



**DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF STATE POLICE  
Hazardous Materials Response Unit**

1001 Fire Academy Drive  
Sayreville, NJ 08872

Homeland Security Branch – Emergency Management Section  
Emergency Response Bureau



# FFY18 Hazardous Materials Emergency Preparedness Subaward Program Guidance and Application Kit

Hazardous Materials Emergency Preparedness (HMEP)  
Grant Program – CFDA 20.703

## **Eligibility**

Open to all 21 county and 566 Local Emergency Planning Committees in New Jersey for the purpose of conducting specific projects related to their respective hazardous materials emergency planning or training needs.

## **Deadline**

All applications must be postmarked to the Hazardous Materials Response Unit by 1:00 p.m. on **June 21, 2018**.

## **Contact Information**

For assistance with the requirements of this solicitation, contact the NJSP Grants Program Management Unit at (609)-882-2000 ext. 2157 or via e-mail to Shaun Del Collo at [LPPDELCS@gw.njsp.org](mailto:LPPDELCS@gw.njsp.org)

# Contents

OVERVIEW .....	1
ELIGIBLE APPLICANTS, FUNDING AVAILABILITY and APPLICATION DEADLINE ....	2
Eligible Applicants .....	2
Funding Availability .....	2
Application Deadline .....	3
PLANNING SUBAWARD PROGRAM GUIDANCE.....	3
Program Goals .....	3
Eligible Project Activities .....	4
Allowable and Unallowable Costs.....	5
TRAINING SUBAWARD PROGRAM GUIDANCE.....	5
Program Goals .....	5
Eligible Project Activities.....	5
Allowable and Unallowable Costs.....	6-7
SUBAWARD PROGRAM AND APPLICATION REQUIREMENTS.....	7
Period of Performance .....	8
Cost Share Requirements .....	8
Application Process .....	8
Resolution .....	8
Federal Financial Accountability and Transparency Act.....	8
DUNS Number.....	8
System for Award Management (SAM).....	9
Civil Rights .....	9

Grant Terms and Conditions.....	9
Disclosure of Lobbying Activities .....	9
Non-supplanting Requirement .....	10
Procurement .....	10
SELECTION CRITERIA.....	11
AWARD and REPORTING REQUIREMENTS.....	12
Grant Award .....	12
Monitoring, Reporting and Evaluation Requirements .....	12
Planning/Training Subaward Application Checklist .....	13-14

## Overview

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation (DOT) to provide assistance to public sector employees through training and planning grants to States, Territories, and Native American tribes for hazardous materials emergency response. The purpose of this grant program is to assist State, Territorial, Tribal, and local agencies with the safe and efficient handling of 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.

For New Jersey, the Hazardous Materials Emergency Preparedness (HMEP) grant coordinator is the New Jersey State Police, Emergency Management Section, Hazard Materials Response Unit (HMRU). For this FFY 18 HMEP grant, the requirement to pass through seventy-five (75%) of funds to Local Emergency Planning Committees (LEPC's) has been removed, yet the HMRU remains committed to providing sub-awards to successful applicants. For this solicitation, county and municipal LEPCs may apply directly to the HMRU for the funding of projects to be conducted by their jurisdiction to develop, improve, and carry out emergency plans, and to train public sector employees to respond to accidents and incidents involving hazardous materials.

**Note: Applicants should be aware that NJSP has not yet submitted an application to the DOT for this FFY 18 HMEP Grant. The subaward application process must be completed prior to the Federal application submission because Federal grant applications must fully describe the proposed grant activities that will take place, including all proposed subrecipient activities. Project narrative and budget details from successful applications will be included in NJSP's application to the DOT. Please be as specific and detailed as possible when completing your application.**

**Training and planning grants are no longer separated and applicants will apply for training and/or planning projects in one application.**

For supplemental information, the DOT Pipeline and Hazardous Materials Safety Administration provides guidance related to the HMEP grant program via the following web link: [www.phmsa.dot.gov/hazmat/grants](http://www.phmsa.dot.gov/hazmat/grants). Applicants should then click on "HMEP FAQs." These FAQs are for informational purposes only. The HMEP FAQs were designed for state and tribal agencies, which must meet the stated deadlines and match requirements and are eligible for allowable costs. Subrecipients, or those receiving "pass-through" funding, should follow the Subaward Planning and Training Program Guidance prepared by the NJSP HMRU. Questions may be directed to Shaun Del Collo at (609) 882-2000 ext. 2157.

## Planning and Training Grant

The primary objective of the Planning and Training Grant Program is to develop, improve, and implement emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (EPCRA) and to train public sector employees to respond to accidents and incidents involving hazardous materials. To accomplish these objectives, Congress has identified, as eligible for funding, specific activities that will improve planning and training. For example, planning activities

can include conducting commodity flow assessments, hazards analysis, drills and exercises; assessing local response capabilities; and enhancing emergency plans. Training activities can include improving the training of public sector employees to respond safely and efficiently to accidents and incidents, such as those involving transportation of hazardous materials, and can involve public officials who are not responders but who perform activities associated with emergency response plans developed under EPCRA.

The possibility of hazardous materials accidents and incidents varies greatly in New Jersey. Some areas, due to their geographic locations, are at risk from air, rail, roadway, and waterway incidents. Other areas may be at relatively low risk with regard to actual HAZMAT facilities, but have compounding factors such as heavily traveled roadways or transportation dependent populations (e.g., hospitals, schools, and nursing homes). These could present significant problems in the event that they, or a neighboring community, experience a hazmat incident.

Thus, the goal of this subaward is to improve the implementation of LEPC Hazmat emergency planning efforts and to increase the training opportunities available to local and regional emergency response teams to improve their level of competency in the area of hazardous materials response.

The DOT provides the *Guidelines for Public Sector Hazardous Materials Training* and *HMEP List of Assessed Response Courses* to assist in the curriculum management of training programs funded by HMEP.

## **ELIGIBLE APPLICANTS, FUNDING AVAILABILITY and APPLICATION DEADLINE**

### **ELIGIBLE APPLICANTS**

The Hazardous Materials **Planning and Training Sub-award Program** is open to all county and municipal members of LEPCs for the purpose of conducting specific projects to address the unique circumstances of hazmat incidents at the local level and their respective hazardous materials emergency planning needs, and for the purpose of conducting specific courses related to HAZMAT planning, prevention and response training. The applicant and application must be supported by an LEPC.

Note: LEPCs must have a New Jersey Office of Emergency Management (OEM)-approved Emergency Operations Plan (EOP) in order to be eligible to receive funding under the FFY18 HMEP program.

### **FUNDING AVAILABILITY**

The total funding available for sub-awards is **\$191,000.00**. This funding amount includes Planning and Training sub-awards. Although the planning and training grants are now combined, applicants may submit training projects, planning projects, or both. Funds will be awarded on a competitive basis. Funding will be made on a reimbursement basis only. No match is required. Applicants may be awarded a different amount than requested or an amount other than the maximum amount.

Awards are solely contingent upon the availability of Federal funds. Applicants previously funded are not guaranteed continued funding or funding at previous levels.

## **APPLICATION DEADLINE**

Eligible applicants must apply for FFY18 Hazardous Materials Emergency Preparedness Planning and Training Subaward Program funding through the HMRU. **Completed applications must be e-mailed or postmarked no later than 1:00 p.m. on June 21, 2018.** Applications e-mailed or postmarked after June 21, 2018 at 1:00 p.m. **WILL NOT** be considered for funding. Applicants will be notified within 45 days after the application deadline whether their application is approved. Final awards will not be announced until after September 30, 2018.

Please mail completed application materials to the following address:

New Jersey Division of State Police  
Grants Program Management Unit Bldg. #2  
PO Box 7068  
ATTN: Shaun Del Collo  
West Trenton, NJ 08628

Or submit completed application materials via e-mail to the following e-mail address:

Shaun Del Collo at [LPPDELCS@gw.njsp.org](mailto:LPPDELCS@gw.njsp.org)

## **PLANNING PROJECT GUIDANCE**

### **Program Goals**

The goal of this program is to improve the implementation of LEPC Hazmat emergency planning efforts.

### **Eligible Project Activities**

- Development, improvement, and implementation of emergency plans required under EPCRA as well as exercises that test the emergency plans. 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 flow patterns of hazardous materials within a State or between one State and another State, Territory or Native American land; also development and maintenance of a system to keep such information current;
- An assessment of local response capabilities;
- Conducting emergency response drills and exercises associated with emergency preparedness plans (must conform to EOP/Hazmat Annex & OEM Directive 74)

### **Allowable and Unallowable Costs**

## **Allowable Costs (Planning Projects)**

Allowable project costs are those permitted by the FFY18 Hazardous Materials Emergency Preparedness Grant Program and include:

### **1. Travel**

Travel costs are incurred by LEPC personnel, and relate to out-of-state expenses *only* to and from planning activities. When submitting for reimbursement, grantees should include the following information:

- Lodging;
- Per Diem;
- Transportation; and
- Registration fees for conferences and workshops.

**Note: Reimbursement for eligible travel activities must abide by State travel regulations. See State Circular 16-11-OMB for additional information.**

### **2. Equipment**

Equipment costs includes those items that are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit - unless the applicant has a clear and consistent written policy that determines a different threshold. Equipment must be used exclusively for HMEP-related planning activities and includes planning software applications used to plan for hazardous material emergencies.

### **3. Supplies**

Supplies means all tangible personal property other than “equipment” as defined above. Costs are incurred by LEPC personnel related to the purchase of supplies exclusively dedicated to the HMEP grant. Requests should identify categories of supplies (e.g., training manuals, paper, pens) to be procured for use during proposed activities.

### **4. Contractual**

Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. These costs are contractual agreements between the LEPC and contractor(s) to complete work on behalf of the LEPC. Activities may consist of the following:

Developing, improving, and implementing emergency plans required under Title III; Performing hazard assessments and gap analysis to determine hazmat safety risks within a jurisdiction, state, or region; Improving interagency interoperability to better respond to and mitigate hazmat accidents; Enhancing emergency plans to include hazard analysis as well as response procedures for emergencies involving transportation of hazmat, including radioactive materials; Determining flow patterns of hazmat within New Jersey, between New Jersey and another state, and the developing and maintaining a system to keep information current; Assessing the need for regional hazmat emergency response teams; Assessing local response capabilities; Performing emergency response drills and exercises associated with

emergency preparedness plans; and Supporting for technical staff related to planning efforts.

**5. Indirect Costs**

Please reference the Indirect Cost Rate Fact Sheet for details.

**6. Other**

Other includes rental space and activities not covered under the above object class categories. Subrecipients should list each category or item in sufficient detail for HMRU to determine the reasonableness of the cost relative to the activity to be undertaken.

**Unallowable Costs**

**The following costs are not eligible for reimbursement under the HMEP Program:**

- 1. Expenses not related to the transportation of hazardous materials.**
- 2. Expenses claimed and or reimbursed by another program.**
- 3. Expenses counted as match funds toward another Federal program.**
- 4. Expenses that supplant existing operational funds/programs.**
- 5. Entertainment, alcohol, morale costs.**
- 6. Any costs disallowed or stated as ineligible in 2 C.F.R. part 200.**
- 7. Excessive costs for general office supplies, equipment, computer software, printing and copying.**
- 8. Personnel, including overtime.**
- 9. Administration and maintenance costs (M&A).**
- 10. Intrastate Travel costs.**
- 11. Expenses other than those listed as “allowable” above.**

**TRAINING PROJECT GUIDANCE**

**Program Goals**

The goal of this program is to improve the training of public first responders to respond safely and efficiently to accidents and incidents, including those involving transportation of hazardous

materials. It also includes training for public officials who are not first responders but who perform activities associated with emergency response plans developed under EPCRA.

### **Eligible Project Activities**

- Develop and deliver training to the public sector employees according to the priority needs and requests of the LEPCs;
- Distribute training grant funds directly to the LEPCs to support public sector employee training delivered by any provider;
- Distribute training grant funds directly to the public sector employees so that the employees can attend approved training courses;
- Training audience 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 guidelines;
- Delivery of comprehensive preparedness and response training to public sector employees to include design of preparedness and response training to meet specialized needs; student and instructor course materials and manuals; student tuition, travel, and per diem costs; instructor costs; training facility rental; and equipment rental necessary to deliver an approved course. For training grants, equipment purchases for use as props for training may be approved with a proper justification. Costs for such equipment will be determined as reasonable based on a review by the NJSP HMRU.
- Training by a person (including a department, agency, or instrumentality of a State, Territory, or political subdivision thereof or a Native American tribe) and activities necessary to monitor such training including examinations, critiques, and instructor evaluations;
- Management of the training effort to achieve increased benefits, proficiency, and rapid deployment of public service employees who respond to accidents and incidents involving hazardous materials;
- Emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans; and
- Additional activities that the DOT Associate Administrator for Hazardous Materials Safety deems appropriate to implement the scope of work for the proposed project and that are approved in the grant.

#### *Planning and Prevention Training*

For planning and prevention training to be reimbursed under the HMEP training subaward program, grantees should review the current edition of the Guidelines for Public Sector Hazardous Materials Training and should ensure that proposed training courses are within the scope and focus of the curriculum guidance for these training areas.

#### *Response Training*

For response training to be reimbursed under the HMEP training grant program, the courses used should be assessed using the HMEP response course self-assessment materials.

### **Allowable and Unallowable Costs (Training Projects)**

#### **Allowable Costs**

Allowable project costs are those permitted by the FFY16 Hazardous Materials Emergency Preparedness Grant Program and include:

## **1. Travel**

Travel costs are incurred by LEPC personnel, and relate to out-of-state expenses *only* to and from training activities. When submitting for reimbursement, grantees should include the following information:

Lodging;

Per Diem;

Transportation; and

Registration fees for conferences and workshops

**Note: Reimbursement for eligible travel activities must abide by State travel regulations. See State Circular 16-11-OMB for additional information.**

## **2. Equipment**

Equipment means tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

Equipment must be used exclusively for HMEP-related training activities and includes training software applications used widely to plan for and respond to hazardous material emergencies.

## **3. Supplies**

Supplies mean all tangible personal property other than “equipment” as defined above. Costs are incurred by LEPC personnel related to the purchase of supplies exclusively dedicated to the HMEP grant. Requests should identify categories of supplies (e.g., training manuals, paper, pens) to be procured for use during proposed activities.

## **4. Contractual**

Contractual includes any procurement of services from individual consultants or commercial firms. These costs are contractual agreements between the LEPC and contractor(s) to complete work on behalf of the LEPC. Activities may consist of the following:

Assessments to include:

The number of public sector employees used by a political subdivision in need of training; to select courses consistent with the national curriculum; designing and delivering preparedness and response training to meet specialized needs; purchasing or producing publications, manuals, and other materials necessary for training. This may include the printing, copying, and distribution of materials.

## **5. Other**

Other includes rental space and activities not covered under the object class categories above. Subrecipients should list each category or item in sufficient detail for HMRU to determine the reasonableness of the cost relative to the activity to be undertaken.

## **6. Indirect Costs**

Please reference the Indirect Cost Rate Fact Sheet for details.

**Note: A charge for student tuition will be allowable as long as the proceeds are used for HMEP training activities. If no tuition is charged to each student, costs incurred to provide**

**the training are allowable. Travel expenses directly related to the HMEP program may be permitted pending approval from the HMEP Grant Administrator.**

## **Unallowable Costs**

- 1. Personnel including overtime**
- 2. Administrative expenses**
- 3. Expenses other than those listed above**

Unallowable costs include intrastate travel costs, equipment not exclusively used for HMEP activities, personal services, management and administrative fees as well as any other miscellaneous costs that are not directly related to the program. Examples of unallowable expenses include: items not related to hazardous materials emergency training, items claimed and reimbursed under another grant program (see “Nonsupplanting Requirement”), items that are used as a match for another grant program(see “Nonsupplanting Requirement”), software unrelated to HMEP planning purposes (including management of Title III materials), computers, entertainment, operational equipment, food or bottled water for exercises as well as overtime for participation in exercises.

## **SUBAWARD PROGRAM AND APPLICATION REQUIREMENTS**

Below are selected application requirements that each applicant should be familiar with prior to submitting a subaward application. Please consult the subaward conditions and other certification documents for additional information on the FFY18 HMEP subaward requirements. For reference, a checklist of the required forms is provided. All forms must be completed and signed where indicated. Incomplete applications will not be considered and may result in the denial of your application.

### **Period of Performance**

The HMEP Planning/Training Subaward Performance Period is from September 30, 2018, through September 30, 2019. **No time extensions are permitted.**

### **Cost Share Requirements**

There is no local match requirement for either the Planning or the Training Subawards.

### **Application Process**

Instructions for completing application forms are included as part of the application package. Completed applications may be submitted via e-mail electronically or hard copies may be mailed.

**Completed applications must be postmarked or electronically submitted by 1:00 p.m. on June 21, 2018.**

### **Resolution & Certification**

A governing body must adopt a resolution requiring approval of the Director of the Division of Local Government Services for the insertion of any special item of revenue from any public or private source which was unknown at the time of adoption of the annual budget. The resolution must include, at a minimum, the statutory reference, title and amount of the revenue and

appropriation, and the date of adoption. Applicants should refer to Chapter 159 Procedures (NJSA 40A:4-87) for specific resolution requirements. Additionally, each resolution must contain the name of the Subrecipient's Unit of Government, the name of the Federal Grant Program, the Subaward number, the period of performance dates, the project amount, language indicating that the Subrecipient is accepting the specific grant of funds for the purpose described in the application, and a list of officials authorized to execute the subaward materials. **A signed copy of the resolution is not required with the application; it is required with the award package.**

## **Federal Financial Accountability and Transparency Act**

Subrecipients receiving \$25,000 or more in federal grant funds must comply with the Federal Financial Accountability and Transparency Act (FFATA) which provides for a single website at which the public may access and search data on federal financial assistance awards including subrecipients. If required, a completed FFATA form must be submitted with the award **not** with the application package.

### **DUNS Number**

The Federal Government requires that all applicants for federal grants and cooperative agreements with the exception of individuals, other than sole proprietors, have a DUNS number. The federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

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

The Data Universal Numbering System (DUNS) number is a unique 9-digit identification number provided by Dun & Bradstreet (D&B). The DUNS number is site-specific. Therefore, each distinct physical location of an entity (such as branches, divisions, and headquarters) may be assigned a DUNS number. Organizations should try to keep DUNS numbers to a minimum. In many instances, a central DUNS number with a DUNS number for each major division/department/agency that applies for a grant may be sufficient. The requestor may obtain an on-the-spot DUNS number assignment by telephone at **866.705.5711**.

**Note: Obtaining a DUNS number is absolutely free for all entities doing business with the Federal Government. This includes grant and cooperative agreement applicants or prospective applicants and federal contractors. Be certain that you identify yourself as a federal grant applicant or prospective applicant.**

### **System for Award Management (SAM)**

SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. The Federal Government requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must update or renew their SAM registration annually to maintain an active status. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

**NOTE:** Please check with your central governmental office to determine whether or not there is a DUNS Number and SAM Registration which currently covers your agency.

## **Employment Eligibility Form**

Organizations funded under this federal grant program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility form (I-9). This form is to be used by the recipient of Federal Funds to verify that persons employed by the recipient are eligible to work in the United States.

## **Civil Rights**

All Subrecipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws. All applicants should consult the State and Federal conditions to understand the applicable legal and administrative requirements connected with the FFY18 HMEP grant. The Subrecipient must agree to and comply with the Civil Rights attachments contained within the application materials. Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws and/or is not cooperating with an ongoing federal civil rights investigation.

## **Disclosure of Lobbying Activities**

This disclosure form shall be completed by the reporting entity, whether subrecipients or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to Title 31 U.S.C. Section 1352. The Subrecipient must comply with 49 CFR Part 20, "New Restrictions on Lobbying". The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Refer to the implementing guidance published by the Office of Management and Budget for additional information. If this applies to your agency, you are required to submit the Disclosure of Lobbying Activities (SFLLL) as an attachment to your application. Complete all items that apply for both the initial filing and material change report.

## **Non-supplanting Requirement**

Grant funds may not be used to replace state or local funds that would, in the absence of federal aid, be made available. Instead, grant funds must be used to increase the total amount of funds that would otherwise be made available for law enforcement purposes. A grant recipient may not use federal grant funds to pay for any item or costs associated with this request that the recipient is already obligated to pay. All funding awarded cannot be obligated until after the grant award start date. This means that funds cannot be applied to any agency cost prior to the award start date. In addition, all awardees will be expected to take active and timely steps pursuant to their standard purchasing procedures to fully fund costs already budgeted. The possibility of supplanting will be the subject of careful application review, possible pre-award review, and post-award monitoring and audit. Any supplanting of nonfederal funds by grant funds may be grounds for potential suspension or termination of grant funding, recovery of misused funds, and applicable legal sanctions.

## **Procurement**

Subrecipients of HMEP funds must adhere to the standards set forth in the Uniform Administrative Requirements, 2 CFR Part 200 and specific DOT exceptions at 2 CFR § 1201.317. Pursuant to 2 C.F.R. 1201.317, subrecipients of States shall follow such policies and procedures allowed by the State when procuring property and services. Subrecipients of HMEP funds must be aware of the procurement requirements required by the State and have documented policies and procedures to ensure compliance with these requirements.

## **SELECTION CRITERIA**

This is a competitive subaward solicitation. All application forms must be included and filled out completely to be evaluated.

Once an application is deemed to meet the minimum requirements, each will be rated on its innovative approach that meets the HMEP goals and objectives and its ability to be readily adapted by other agencies. Projects must be related to hazardous materials emergency planning and/or training.

No work will be considered proprietary. All data and accomplishments derived from this grant program will be made available to the OEM for distribution to any LEPC interested in acquiring or utilizing them. Therefore, projects that involve work that will benefit numerous LEPCs will rate highest for consideration.

Projects that solely involve the purchase of equipment are prohibited. The primary focus of this grant program is to advance planning and training capabilities, and as such, equipment that would be used exclusively for response operations is outside the scope of the program. While it is possible that minor equipment purchases may be necessary to effectively carry out an intended project, this type of expenditure should be kept to a minimum and may directly affect an applicant's rating of eligibility.

The review of applications will include an initial review to ensure the proposal meets minimum standards, and, as applicable, a substantive review of the proposal, including an evaluation of the scope of the project, whether it significantly advances the hazardous materials emergency plan and emergency response planning or training, whether the applicant possesses an understanding of the proposed initiative and the experience and qualifications of the applicant to conduct the proposed work. The Project Budget will also be evaluated on use of the federal funds.

### *1. Problem Statement/Needs Assessment/Adaptability -20%*

Clearly state the problem/need that will be addressed with grant funds. Include statistics and factual information to substantiate the need and selection of the proposed program. Describe the impact of the problem on the community and any steps that have been taken to address the problem. Identify gaps in services and additional resources that are needed to resolve the problem.

### *2. Goals, Objectives, Action Strategy - 25%*

State the goal(s) of the program. List clear and measurable objectives to achieve each goal, describing specific approaches that will be taken to resolve the problem and expected outcomes. Fully describe the implementation process. Include the following points in the action strategy: major activities that will be implemented; personnel and resources needed for program; time frame for project implementation.

### *3. Planning, Management Structure and Background - 20%*

Provide information regarding the implementation process for your project. Outline the management structure; identify the Project Director and other key individuals who will be directly involved in the operation of the project.

*4. Performance Measures/Evaluation - 20%*

Describe the methods that will be used to measure the progress and assess the impact of the project.

*5. Program Budget - 15%*

Using the budget form, list funds requested for program implementation. Provide a detailed narrative for use of federal funds requested in each budget category and/or line item.

## **AWARD AND REPORTING REQUIREMENTS**

### **Grant Award**

After the HMRU approves an application, and upon receipt of a Federal award from the DOT, the subaward will be executed and a copy returned to the Subrecipient. Final awards will not be announced until after September 30, 2018.

### **Monitoring, Reporting, and Evaluation Requirements**

Federal regulations require that any financial assistance from the Federal Government be monitored to ensure that those funds are spent properly. Therefore, the HMRU staff may take a number of monitoring approaches, such as site visits, office-based grant reviews, and periodic surveys to gather information. Subrecipients will also have specific reporting requirements which will be outlined in the terms and conditions of Subrecipient subawards.

**FFY18 Hazardous Materials Emergency Preparedness Grant Program  
Planning/Training Subaward Application Checklist**

The following information is provided to assist in the preparation of the subrecipient application. All required documents must be completed submitted in order for the application to be processed. Incomplete applications will not be considered. Please note that some documents listed below are only required to be completed with the award package and are not included with this application.

<b>Application Sections and Documents</b>	<b>Description</b>	<b>Completed</b>
Applicant Overview	Applicant name, Proposal title and Proposal abstract	<input type="checkbox"/>
Applicant Information	All information must be completed by applicant; form must be signed by authorized representative	<input type="checkbox"/>
Application Authorization	Gives authorization to submit application to NJSP	<input type="checkbox"/>
Assurances Non-Construction	Standard assurances as part of the Federal Standard Form 424. Signature required	<input type="checkbox"/>
Single Audit Certification (and proof of compliance)	Pursuant to 2 C.F.R. Part 200, Subpart F, Audit Requirements, non-federal entities that expend \$750,000 or more per year in Federal funds must have a single or program-specific audit conducted for that year. Must provide proof of compliance from <a href="https://harvester.census.gov/facweb/">https://harvester.census.gov/facweb/</a>	<input type="checkbox"/>
Debarment and Suspension Certification (and proof of eligibility).	Certification of non-suspended or non-excluded status. Must also provide Proof of eligibility for Federal Funds from <a href="https://www.sam.gov/">https://www.sam.gov/</a>	<input type="checkbox"/>

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; Certification Regarding Lobbying; and Certification Regarding a Drug-Free Workplace	Certification required of all agencies (grantee or subrecipient) receiving federal funds	<input type="checkbox"/>
USDOT Assurances of Compliance with Title VI with Appendices	Pursuant to USDOT Order No. 1050.2A all recipients and subrecipients receiving federal assistance from the USDOT must certify to the applicable USDOT Modal Operating Administration's Standard US DOT Title VI Assurances.	<input type="checkbox"/>
Project Narrative	Agency description, problem statement, goals, objectives, activities, project management and evaluation	<input type="checkbox"/>
Project Workplan	Objectives, activities, person(s) responsible for project, project start and completion dates	<input type="checkbox"/>
Budget Detail Worksheet	Categories of funding requested to support project activities	<input type="checkbox"/>
Budget Summary	Totals from each category completed on Worksheet	<input type="checkbox"/>
Budget Narrative	Detailed description and computation of requested funding	<input type="checkbox"/>