

**HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS
(HMEP)**

Frequently Asked Questions

Planning Grant

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 incidents. This is a performance-based grant that builds on and supports accomplishments of long-term goals and objectives.
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Who decides how much funding Texas receives for the HMEP grant?	TDEM submits the HMEP Grant application to U.S. DOT each year. 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. The award received is determined by (1) number of Hazardous Materials facilities registered in the state, (2) population, (3) highway miles within the state and other factors.
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How much funding does each region get?	Each region in Texas has unique risks. TDEM has elected to have the local agencies submit applications to the LEPC's for review and prioritizing, taking into consideration that larger sums may be necessary in specific areas. There are certain geographical areas that are of particular concern, especially considering Hazardous Materials transportation-related risks.
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What is the final date for completed applications to be submitted for consideration and approval to the Grant Administrator?	July 31, 2012 is the final applications deadline to obtain grant funding. TDEM recommends local government submit their applications to their LEPCs by July 2, 2012. All projects must reach TDEM by close of business on July 31, 2012 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. All activities MUST be Hazardous Materials transportation-related.

Are performance reports and invoicing required? Yes. The HMEP grant is based on performance. Performance reports are a means by which TDEM ensures that the projects are kept on schedule, are within the approved parameters; and that no problems with the project have surfaced. Project Managers must 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 are required to be submitted by the seventh business day following the end of each quarter. All approved projects must be invoiced quarterly by submitting a Reimbursement Request Form and Quarterly Performance Report, no exceptions. Local governments must account for each of the four quarters, regardless if no reimbursement is requested that quarter.

What are the quarters? The quarters are based on a Federal Fiscal year. They are as follows:

First Quarter	October 1, 2012 through December 31, 2012
Second Quarter	January 1, 2013 through March 31, 2013
Third Quarter	April 1, 2013 through June 30, 2013
Fourth Quarter	July 1, 2013 through September 30, 2013

When do we get reimbursed for our expenditures? Once TDEM receives your Request for Reimbursement, it is processed through our division's accounting office. From there the request is submitted to US DOT to have funds forwarded to the State Comptroller's Office, where local agencies will receive reimbursement. The process normally takes a total of six (6) to eight (8) weeks from the time the request is received by TDEM. Please do not call until that time has elapsed. Project Managers must ensure that invoices are added up correctly, that HMEP Share and Local Share are correct, and that substantiation documentation has been attached for Total Expenditures.

Who can we contact if we have questions?

HMEP Grant Administrator Donald A. Loucks at 512-424-5985 or via e-mail at donald.loucks@dps.texas.gov.

Grant Timelines

The HMEP Grant Timelines: For a new federal grant (October 1, 2012 to September 30, 2013).

New Application:

Due Date	Activity for a New HMEP Grant
June 25, 2012 FY13 Grant	Applications are available to the LEPC on the TDEM website.
July 31, 2012 FY13 Grant	LEPC Chairs submit approved application to TDEM. Applications received after this date <u>will not</u> be considered for project funding unless prior arrangement is made.
August 15, 2012 FY13 Grant	TDEM completes application review process and then mails the Assistance Agreement Contracts to the approved grant recipients requesting signatures. Award notifications will be sent to grant recipients as soon as the application review process has been completed.
September 15, 2012 FY13 Grant	Local Assistance Agreement due to TDEM. NOTE: Project activities cannot be reimbursed until TDEM receives the signed Assistance Agreement.
October 1, 2012 FY13 Grant Begins	Eligible grant activities may begin after notification from the HMEP Administrator. Do not start your project without notification.

Current Grant in Process: Plan for these cutoff dates

Due Date (NLT)	Quarterly Activity Reports for the FY2013 HMEP Grant in process
January 8, 2013 - FY13 Grant	October 1, 2012 through December 31, 2012.
April 8, 2013 - FY13 Grant	January 1, 2013 through March 31, 2013.
July 8, 2013 - FY13 Grant	April 1, 2013 through June 30, 2013.
October 8, 2013 - FY13 Grant Final Report Due	July 1, 2013 through September 30, 2013. The Final Grant Report must be submitted to TDEM.