

September 19, 2016



U.S. Department
of Transportation



Texas Division of Emergency Management

U.S. Department of Transportation

Hazardous Materials Emergency Preparedness (HMEP)

Grant Application & Planning Guide for Local Emergency Planning Committees FY2017

**Texas Division of Emergency Management
Technological Hazards Unit
Joshua Bryant
1033 La Posada, Suite 250
Austin, TX 78752**

Information - Important Information and Helpful Hints

The Federal Hazardous Materials Emergency Preparedness (HMEP) Grant - A Planning Grant Guide for Local Governments is located at Texas Division of Emergency Management's web site www.txdps.state.tx.us/dem. Potential applicants wanting more information can follow this procedure once they go to the primary website - Select Grants and Resources, and then U.S. DOT PHMSA HMEP Grant Program.

Applicant's projects must be HazMat and Transportation-related to qualify for this grant (no exceptions).

The HMEP Grant provides funds for Planning and Training. The point of contact for the FY17 application is Joshua Bryant, and he can be reached at 512-424-5989.

New Federal legislation, *Moving Ahead for Progress in the 21st Century Act (MAP-21)*, has changed reporting requirements for the HMEP program and additional information will be collected from successful applicants. As of the date of publication for this grant guide, complete federal guidance regarding additional reporting requirements for the grant has not been released.

Any additional requirements will be incorporated into a revised quarterly report form and distributed to successful applicants as soon as is practicable. For more information on the implementation of *MAP-21* at the United States Department of Transportation (U.S. DOT) please visit the U.S. DOT's website at <http://www.dot.gov> ; for more information about how *MAP-21* has impacted the HMEP program, please go to <http://dotphmsa.vividlms.com/faq.asp> for additional information.

TDEM contracts with the Texas Transportation Institute (TTI) at Texas A&M University to complete some HMEP Planning projects, including hazmat Commodity Flow Studies, Emergency Operations Plans (EOP) Reviews and conducting emergency response drills and exercises associated with emergency preparedness plans. Applicants are encouraged to contact TTI to discuss the possibility of utilizing their expertise on potential projects, but this is not a requirement of the grant.

Projects for which TTI will conduct the work should specify that in the application, and have project costs listed under Professional Services; the award will be made to the applying LEPC but the funds for the project will be disbursed directly to TTI for work done on behalf of the applicant. Applicants are welcome to carry out projects independently, or to seek out alternative professional services.

TTI Contact Information:

David H. Bierling, Ph.D.
Texas A&M Transportation Institute
2929 Research Parkway
3135 TAMU | College Station, TX 77843-3135
Tel 979.862.2710 | Fax 979.862.2708
www.tti.tamu.edu
Email: dhb@tamu.edu

U.S. DOT's federal fiscal year is from October 1, 2016 through September 30, 2017

Grant Guide Quick Reference:

- Appendix A – Application Forms for a new HMEP grant. Applications are due to the HMEP Grant Administrator by **October 17, 2016**.
- Appendix B –Reimbursement Form must be submitted within **seven (7) days** of the end of each quarter along with complete backup documentation as detailed in the instruction page accompanying the form in Appendix B.
- Appendix C – Quarterly Performance Report Form. The local government must submit these documents each quarter regardless of whether or not they have competed work during that period or are requesting reimbursement. These reports must be timely, and are due 7 days after the end of each quarter.

Part One - Grant Overview

Purpose

The Federal Hazardous Material Law authorizes the United States Department of Transportation (USDOT), through the Pipeline and Hazardous Materials Safety Administration (PHMSA), to provide assistance to public sector employees through training and planning grants. The purpose of the Hazardous Materials Emergency Preparedness (HMEP) grant program is to:

- Increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents.
- Enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA).
- Encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

This is a performance-based grant that builds on and supports accomplishments of long-term goals and objectives. For more information, please go to the PHMSA website at <http://www.phmsa.dot.gov/hazmat/grants>.

Performance Period

The performance period for this grant follows the federal fiscal year, which runs from October 1, 2016 through September 30, 2017. *Costs incurred outside the performance period are not eligible under this grant.*

Matching Requirements

Grant recipients “The recipient agency must provide 25 percent of the direct and indirect costs of all activities covered under the grant award program with non-Federal funds. 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. In-kind (soft-match) contributions are in addition to the maintenance of effort required of recipients of grant awards” [Title 49, Code of Federal Regulations, Part 110.60\(a\)](#).

EXAMPLE: If the total cost of an eligible project is \$25,000, the grant recipient is eligible to receive \$18,750 ($\$25,000 \times 75\%$) in HMEP grant federal funding; the balance of \$6,250 ($\$25,000 \times 25\%$) is the grant recipient's non-federal (match) share, which is your share.

Types of cost sharing contributions allowed under this grant include, but are not limited to:

- Any funds from a state, local or other non-federal source used for an eligible activity as defined in [49 CFR 110.40](#).
- The dollar equivalent value of an eligible activity as defined in [49 CFR 110.40](#), provided by a state, local or other non-federal source.
- The value of participants' salary while attending a planning or training activity contained in the approved grant application provided by a state, local or other non-federal source.

NOTE: The following costs cannot be used for match:

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

Please refer to [49 CFR 110.60](#), [49 CFR 18.24](#), and the [PHMSA HMEP Expenditures and Activities Guide](#) for more information

Definition of an LEPC

"Local Emergency Planning Committee (LEPC) means a committee appointed by the State Emergency Response Commission under section 301(c) of the Emergency Planning and Community Right-to-Know Act of 1986 ...that includes, at a minimum, representatives from each of the following groups or organizations: Elected State and local officials; law enforcement, firefighting, civil defense, first aid, health, local environmental, hospital, and transportation personnel; broadcast and print media; community groups; and owners and operators of facilities subject to the emergency planning requirements." [49 CFR 110.20](#)

Eligible Applicants for Planning Funds

Local governments are eligible to apply for this grant. Local governments are defined as:

"A county, municipality, city, town, township, local public authority...school district, special district, intrastate district, council of governments...any other regional or interstate government entity, or any agency or instrumentality of a local government." *Title 49, Code of Federal Regulations (CFR), Part 18.3*

NOTE: Federal regulations require that at least 75% of the planning award be distributed to the LEPCs, however, Texas LEPCs do not have the ability to receive and distribute grant funds. Since the regulation's intent is that LEPCs control the use of HMEP funds, grant applications must be approved by the LEPC before being forwarded to TDEM.

Planning Funds

Local governments will be sub-granted a minimum of 75% percent of the federal planning funds unless other arrangements are made.

Planning Expenditures

Authorized

HMEP planning funds may be used for the following purposes:

- Development, improvement, testing and implementation of emergency plans required under the EPCRA. Provides enhancement of emergency plans to include hazards analysis, as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.
- An assessment to determine the flow patterns of hazardous materials within the state, between states or Native American lands, and development and maintenance of a system to keep such information current. (Commodity Flow Study)
- An assessment of the need for regional hazardous materials emergency response teams.
- An assessment of local response capabilities.
- Conduct emergency response drills and exercises associated with emergency preparedness plans.
- Provision of technical staff to support the planning effort.
- Additional activities appropriate to implement the scope of work for the proposed project plan and approved in the grant. These activities must be approved by TDEM before initiated.

**Planning
Expenditures**

HMEP planning funds may NOT be used for the following purposes:

- No costs incurred before October 1 or after September 30, of the performance period of the Federal Fiscal Year.
- No equipment purchases (no exceptions)
- No salaries for participation in exercises (Personnel costs associated with designing the exercise may be allowable).
- No overtime wages or Call Backs.
- No food items (no exceptions)
- No software – with the exception of Computer-Aided Management of Emergency Operations (CAMEO)

**Recipient
Responsibilities**

Grant Recipient responsibilities include:

1. Complying with all assurances and certifications contained in the Grant Assurances form (see Appendix A).
2. Preparing quarterly progress reports for the duration of the performance period. Further reporting details are included in Part Three – The Performance Period, under "Quarterly Progress Reports."
3. Maintaining financial management systems that support grant activities in accordance with 49 CFR Parts 18.20 and 110.70.
4. Requesting TDEM's prior approvals before initiating any grant activities that vary from the approved grant scope of work. Further details are included in Part Three - The Performance Period, under "Revision Requests".
5. Notifying TDEM, in writing, within 30 days of the completion of all grant activities.
6. Submitting the Final Grant Report and remit unexpended grant funds.
7. Maintaining property, programmatic and financial records in accordance with the grant record retention requirements. Further details are contained in Part Three - The Performance Period, under "Record Retention Requirements."
8. Complying with the audit requirements contained in Office of Management and Budget (OMB) Circular A-133, and 49 CFR Parts 18.26.

TDEM encourages the applicants to comply with the following laws, regulations and guidance documents that apply to this grant:

- 42 U.S.C. 11001, the Emergency Planning and Community Right-to-Know Act of 1986, Sections 301 and 303
<http://www.epa.gov/region5/defs/html/epcra.htm>
- Office of Management and Budget (OMB) Circulars A-87, A-102, A-133
www.whitehouse.gov/OMB/grants/index.html
- Title 49, Code of Federal Regulations (CFR)
<http://www.ecfr.gov> and search for Title 49 - Transportation

What is the purpose of the HMEP grant?

Federal Hazardous Material Law authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training and planning grants. The purpose of the HMEP grant program is to increase effectiveness in safely and efficiently handling hazardous materials accidents and incidents; enhance implementation of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA); and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations. This is a performance-based grant that builds on and supports accomplishments of long-term goals and objectives.

Who decides how much funding Texas receives for the HMEP grant?

TDEM submits the HMEP Grant application to U.S. DOT on a yearly basis. The U.S. DOT sets the amount of funding for each state or territory and approves the amount of the award issued to the State of Texas. Amount of award received is determined by (1) number of 302 facilities filing in the state, (2) population, (3) highway miles within the state and other factors.

How is funding allocated?

Applicants submit proposed projects to TDEM on the application form included in this package as Appendix A. The State Emergency Response Committee (SERC) reviews the proposed projects and allocates available grant funds among the applicants. Preference is given to rural and small population jurisdictions, and those jurisdictions which have not received HMEP Planning funds in the last two years.

What is the final date for completed applications to be submitted for consideration and approval to the Grant Administrator?

October 17, 2016 is the final applications deadline to obtain grant funding. **All projects must reach TDEM by close of business on October 17, 2016, unless prior arrangements have been made with the Grant Administrator.**

What kinds of projects are funded? Development, improvement, and implementation of emergency plans, as well as exercises that test the emergency plans, hazards analysis, response procedures for emergencies involving transportation of hazardous materials (including radioactive materials), needs assessment for regional hazardous materials emergency response teams, assessment of local response capabilities, conducting emergency response drills and exercises associated with emergency preparedness plans.

Are performance reports and invoicing required? Yes. The HMEP grant is based on performance. Performance reports are a means in which TDEM has of ensuring that the projects are kept on schedule; and are within the parameters that TDEM approved; and to ensure that no problems with the project have surfaced. Project Managers are required to prepare and submit timely Reimbursement Request Forms and Quarterly Performance Reports (see deadlines below). Failure to comply will result in the cancellation of your project and grant.

When are the reports required to be submitted? Performance Reports and Reimbursement Requests are required to be submitted by the 7th calendar day following the end of each quarter. All approved projects must be invoiced quarterly by submitting a Reimbursement Request Form and the Quarterly Performance Report, no exceptions. Local governments are required to account for each of the four quarters, whether or not a reimbursement is requested that quarter.

When do we get reimbursed for our expenditures? Once TDEM receives your Request for Reimbursement, it is processed through to our department's accounting office. Project Managers must ensure that invoices are added up correctly, that HMEP Share and Local Share are correct, and that substantiating documentation has been attached for all expenditures.

Who can we contact if we have questions? Section Administrator: Joshua Bryant at 512-424-5989.

HMEP Grant Timelines:

Application:

Due Date	Applications
September 19, 2016 FY17 Grant	Applications are available to the LEPCs.
October 17, 2016 FY17 Grant	LEPC Chairs submit approved application to TDEM. Applications received after this date <u>will not</u> be considered for project funding without prior approval.
	Conditional Award notifications will be sent to grant recipients as soon as the application review process has been completed.
October 2016 FY17 Grant Begins	Grant Performance Period begins. Approved projects with fully signed Interlocal Contracts can begin their projects.

Reporting and Reimbursement Request Deadlines (Plan for these cutoff dates)

Due Date	Quarterly Activity Reports and Reimbursement Requests
January 8, 2017	October 1 through December 31, 2016.
April 8, 2017	January 1 through March 31, 2017.
July 8, 2017	April 1 through June 30, 2017.
October 8, 2017 Grant Final Report Due	July 1 through September 30, 2017. The Final Grant Report must be submitted to TDEM.

Part Two - Performance Period

OES Approval of Application

TDEM will notify the grant recipients, via email, of the approved application and conditional award amount.

Reimbursement of Expenditures

Planning funds will be disbursed to grant recipients on a reimbursement basis using the Reimbursement Request form included in Appendix B. Reimbursement requests can be submitted no more frequently than monthly to the TDEM Hazardous Materials Section, and no less frequently than the 7th calendar day following the end of each quarter.

Revision Requests

All changes to the grant recipient's approved scope of work and budget must be submitted to TDEM. Revisions must be requested in writing and approved *prior* to initiating the revised scope of work or incurring the associated expenditures. These changes can be requested as part of the Quarterly Report process, or at any other time by contacting the Grant Administrator.

Failure to submit revision requests and receive approval prior to expenditure could result in a reduction or disallowance of that part of the grant.

Quarterly Progress Reports

Grant recipients must prepare and submit quarterly progress reports to TDEM for the duration of the performance period, or until all grant activities are completed and the grant is formally closed. The reports must include the status of all activities.

Procurement Requirements

All grant recipients must follow their own procurement requirements as long as they meet the federal requirements at a minimum. Federal procurement requirements for this grant can be found in:

- OMB Circular A-102
- 49 CFR Parts 18.36 and 110.80

**TDEM
Monitoring**

TDEM may perform periodic reviews of the local government's grant performance. These reviews may include, but are not limited to:

- Comparing actual grant activities to those approved
 - Confirming compliance with:
 - Grant Assurances
 - Information provided on the quarterly and/or final grant reports
-

**Record
Retention
Requirements**

Record retention requirements can be found in 49 CFR 18.42. Generally, records must be kept for three years beginning from the end of the project year.

**Accessibility
of Records**

The Department of Transportation, the Comptroller General of the United States, TDEM, or any of their authorized representatives, shall have the right of access to any books, documents, papers, or other records which are pertinent to the grant, in order to make audits, examinations, excerpts, and transcripts. The right of access is not limited to the required retention period but shall last as long as the records are retained. Refer to 49 CFR 18.42.

**Suspension or
Termination**

TDEM may suspend or terminate grant recipient funding, in whole or in part, or other measures may be imposed for any of the following reasons:

- Failing to comply with the requirements or statutory objectives of federal or state law.
- Failing to make satisfactory progress toward the goals or objectives set forth in the grant recipient's application.
- Failing to follow grant agreement requirements or special conditions.
- Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding.
- Failing to submit required reports.
- Filing a false certification in the application or other report or document.

Before taking action, TDEM will provide the grant recipient reasonable notice of intent to impose measures and will make efforts to resolve the problem informally.

Part Three - Grant Closeout Process

Final Grant Report

The grant recipient must notify TDEM when all approved grant activities have been completed and paid for. The notice must be submitted by October 8, 2017 and be in the form of a final Progress Report. The Final Progress Report must be a **cumulative** programmatic and financial document.

Reminder: All work must be completed by 30 September 2016, and the Final Grant Report is due to TDEM no later than **October 8 2017**.

Closeout Review and Notification

TDEM will review the grant recipient's Final Grant Report for compliance with all grant conditions.

Financial Reconciliation of Final Grant Report

If the Final Grant Report indicates that the grant recipient is owed additional funds, then grant recipient must submit a request for reimbursement. Substantiation must be attached.

Audit Requirements

Grant recipients must comply with the audit requirements contained in OMB Circular A-133 and 49 CFR Parts 18.26.

**Texas Division of Emergency Management
Department of Public Safety**

Grant Assurances for the Hazardous Materials Emergency Preparedness Grant

Name of Applicant: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

E-Mail Address: _____ Cell Phone: _____

As the duly authorized representative of the applicant, I certify that the applicant named above:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4727-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statues or regulations specified in Appendix A of OPM's Standards for Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statues relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P. L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IV of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and

Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912, (42 U.S.C. 290-dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et. seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Title II and III of the Uniformed Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
8. Will comply with provisions of Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7) the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176 (c) of the Clear Air Act of 1955, as amended (42 U.S.C. Section et seq.); (g) protection underground sources of drinking water under Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply, if applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et. seq.) related to protecting components or potential components of the national wild and scenic rivers system.

13. Will assist the awarding agency in assuring compliance, if applicable, with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq).
14. Will comply with P.L 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Signature of Project Manager: _____

Printed Name Project Manager: _____

Title: _____ Date: _____

Appendix A – Reimbursement Request Form

Request for reimbursement are due seven (7) calendar days after the end of each quarter.

Check List:

1. Quarterly Performance Report
2. Reimbursement Request Form
3. Total Expenditures 100% (the total monies you are claiming for this billing period) include a copy of your receipts. You keep the original receipts.
4. On the Reimbursement Request Form – Year to Date Totals (add each previous quarter to determine the total)

If you have any questions, contact Technological Hazards Unit Supervisor, Joshua Bryant at 512-424-5989 or Joshua.Bryant@dps.texas.gov.

Submit Reimbursement Requests:

Reimbursement Requests to are to be sent to the following location:

Texas Department of Public Safety
Division of Emergency Management
Attn: Joshua Bryant
1033 La Posada Dr.
Suite 250
Austin, TX 78752
or electronically to: EMDTechHaz@dps.texas.gov

TDEM - Hazardous Materials Emergency Preparedness Grant Number (FY 17):

**Reimbursement Request Form: MUST INCLUDE ORIGINAL SIGNATURE ON THIS FORM,
AND A COPY OF THE RECEIPTS**

Mail or Email Reimbursement Request to:

Grant Recipient: _____

Contract # _____

Texas Department of Public Safety
Division of Emergency Management
Attn: Joshua Bryant
1033 La Posada Dr.
Suite 250
Austin, TX 78752
or electronically to: EMDTechHaz@dps.texas.gov

BILLING PERIOD: From _____ to _____

<p>Total Expenditures (100% for this billing period)</p>		<p>(Year to date totals)</p>
<p>HMEP Share (80% of total costs)</p>	<div style="border: 1px dashed black; width: 150px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 150px; height: 25px; margin: 0 auto;"></div>
<p>Local Match (20% of total costs)</p>	<div style="border: 1px dashed black; width: 150px; height: 25px; margin: 0 auto;"></div>	<div style="border: 1px dashed black; width: 150px; height: 25px; margin: 0 auto;"></div>
<p>NOTE: The amount of Total HMEP Share and Local Match Quarter: 1, 2, 3, 4 (circle one) should equal total cost Expenditures for billing period.</p>		

Under penalty of perjury, I certify that:

- I am the duly authorized officer of the claimant herein
- This claim is in all respects true, correct, and all expenditures were made in accordance with applicable laws, rules, regulations and grant conditions and assurances
- This claim is for costs incurred within the Grant Performance Period

Authorized Agent (per the Designation Statement)

Printed Name

Phone No.

Title

E-Mail Address

Mailing Address

Fax No.

City, State, Zip Code

Signature Date

Instruction Sheet for Reimbursement (must include copies of receipts)

Grant Recipient The grant recipient is the entity identified in the original grant application. Do not identify any sub-departments or offices as the grant recipient.

Contract # This is the grant recipient's identification number and the same as the contract number.

Address Changes Indicate a change in address by noting the new address in the area marked "mailing address" at the bottom of the form.

Billing period Indicate the month and year for the beginning of the period covered and the end of the period covered. See Timelines).

Total Expenditures Enter the total amount of your claim for this billing period. Total Expenditures are required with the Quarterly Performance Report and Reimbursement Request Form (100% of the Total Expenditures)

HMEP Share Enter the total amount of Federal HMEP share of your claim for this billing period (75% or less of the Total Expenditures)

Local Match Enter the amount your jurisdiction is matching for this billing period (25% or more of the Total Expenditures).

Year to date totals Second column of three boxes is used to add up Total Expenditures, HMEP Share, and Local Match from the beginning of the project to the present in the respective boxes.

Authorized Agent Information Fill in all requested information and ensure the form is signed by an Authorized Agent named in the Designation Statement submitted with the original application.

Mail Mail or email the original to the address identified at the top of the request form.

Supporting Documents

Supporting documents **are required** to be submitted with the Reimbursement Requests. TDEM reserves the right to request documentation at any time. **Grant recipients are reminded to maintain documents that support the expenditures and reimbursement amounts shown on the request.**

Appendix B – Quarterly Performance Report

The Quarterly Performance Report - required for each quarter and must be attached to the Reimbursement Request Form and Total Expenditures. **The payment process will not be completed until TDEM receives the original Quarterly Performance Report, Reimbursement Request Form and a copy the Total Expenditures (the total amount of you are claiming for this billing period).**

Budgetary Criteria: Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Allowable expenses for activities eligible under HMEP grant:

- Salaries and wages
- Printing and reproduction costs.
- Mail and postage cost.
- Equipment- rental only.
- Supplies and training materials.
- Hiring contractors or consultants to perform work eligible under the grant.
- Per Diem and travel expenses.

Non-allowable expenses:

- No funds awarded may be used to pay overtime or call backs.
- No funds awarded may be used for the purchase of equipment, no exceptions.
- No funds may be used to replace or supplant local government funding of existing planning or exercise programs.
- No Software - with the exception of CAMEO.

All expenditures of the grant funds must be in accordance with the provisions and certification of the U.S. Department of Transportation Hazardous Materials Emergency Preparedness Grant (HMEP), 49 CFR and other applicable federal laws, codes and circulars.

**Quarterly Performance Report
FY 17 Hazardous Materials Emergency Preparedness Grant**

Subgrantee name: _____

Performance Period (check one):
 October-December 2016
 January-March 2017
 April-June 2017
 July-September 2017

Mailing and Emailing Instructions: Please complete the performance report and return it to:

**Texas Department of Public Safety
Division of Emergency Management
Attn: Joshua Bryant
1033 La Posada Dr.
Suite 250
Austin, TX 78752
or electronically to:
EMDTechHaz@dps.texas.gov**

Questions regarding completion of this performance report should be directed to the Technological Hazards Unit Supervisor, Joshua Bryant at 512-424-5989 or Joshua.Bryant@dps.texas.gov

The payment process cannot be completed until TDEM receives a signed Quarterly Performance Report, Reimbursement Request Form and include total expenditures (the total amount of eligible claims for the quarter), if applicable. Also include total match information for the quarter. Please attach supporting documentation as required.

Part I – Authorized Agent Information

Please identify any changes to the Authorized Agents for this grant.

Please identify any changes to your mailing address, if applicable.

Part II – Project Narrative, Activities, and Completion Date

Is the Project Narrative, as described in your agency's original grant application, still accurate?

Yes No

If no, please explain: _____

Are the Project Activities, Tasks and Deliverables, as described in your agency's original grant application, still accurate?

Yes No

If no, please explain: _____

Please list/describe the Project Activities, Tasks and Deliverables that were completed during this Performance Period. _____

Please list/describe the number of people and total person hours spent on the Project Activities, Tasks and Deliverables that were completed during this Performance Period. _____

What is the anticipated completion date for the project? _____

Please list/describe the Outputs of the Project Activities, Tasks and Deliverables that were completed during this Performance Period. (Outputs: Services, products and activities that your organization offers to its users) _____

Please list/describe the Outcomes (*Changes you are looking to achieve =the differences you aim to make with your serves*) of the Project Activities, Tasks and Deliverables completed during this Performance Period. _____

If the approved project will not be completed by September 30, 2016, please explain: _____

Part III – Financial Summary

Total Amount Awarded to Local Government (grant): \$ _____

Total funds received by the Local Government to-date: \$ _____

Total Expenditures requested to-date: \$ _____

Has your entity requested reimbursement for all grant expenditures to-date?
 Yes No

If no, please explain: _____

Total Match Amount required for grant: \$ _____

What is the value of in-kind activity or funding allocation toward the grant match during the Performance Period? \$ _____

What is the total value of in-kind activity or funding allocation toward the grant match to-date? \$ _____

Please summarize any in-kind activity or funding allocation toward the grant match during the Performance Period: _____

Has your entity documented all in-kind activity or funding allocation toward the grant match during the Performance Period? Yes No

If no, please explain: _____

Please summarize planned in-kind activity or funding allocation toward the grant match during the next Performance Period (if applicable): _____

NOTE: Local Governments must fill out a *Reimbursement Request* form to request grant payments. Please refer to the Planning Grant Guide for a Copy of the Reimbursement Request Form and instructions. TDEM recommends that subgrantees request reimbursement once a month, but it must be done at least quarterly. A Reimbursement Request form may be submitted with this Performance Report. **The payment process cannot be completed until TDEM receives an original and signed Quarterly Performance Report, Reimbursement Request Form and any additional supporting documents.**