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**GRANT APPLICATION SUMMARY SHEET**

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**Grant Name:** Hazardous Materials Emergency Preparedness 17-18  
**Department:** OFFICE OF EMERG. MGMT.  
**Grantor:** U.S. DEPARTMENT OF TRANSPORTATION  
**Pass-Through Grantor (If applicable):** TENN. EMERG. MGMT.  
**Total Applied For:** \$36,000.00  
**Metro Cash Match:** \$9,000.00  
**Department Contact:** Drusilla L. Martin  
862-5462  
**Status:** CONTINUATION

**Program Description:**

This is a training project for the use of Fire/Ice product to extinguish lithium, magnesium and tire fires for everything from hybrid cars, to product hauled on our highways and rivers. The course will be delivered through the Fire Department Special Operations Training Division.

**Plan for continuation of services upon grant expiration:**

After these funds are spent there is no plan for continuation. Therefore there will be no budgetary impact.

**APPROVED AS TO AVAILABILITY OF FUNDS:**

**APPROVED AS TO FORM AND LEGALITY:**

*Hamadness* 2/20/18  
**Director of Finance**                      **Date**

\_\_\_\_\_  
**Metropolitan Attorney**                      **Date**

**APPROVED AS TO RISK AND INSURANCE:**

*TJ CM* 2/21/18  
**Director of Risk Management**                      **Date**  
**Services**

FFY 2018  
October 1, 2017 - September 30, 2018  
Application Kit for Sub-Recipients  
(LEPC's)

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**Hazardous Materials Emergency Preparedness  
Grant Program**

U.S. Department of Transportation  
Pipeline and Hazardous Materials Safety Administration



Department of  
**Military**

**TEMA**

Grant administered by:

TN Emergency  
Management Agency  
3041 Sidco Drive  
Nashville, TN 37204-1502

**\*Application Due By: 5:00 p.m., Thursday, 30 November,  
2017**

*[All Time References are in Central Time]*

Submit completed application by mail or E-mail to  
[Joe.Kennedy@tn.gov](mailto:Joe.Kennedy@tn.gov)

# Hazardous Materials Emergency Preparedness Grant Program

## Introduction

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorize the U.S. Department of Transportation to provide assistance to public sector employees through training and planning grant for emergency response. The purpose of this 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, and encourage a comprehensive approach to emergency training and planning by incorporating the unique challenges of responses to transportation situations.

This document is intended to guide agencies (sub-recipients) in applying for training and planning grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

## Application Period

Friday, 29 September, 2017 – Thursday, 30 November, 2017

## Eligibility

Eligible applicants include state, local, and tribal units of government. The Tennessee Emergency Management Agency (TEMA) is required to pass through at least 75% to Local Emergency Planning Committees (LEPC). A list of Tennessee LEPCs can be found at [www.tn.gov/tema](http://www.tn.gov/tema); then choose one of the three TEMA regions in the top drop-down columns.

## Funding Priorities

### *Requirements for hazardous materials planning and training*

- See U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), Eligible/Low Priority/Ineligible Planning and Training Expenditures and Activities:  
[http://www.phmsa.dot.gov/pv\\_obj\\_cache/pv\\_obj\\_id\\_641C28DE450BD454E730448041C1CEA37D720200/filename/HMEP\\_Expenditures\\_Guide.pdf](http://www.phmsa.dot.gov/pv_obj_cache/pv_obj_id_641C28DE450BD454E730448041C1CEA37D720200/filename/HMEP_Expenditures_Guide.pdf)
- If your TN LEPC is located in a county that has or is neighboring a county that has Bakken Crude Oil transported through it that is a required focus for the HMEP grant.
- All other counties must maintain their focus on hazardous materials transportation based planning/training (road, rail, air and/or water).
- All counties are required to hold an exercise whether it is a Full-Scale, Functional, Drill, Game, Tabletop, Workshop, or Seminar.
- Along with the stated grant opportunities, TEMA will offer the standard **Regional Conference Grant(s)** as well in this grant year.
  - One grant will be awarded per each region (West, Middle and East)
  - Award will be based on Scope of Work, Agenda Topics and Application
  - May be single or multiple day venue
  - Must be a Hazardous Materials transportation related conference
  - A copy of the agenda must be provided to the Hazardous Materials Program Manager prior to conference for approval of topics/speakers.

### **Application Submission Requirements**

Submit hard copy of the following documents for a complete application:

1. Coversheet
2. Budget summary
3. Project narrative
4. Attachments (if applicable)

Submit the application to:

Joe Kennedy  
Hazmat Program Manager  
TN Emergency Management Agency  
3041 Sidco Drive  
Nashville, TN 37204-1502  
Fax: 615-741-4173  
[Joe.Kennedy@tn.gov](mailto:Joe.Kennedy@tn.gov)

### **Application Evaluation**

The TEMA Hazmat Branch, on behalf of the State Emergency Response Commission (SERC) will conduct a review of applications to determine whether the proposal meets the U.S. DOT PHMSA's requirements. Allocation amounts from USDOT/PHMSA are fixed, so awards are on a first come, first serve basis as long as the Project Packet is within approved guidance and meets TEMA/SERC approval.

### **Award Notification**

Grant Awards will be announced NLT (No Later Than) Friday, 29 December, 2017.

For additional information, please contact Joe Kennedy at: (615) 741-2986 or E-mail

[Joe.Kennedy@tn.gov](mailto:Joe.Kennedy@tn.gov).

### **Unobligated Funds**

The LEPC Point of Contact is responsible for identifying any amount of unspent funding and notifying TEMA, no later than August 15, 2018. This is in an effort to allow funding to be re-appropriated and spent, avoiding returning the unobligated funds to FDOT/PHMSA. [Any sub-application that does not meet this requirement will risk future applications being moved to lower priority for the next HMEP grant cycle.]

### **Status Reporting**

Funding status will be reported to TEMA on March 30, 2018. Status can be reported by email to [Joe.Kennedy@tn.gov](mailto:Joe.Kennedy@tn.gov) or by telephone at (615) 741-2986. The report will include total amount of contract, amount of federal funds obligated/spent and the amount of unobligated funds. Obligated unreimbursed funds will require back up documentation of obligation. Unobligated funds will be reduced from the contract by amendment.

## Application Instructions

### 1. COVERSHEET

#### **Project title**

Assign a project title that describes the project. If you are requesting funds for multiple activities, you can incorporate them under one title. Example: *Marion County Hazardous Materials Training*.

#### **Project period**

The project period must fall within the October 1, 2017 – September 15, 2018 window. *Please note: If we receive late grant applications, the project may not be allowed due to inability to complete by the Sept. 15<sup>th</sup> deadline.*

#### **Applicant agency**

Provide Chief Local Elected Official (CLEO) and agency representative/primary project contact name, mailing address, phone number and email address that will serve as the sub-recipient and will accept the federal grant funds.

#### **Data Universal Numbering System (DUNS) Number**

Provide the DUNS Number of the applicant agency.

*Dun and Bradstreet (D&B) provides a DUNS Number, a unique nine digit identification number, for each physical location of your business. DUNS Number assignment is FREE for all businesses required to register with the U.S. federal government for contracts or grants. If your agency does not have a DUNS Number (or you do not know if you have one), have the appropriate person (typically accounting or finance) from your agency go to the D&B website (<http://fedgov.dnb.com/webform>) or call the DUNS Number request line at 1-866-705-5711.*

#### **Local Emergency Planning Committee**

These applications, based on grant guidance, are on behalf of the county Local Emergency Planning Committee (LEPC.) Please ensure to present Scope of Work on behalf of the LEPC.

#### **Total project funding**

The project funding must equal the budget summary for project total – (federal grant funds requested and matching funds required). Provide a total project amount. See Section 2 for Budget Summary details.

## 2. BUDGET SUMMARY

### Budget Category

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other).

- **Planning/Description of Activities - Expense**
- **Training Course Activities Item - Expense**
- **Exercise/Description of Activities – Expense**

What do you plan to purchase, rent, or contract? Why is travel needed?

### Federal Grant Funds Requested/Matching Funds Required

The budget summary must include proposed budgets for the Federal Grant Funds Requested. You may use cash (hard match), in-kind (soft match) contributions including staff time, or a combination of both to meet this requirement.

### Calculating the Match

Example:

Total Federal HMEP Grant Funds Requested (Total Project Amount X .8)	\$9,600
Total Matching Funds Required (Total Project Amount x .2)	+ \$2,400
Total Project- Total Federal HMEP Grant Funds Requested + the Total Matching Funds Require	\$12,000

### Planning Subtotal/Training Subtotal/Exercise Subtotal/PROJECT TOTAL

Provide a subtotal for each section and a project total.

### 3. PROJECT NARRATIVE

#### **Project type**

Select one or more (Planning, Training, Exercise, Commodity Flow Study, or Other).

#### **Project description**

Provide a detailed description of the project. What is the purpose? Provide a description of how the project(s) relates to improving the ability to respond to transportation incidents. Identify what will be accomplished or furthered by this project. Identify capabilities that this will create or enhance. What emergency response plans are under evaluation? Provide specific name of training, etc. All activities must meet the requirements of funding priorities on page 2.

If you are requesting funds for multiple activities, please list them separately and number or letter them. Example: *A. HazMat Training and B. HazMat Exercise.*

#### **Collaboration - Area of benefit and partners**

List the cities, counties, etc. that will be served by the proposed project. Indicate who you will partner with to conduct this project. Memorandums of Understanding or letters of support from other agencies are encouraged, but not required.

#### **Overall contribution**

How does the project contribute to the overall effort of addressing the local hazardous materials planning and training? How does the activity address a need or provide a solution to the problem (e.g. long-range plans, etc.)?

#### **Education**

Are there plans or strategies to educate the public about hazardous materials and protective measures in the community? If yes, explain.

#### **Project management - Itemize the tasks and include a timetable**

Who is supervising the project? Who is responsible for managing the grant? Who will do the work? How will you make sure timelines and tasks are being met? What plans, strategies, or practices are you using to reach the project objectives? Have all pertinent parties agreed to these plans, strategies, and practices?

#### **Objectives, project outcomes, results, and evaluation**

List and prioritize the specific measurable and obtainable objectives. Discuss project objectives to be accomplished. What capabilities will be created or enhanced?

Outcomes describe the intended impact of the project on the preparedness environment. This often includes the ways in which the project has enhanced or developed the capability or capacity to serve the public. Outcomes described should demonstrate progress toward the overall objective of the project. Describe how these outcomes will mitigate risks. Describe the tangible outcomes that will demonstrate that the project has been successful.

What are the expectations of the project? Is the project a continuation of a past HMEP grant funded project? If so, report briefly on the accomplishments of the previous project.

How will you evaluate project results in the short and long-term? How will you define and measure the project's success?

**Justification, comments, and additional information**

Why should the review committee approve your project request? Explain if, or how this proposal addresses hazardous materials or the community's right to know.

**4. ATTACHMENTS**

Please attach additional documentation, if necessary.

If you happen to be using a "Sub-contractor" please contact Peyton Massey by E-mail [Peyton.Massey@tn.gov](mailto:Peyton.Massey@tn.gov) and he will E-mail you the electronic document for you to fill out and have signed. Once electronic document is filled out please send back to Peyton Massey via E-mail.

Attachment 1- CFR49 code on the proper way to pay "In-kind."

# COVER SHEET

[Type the sender company name]

[Pick the date]

Project Title:

FIRE/ICE

Projected Project Dates:

Applicant Agency:

Project Point of Contact:

MICHAEL ARMISTEAD

Mailing Address:

417 FATHERLAND ST. NASHVILLE, TN 372

Phone:

615-862-5485

Email:

michael.armistead@nashville.gov

Chief Local Elected Official (CLEO):

Mailing Address:

Phone:

Email:

Federal Tax ID #:  
(FEIN #)

DUNS #:

Total Project Funding

Refer to Calculating the Match on page 5 of the Budget Summary.

The Match is equal to 20% of the Total Project

Total Federal HMEP Grant Funds Requested:	\$36,000
Total Matching Funds Required:	\$9,000
Total Project:	\$45,000

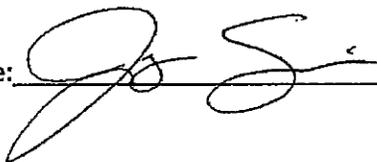
Agency Authorized Official:

JAY SERVAIS

Title:

OEM

Signature:



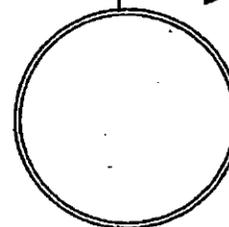
Date:

12/12/17

Application Due Date: 5:00 p.m., Thursday, 30 November, 2017



TEMA



# FY 2018 Hazardous Materials Emergency Preparedness Grant Program BUDGET SUMMARY

	A	B	C
	Budget Category	Planning/Description of Activities - Expense	Grant Request
1	Travel		\$
2	Equipment	2.5 gal. extinguishers/1.5 Education system/2.5 Education system	\$14,275
3	Supplies	Fire/Ice 25lb. bucket and Liquid Refill	\$21,720
4	Contractual		\$
5	Other		\$
6	Other		\$
7		Planning Subtotal	\$35,995
	Budget Category	Training Course Activities	Estimated # Training
8	Travel		\$
9	Equipment		\$
10	Supplies		\$
11	Contractual/Trainer	Fire/Ice Training Demonstration	500 Personnel
12	Other		\$5,900
13	Other		\$
14		Training Subtotal	\$5,900
	Budget Category	Exercise/Description of Activities - Expense	Grant Request
15	Travel		\$
16	Equipment	Demonstration on extinguishing metal fires (Lithium and Magnesium) hybrid vehicles	\$2,500
17	Supplies	Liquid refills and powder education system	\$600
18	Contractual		\$
19	Other		\$
20	Other		\$
21		Exercise Subtotal	\$3,100
22	Total Federal HMEP Grant Funds Requested = the sum of Column C, Rows 7, 14, and 21		TOTAL GRANT REQUEST
23	Total Matching Funds Required = 20% of Total Project		MATCH
24	Total Project = the sum of the Total Grant Request + the Match		TOTAL PROJECT
			\$36,000
			\$9,000
			\$45,000

# FFY 2018 Hazardous Materials Emergency Preparedness Grant Program PROJECT NARRATIVE

Project type (select one or more)

Planning     Training     Exercise     Commodity Flow Study     Other

## Project description

This project is for the use of Fire/Ice product to extinguish lithium, magnesium and tire fires for everything from hybrid cars, to product hauled on our highways and rivers.

## Objectives, project outcomes, results, and evaluation (Required)

Objectives for this training include mitigation of fires that involve Lithium batteries, magnesium fires and even include tires. This will have positive outcomes on the environment and property loss.

## Project Management: Itemize all tasks and include a timetable

Demonstrate proper use and tactics with 2.5 gallon water cans - 36 hrs  
Demonstrate proper use and tactics with both the 1.5 and 2.5 education system for large fires involving boats, tractor trailers and exposures. 24 hrs.

**Collaboration- Any outside agency collaborating or contributing to planning, training, or exercise**

WE plan on collaborating with the city of GOODLETTSVILLE in this training since they already use the product.

**Education/Training**

Will be used for our HazMat in-service training for Fall or 2018.

**Justification, comments, and additional information**

Being a large metropolitan city that has 6 major highways and interstates plus two major rail lines and river traffic this product will greatly enhance our efforts in the safety of those travelling through Nashville.

# Appendix A

## Hazardous Materials Public Sector Planning and Training Grants

### Code of Federal Regulations, Title 49, § 110.40

Title 49 - Transportation Volume: 2 Date: 2014-10-01 Original Date: 2014-10-01 Title: Section 110.40 - Activities eligible for funding. Context:

Title 49 - Transportation, Subtitle B - Other Regulations Relating to Transportation. CHAPTER I - PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION, DEPARTMENT OF TRANSPORTATION. SUBCHAPTER A - HAZARDOUS MATERIALS AND OIL TRANSPORTATION. PART 110 - HAZARDOUS MATERIALS PUBLIC SECTOR TRAINING AND PLANNING GRANTS.

#### § 110.40

Activities eligible for funding.

(a) Planning. Eligible State applicants may receive funding for the following activities:

(1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.

(2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.

(3) An assessment of the need for regional hazardous materials emergency response teams.

(4) An assessment of local response capabilities.

(5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

(6) Provision of technical staff to support the planning effort.

(7) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

(b) Training. Eligible State and Indian tribe applicants may receive funding for the following activities:

(1) 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:

(2) 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.

(3) Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

(4) Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

(5) Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

(6) Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

[Amdt. 110-1, 57 FR 43067, Sept. 17, 1992, as amended by 66 FR 45377, Aug. 28, 2001]

## Attachment 1-

### 49CFR

#### § 110.60 Cost sharing for planning and training.

(a) The recipient agency must provide 20 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. The types of contributions allowed are as follows:

(1) Any funds from a State, local, or other non-Federal source used for an eligible activity as defined in § 110.40 (added under paragraph) in this part.

(2) The dollar equivalent value of an eligible activity as defined in § 110.40 of this part provided by a State, local, or other non-Federal source.

(3) 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.

(4) Additional types of in-kind contributions the Associate Administrator deems appropriate.

(b) Funds used for matching purposes under any other Federal grant or cooperative agreement may not be used for matching purposes. The funds expended by a recipient agency to qualify for the grant may not be used for cost-sharing purposes:

(c) Acceptable contributions for matching and cost sharing purposes must conform to 49 CFR part 18.

[Amdt. 110-1, 57 FR 43067, Sept. 17, 1992, as amended by Amdt. 110-3, 59 FR 49132, Sept. 26, 1994; 66 FR 45377, Aug. 28, 2001]

#### § 110.40 Activities eligible for funding.

(a) *Planning.* Eligible State applicants may receive funding for the following activities:

(1) Development, improvement, and implementation of emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises which test the emergency plan. Enhancement of emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazardous materials, including radioactive materials.

(2) An assessment to determine flow patterns of hazardous materials within a State, between a State and another State or Indian country, and development and maintenance of a system to keep such information current.

(3) An assessment of the need for regional hazardous materials emergency response teams.

(4) An assessment of local response capabilities.

(5) Conduct of emergency response drills and exercises associated with emergency preparedness plans.

**(6)** Provision of technical staff to support the planning effort.

**(7)** Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project plan and approved in the grant.

**(b) Training.** Eligible State and Indian tribe applicants may receive funding for the following activities:

**(1)** 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.

**(2)** 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.

**(3)** Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.

**(4)** Expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques and instructor evaluations.

**(5)** Provision of staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.

**(6)** Additional activities the Associate Administrator deems appropriate to implement the scope of work for the proposed project and approved in the grant.

[Amdt. 110-1, 57 FR 43067, Sept. 17, 1992, as amended by 66 FR 45377, Aug. 28, 2001]