbursement Request and Reporting (RRR) forms and guidance will be released at a later date but will look very similar to the application forms. Please note that each item for which reimbursement is being requested must have a vendor invoice, payroll records, and any existing documentation proving expenses are in compliance with the approved grant application.

The reimbursement process itself will take approximately four to six weeks from the time the quarterly claims reimbursement form is approved by IEMA and the check is received by the jurisdiction.