

Cal EMA 2011-12 Hazardous Materials Emergency Preparedness (HMEP) Grant
Mid-Year Training Grant Applications

Filing Deadline January 31, 2012

All project activities must be completed by September 30, 2012.

In an effort to provide HMEP grant funding for eligible Training activities that may not have been identified prior to the January 1, 2011 deadline for the LEPC to submit requests to CSTI, a mid-cycle call for project applications is being offered.

Purpose of the HMEP Grant: Reimbursable grants for public sector planning and training in support of the emergency planning and training efforts of States, Indian tribes, and local communities to deal with hazardous materials emergencies, particularly those involving transportation. These grants will enhance the implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (42 U.S.C. 11001) (*49 CFR 110.1*).

Eligible applicants: California's Local Emergency Planning Committees (LEPCs); any state, local (cities, towns, and counties), or other public sector agencies.

Training grants are to be used for training public sector employees to respond safely and efficiently to accidents and incidents involving the transportation of hazardous materials.

Eligible Training project activities (*49 CFR 110.40*):

- Assessing training needs of public sector employees who need hazardous materials training.
- Providing comprehensive preparedness and response training to public sector employees. Design and delivery of courses consistent with the National Curriculum. 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.
- Training drills and exercises relating to a course of study, and tests and evaluation of emergency preparedness plans. (*An Exercise is defined as the training, testing, and executing of a hazardous materials emergency response plan using a tabletop drill, functional exercise, or full-scale multi-jurisdiction incident exercise.*)
- Training related expenses by a person (including a department or agency) and activities necessary to monitor such training including, but not limited to examinations, critiques, and instructor evaluations.
- Providing staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

Match Requirement: Grant sub-recipients must provide 20 percent (match share) of the total project costs. (49 CFR 110.60(a)). The match can be met in the funded category, or in another category.

The match share can be met with contributions such as:

- Participants' salary while attending HMEP Grant-approved planning or training activity
- Use of equipment, facilities or services - whether public or private
- The value of voluntary contributions such as personnel support, time, or subject matter expertise of other employees or community members

NOTE: The following **CANNOT** be used for match:

- Funds used for matching purposes under any other Federal grant or cooperative agreement.
- Federal funding received through another program.
- Funds expended by a recipient agency to qualify for the grant.
- Costs incurred prior to the grant award.

The following forms are required as the application package:

- Application Form (LEPC Region Chair and Cal EMA LEPC Support Staff signatures are **NOT** required)
- Designation Statement
- Project Narrative (Describe the project and how it meets the agency's HazMat training needs; list objectives and benefits)
- Budget Sheet (Including itemized justification narrative)
- Work Schedule and Deliverables Form (Itemize tasks and timetable – **performance period ends September 30, 2012**)
- Cal EMA HMEP Grant Assurances
- Training Attendance Worksheet (If project is for attending training)

Forms can be found at <http://www.calema.ca.gov/HazardousMaterials/Pages/HMEP-Grant.aspx>

If the project requests funding to attend training, the following applies:

- All expenses must be itemized and documentation must accompany the Reimbursement Request.
- State lodging and per diem rates will prevail unless applicant agency rates are less.
- Meals included in registration fees will not be reimbursed.
- Meals & Incidentals: <http://www.dpa.ca.gov/personnel-policies/travel/meals-and-incidentals.htm>
- Hotel receipts are required for all lodging reimbursement requests, and must show a "zero" balance.
- Lodging rates: <http://www.dpa.ca.gov/personnel-policies/travel/short-term-travel.htm>
- Personal vehicle mileage will be reimbursed at the State rate, currently 55¢ per mile, for travel to and from a training site. Use of a personal vehicle must be demonstrated to be more cost effective than other available transportation options.
- Out of state travel is not eligible.
- Rental cars must be pre-approved by the HMEP Grant Administrator.
- Air travel must be pre-approved by the HMEP Grant Administrator.

Successful applicants will be notified by February 17, 2012 and will be free to initiate their approved project activities upon returning the grant acceptance form.

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