

Project must be completed by September 30, 2025

**Hazardous Materials Emergency Preparedness
(HMEP) Grant Program**

SUB-RECIPIENT APPLICATION

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



Grant administered by
Oregon State Fire Marshal
3991 Fairview Industrial Dr SE
Salem, OR 97302

Project must be completed by September 30, 2025

Submit completed application via email attachment to:
OSFM.HMEP@OSFM.Oregon.gov

INTRODUCTION

The Hazardous Materials Transportation Safety and Security Reauthorization Act of 2005 authorizes the U.S. Department of Transportation to aid public sector employees through training and planning grants for emergency response. The purpose of this grant program is to increase effectiveness in safely and efficiently handling hazardous materials transportation 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 planning and training and exercise grants under the Hazardous Materials Emergency Preparedness (HMEP) program.

Please be sure you read this application guidance carefully, due to requirements under the FAST Act, it is necessary to provide Pipeline and Hazardous Materials Safety Administration (PHMSA) with more detailed information about the projects submitted in Oregon's application.

ELIGIBILITY

Eligible applicants include state, local, and tribal units of government. The intent of the Oregon State Fire Marshal (OSFM) and the Oregon State Emergency Response Commission (SERC) is to prioritize applications submitted by LEPCs. A list of Oregon LEPCs can be found at oregon.gov/osfm/fire-service-partners/pages/local-emergency-planning-committee.aspx

PERFORMANCE PERIOD

The grant has a three-year performance period. Generally, applicants should show their request and how they would spend the funds in the year the funds are available. However, this performance period allows additional time to complete projects, if necessary. It also gives an opportunity for sub-recipients to take a phased-in approach to longer duration projects. Applicants should work with the OSFM LEPC Coordinator or grants team when considering a phased approach. Funding is dependent on the federal government's ability to award the OSFM.

The grant will have funding available on the following schedule:

This is a special application period to determine potential sub-recipients.
Any approved sub-awards **MUST** be complete by **September 30, 2025**.

APPLICATION PERIOD

See Deadline in email from MaryAnn Christian.

DURATION OF FUNDING

This is a special application period to determine potential sub-recipients.
Any approved sub-awards MUST be complete by September 30, 2025.

FUNDING PRIORITIES

See U.S. Department of Transportation (DOT), Pipeline and Hazardous Materials Safety Administration (PHMSA), *Expenditure Guidelines (III), Allowable/Unallowable Expenditures (4.2-4.6)* <https://www.phmsa.dot.gov/grants/hazmat/hmep-expenditures-guide-pdf> for full details.

- The HMEP grant program is designed to allow grantees the flexibility to implement training and planning programs that address differing needs for each location based on demographics, emergency response capabilities, commodity flow studies, and hazard analysis. Relevant trainings are found in the National Fire Protection Association (NFPA) 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents publication and the Occupational Safety and Health Administration (OSHA) regulations found in [29 CFR § 1910.120](#).
- Planning efforts fall under the Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986 (Title 42 U.S.C. Chapter 116), Emergency Planning (301-303). This includes three sections and provisions intended to help communities prepare for chemical emergencies:
 - 301 - State and Tribal Emergency Response Commissions (SERCS and TERCs) and Local and Tribal Emergency Planning Committees (LEPCs and TECs)
 - 302 - Regulated Substances and Facilities; Emergency Planning Notification, and
 - 303 - Comprehensive Emergency Response Plans
- Training efforts must be directed towards public sector HAZMAT emergency response employee's ability to respond to accidents and incidents involving HAZMAT in commercial transportation. This may also include course evaluation to determine effectiveness of delivery and student retention. HMEP training must adhere to either the requirements set forth by the National Fire Protection Association (NFPA) 472 or Occupational Safety and Health Administration (OSHA) [29 CFR § 1910.120](#) Competencies.

See Appendix A (p.13): Hazardous Materials Emergency Preparedness Grant, Code of Federal Regulations. Or view full code found in [49 CFR, § 110.40](#).

APPLICATION SUBMISSION REQUIREMENTS

Submit one PDF to include the following documents for a complete application:

1. Coversheet (p.8)
2. Detailed Budget Summary (p.9)
3. Project Narrative (p.10-12)
4. Attachments (as needed)

SUBMIT TO:

HMEP Grant Administrators
Email: OSFM.HMEP@OSFM.Oregon.gov
Technical Support: (503) 791-1956

APPLICATION EVALUTATION

The OSFM LEPC Coordinator and the Grants Unit will review application to determine whether the proposal meets the U.S. DOT / PHMSA requirements. Depending on the total number of applications, the State Emergency Response Commission (SERC) may be requested to convene and prioritize project requests. Approved projects will be included in the OSFM's federal grant application and will be pending final approval by the U.S. DOT / PHMSA.

The SERC Review Committee evaluates a significant number of funding requests each grant cycle. When combined with the limited resources provided through this grant, it increases the importance of a comprehensive project narrative and detailed budget summary. Applicants should ensure their project narrative and detailed budget summary is complete, thorough, and adequately outlines the project and associated costs. The proposal must accurately reflect how the project meets the intent of U.S. DOT / PHMSA's allowable project expenditures.

If awarded, projects typically begin 12 months after the application period. Inflation is real. Please consider this when requesting estimates or projecting your budget needs.

ADDITIONAL REQUIREMENTS

Projects must have a HAZMAT transportation component to be considered for the grant; otherwise, it will not move forward for funding. Please be clear and specific when you breakout your project(s) in the PROJECT NARRATIVE and BUDGET SUMMARY documents below. For example, requesting \$10,000 for a Hazmat TTX will not be sufficient. You must show details on why you are requesting the specific dollar amount and how the funds will be allocated (travel, instructors, supplies, contractor, etc.) Lack of detail could prevent your project from being funded.

AWARD NOTIFICATION

ASAP. This is a special application process to spend down current eligible funding.

For additional information or application support, please contact us.

HMEP Grant Administrators

Email: OSFM.HMEP@OSFM.Oregon.gov

MaryAnn Christian, LEPC Coordinator
MaryAnn.Christian@OSFM.Oregon.gov

Hazardous Materials Emergency Preparedness (HMEP) Grant Sub-Recipient Application Instructions

STEP 1: COVERSHEET (p.8)

Project Title

Assign a title that best describes the project.

Example: *Marion County Emergency Response Plan Update*

Project Period

Projects must be completed by September 30, 2025.

LEPC

Priority is given to applications submitted by LEPC's. If applying on behalf of an Oregon LEPC, please provide the local LEPC name.

LEPC Chair

If applying on behalf of an Oregon LEPC, provide the name of the LEPC Chair and details.

Project Contact

Provide the primary contact's name and details for this project.

The primary contact does not have to be associated with the Fiscal Agency but does need to be accepted by the Fiscal Agency as the Project Contact.

Total Project Funding

The total project funding must equal the total of all budget summaries (if seeking multiple project requests).

Fiscal Agency

Provide the name and details of the agency that would be the fiscal representative responsible for financial reporting and reimbursement requests.

This agency will complete a sub-recipient agreement with the OSFM.

Fiscal Agency Authorized Official

Provide the name and details of the authorized official for the fiscal agency.

Please have them sign and date the coversheet.

Fiscal Agency Federal Tax Identification Number

Provide the Federal Tax Identification Number of the fiscal agency.

Fiscal Agency Unique Entity ID (UEI established by SAM.gov)

Provide the UEI of the fiscal agency.

The OSFM is unable to award sub-recipients unless the fiscal agency has a valid and active UEI.

The Unique Entity Identifier, or the UEI, is the official name of the "new, non-proprietary identifier" that will replace the D-U-N-S® number, according to the General Services Administration (GSA). The UEI will be requested in, and assigned by, the System for Award Management (SAM.gov).

Fiscal Agency Authorized Representative Signature

Signing this application does not obligate the fiscal agency. It is the authorized representatives support of the application, with their organization as the fiscal agency. If selected to be awarded, a formal agreement between the OSFM and the fiscal agency will be established.

STEP 2: BUDGET SUMMARY (p.9)

Budget Category

Select the appropriate budget category listed (travel, equipment, supplies, contractual, or other) and provide a description of activities and associated costs.

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

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

Federal Grant Funds Require a 25% Match

To assist the OSFM with the match requirement of the grant, we ask sub-recipients to track personnel participating in activities directly related to the project funded by the grant (in-kind match). If you are selected as a sub-recipient, we will provide an Excel spreadsheet template to track this. Applicants are no longer required to include a match in their budget summary, but the above support is requested.

Budget Description

The budget summary must show line-item detail for all costs included in each project request. Additional budget summary documentation may be used if necessary. In the budget description, provide calculations for how the project amount was determined. See example:

Category	Description	Amount
Travel	\$110 lodging (includes tax) x 5 days x 2 people = \$1,100 \$61 meals x 6 days x 2 people = \$732 \$270 round trip airfare x 2 people = \$540 \$390 registration x 2 people = \$780 \$.565 mileage rate x 30 miles round trip x 2 people = \$34 \$10 per day airport parking x 6 days x 2 people = \$120 \$50 per day rental car x 5 days x 1 car (2 people) = \$250 \$10 hotel parking x 5 days x 1 car (2 people) = \$50	\$3,606.00
Equipment		\$0.00
Supplies		\$0.00
Contractual		\$0.00
Other		\$0.00
Total		\$3,606.00

STEP 3: PROJECT NARRATIVE (p.10-12)

Project type

Select one or more types (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 involving hazardous materials. All project descriptions must clearly identify how the project meets the requirements of funding priorities on page 3. Address all questions related to proposed project.

If submitting multiple projects, we will prioritize Project 1 over Project 2, and so on. Be sure to order project requests taking this into consideration. Be clear in naming the Project Narratives and Budget Summaries to align them correctly. As well as supporting documentation.

Collaboration - Area of benefit and partners

List all partners who will benefit from this proposed project.

Overall contribution

Address how the proposed project contributes to the overall effort of HAZMAT planning and training.

Project management - Itemize the tasks and include a timetable

Address all questions related to proposed project.

Objectives, project outcomes, results, and evaluation

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?

Proposed HMEP projects and estimated costs for future project requests

If you currently have plans to submit additional projects, or additional phases of a current project in FFY 2025-27 of the OSFM's HMEP grant cycle, please provide a summary of those projects and estimated costs. Sub-recipient applications will be required during the yearly sub-recipient application period. Submitting proposed projects does not obligate your agency should plans change prior to awarding, nor is it a commitment by the OSFM to fund the project. If you do not have proposed projects for the upcoming grant cycle, it will not affect your ability to apply for grant funds in those years as they become available.

Justification, comments, and additional information

Provide any additional information regarding why the review committee should approve your project request. Explain if, or how this proposal addresses hazardous materials or the community's right to know.

OPTIONAL: ATTACHMENTS

Attach additional documentation, as PDF attachments, if necessary.

SUB-RECIPIENT APPLICATION COVERSHEET

Project Title: HAZMAT TRANSPORTATION BY RAIL RESPONSE PLAN - Update

Project Period: Award Date - September 30, 2025

LEPC: Columbia County LEPC

LEPC Chair: Mike Russell

Phone: 503-397-5090

Title: Public Works Director

Email: michael.russell@columbiacounty

Project Contact

Name: Corey Padron

Phone: 503-366-3934

Title: Emergency Manager

Email: corey.padron@columbiacountyor

Fiscal Contact

Fiscal Agency: Columbia County

Name: Pam Smith

Phone: (503) 397-7252

Mail/P.O. Box: 230 Strand St

St Helens, OR 97051

Title: Finance Director

Email: pam.smith@columbiacountyor.g

(Mailing Address or P.O. Box)

(Line 2 - optional)

(City, State, Zip Code)

Federal Tax Identification Number: 93-6002288

Unique Entity ID (SAM.gov): TNK1N8E4SYB5

Match

To assist the OSFM with the match requirement of the grant, we ask sub-recipients to track personnel participating in activities directly related to projects funded by the grant (in-kind match).

If you are selected as a sub-recipient, we will provide an Excel spreadsheet template to track this.

Total Fund Request

Project 1 Fund Request: 35,000.00

Project 2 Fund Request:

Project 3 Fund Request:

Total Fund Request: 35,000.00

Fiscal Agency Authorized Representative

By signing this form, the authorized representative listed above and hereby signing the application, is at this time in support of this application and is expressing willingness to administer grant funds if selected as a sub-recipient.

Signature:



Date: 04/04/2025

SUB-RECIPIENT APPLICATION BUDGET SUMMARY

If applying for more than one project, provide a separate Budget Summary for each project.

	A	B			C
	Budget Category	Planning - Description of Activities and Expense Breakdown			Grant Request
1	Travel				\$
2	Equipment				\$
3	Supplies				\$
4	Contractual	Hire Contractor to update the 2016 HazMat by Rail Resp. Plan			\$ 35000
5	Other				\$
6	Other				\$
7		Planning Subtotal			\$ 35000
	Budget Category	Training Course Titles	Expense Breakdown	Estimated # Training	Grant Request
8	Travel				\$
9	Course Title				\$
10	Course Title				\$
11	Course Title				\$
12	Other				\$
13	Other				\$
14		Training Subtotal			\$
	Budget Category	Exercise - Description of Activities and Expense Breakdown			Grant Request
15	Travel				\$
16	Equipment				\$
17	Supplies				\$
18	Contractual				\$
19	Other				\$
20	Other				\$
21		Exercise Subtotal			\$
22	Total Federal HMEP Grant Funds Requested should equal the sum of Column C: Rows 7, 14, and 21		TOTAL FUNDS REQUEST		\$ 35000

SUB-RECIPIENT APPLICATION PROJECT NARRATIVE

If applying for more than one project, provide a separate Project Narrative for each project.

Project type (select all that apply)

Planning **Training** **Exercise** **Commodity Flow Study** **Other**

Project Description

Who –Who will be performing the task or activity?

What –What task or activity is being performed?

Why –Why is the task or activity being performed?

Where –Where will the task or activity take place?

When –When is the task or activity projected to be performed?

How Many – What is the projected number of participants involved in the task or activity?

Emergency Management Director (or Designee) will work alongside a contractor to update the Columbia County, Oregon Hazardous Materials Transportation by Rail Response Plan, created in 2016. This update will verify contact information, review the status of resources noted in the plan; and evaluate the procedures outlined in this plan to ensure their continued viability. An updated plan will be completed by September 30, 2025 and ready to present to the Fire Defense Board for approval and recommendation of support to The Board of Commissioners for adoption. This project will be based at the Columbia County Emergency Operations Center. This work will require meetings with stakeholders in person, virtually and by phone as necessary. Participants will include, but are not limited to Fire Chiefs from Scappoose, Clatskanie, Columbia River, Vernonia, and Mist-Birkinfelt Fire Districts as well as P&W Rail, Portland HazMat, C911CD, OSFM, Astoria Hazmat, Col Co. OEM and Public Works.

Collaboration - Area of benefit and partners

List the cities, counties, response disciplines, public and private entities, etc. that will benefit from the proposed project. Indicate who you will partner with to conduct this project.

Benefit: Columbia County, Clatsop County, City of Clatskanie, City of Rainier, City of Columbia City, City of St. Helens, City of Scappoose, City of Astoria.

Benefit and Partner: Fire Service, Law Enforcement, Emergency Management, Railroad, Emergency Medical Systems, Public Service Access Point, Industry Partners.

Clatskanie Rural Fire Protection District, Columbia River Fire and Rescue, Rainier Police Department, St. Helens Police Department, Scappoose Rural Fire District, Scappoose Police Department, Columbia County Sheriff's Office, Columbia 911 Communications District, Portland & Western Railroad

Overall contribution

How does the project contribute to the overall effort of addressing and/or enhancement of 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.)?

Updating this Hazardous Material Transportation by Rail Response Plan renews a plan developed under a grant from the U.S. Department of Transportation, administered by the Oregon State Police, and Office of State Fire Marshal. The plan identifies at least three of the most hazardous substances shipped by rail line through Columbia County. The top three materials are crude oil, both regular and Bakken, ethanol, and anhydrous ammonia. Sodium Chlorate is added as a fourth hazardous material shipped by rail in Columbia County. The update planning process will be designed to offer awareness/operations level participation by the local jurisdictions and agencies that are most likely to be affected by a hazardous materials by train incident. The updated response plan will be specifically applicable to the three fire districts that will be crossed by the main north south rail-line through the county as well as our neighboring county to the west. The updated plan will also provide refreshed maps of the rail line in Columbia County and plume projections of key areas with high public exposure potentials. Input from many County Agencies, Fire Districts, the Railroad, State Hazmat Teams and the State Fire Marshal will once again be included in the Plan. The updated plan will be organized into three parts, Part 1 Operational Guidelines, Part 2, the basic plan administration, and Part 3 the Response Packet. Part 1 will address basic response criteria to successfully respond to and mitigate a hazardous materials rail incident. Part 2 will consist of administrative supporting material. Part 3 will include checklists, appendixes and worksheets designed for on-scene use. The final product will be used in the near future to combine this and an updated Highway Transportation Hazardous Materials response plan in to one comprehensive plan.

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?

What is the proposed timeline for completion of the project?

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?

The Emergency Management Director will serve as the project supervisor and grant manager.

The contractor will perform the bulk of the work with the Emergency Manager serving as a county subject matter expert and liaison to local stakeholders and supporting agencies.

The timeline for the project will span from the date of award up to but not beyond, September 30, 2025. Phase 1: RFP and Vendor Selection, Phase 2: Participant representative Identification and Initial Meetings, Part 3: Plan Review and Comment Period, Part 4: First Draft by Contractor, Part 5: Meetings with Partners, Draft Review and Comments, and Second Draft Completion, Part 6: Presentation to Partners and Discussion of Final Draft, Presentation to Board of Commissioners for County Adoption.

The Emergency Management Director (or Designee) will work with the contractor and partners to track the initial timeline, objectives, and progress. As potential obstacles are encountered, the Emergency Management Director (or Designee) will assist with navigating those obstacles to keep the project moving forward.

We will be using the existing plan as the template to update. The plan will be broken into 9 sections (Checklists, School-Nursing Home Maps, Plume Projection Maps, Railroad Milepost Maps, Foam Application Guide, Hazard Analysis Check Lists, SDS's, Chemical Guidelines for topic chemicals, Apparatus Inventories, and ICS forms. During initial meetings we will review each section, discuss, and update as needed. If additional sections are determined to be needed, we will create those and include in the drafts. We will review the plan and contents while keeping in mind industry and responder best practices and safety. This update was last done in 2016 and was made a priority by the Homeland Security Emergency Management Commission (HSEMC), Fire Defense Board (FDB), County Emergency Management, and Local Emergency Planning Committee (LEPC).

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?

Weeks 1-2 Identify Members of plan update workgroup by end of second week following award.
Weeks 3-6 Review with, workgroup, all 9 sections of existing Hazardous Materials Transportation by Rail Response Plan (HMTRRP) and receive comments. Identify any additional section to add to plan or determine no other sections needed.
Weeks 7-9 Create first Draft and present to workgroup for comments.
Weeks 10-12 Create second draft and present to workgroup for comments.
Weeks 13-16 Present final draft to workgroup for acceptance.
Weeks 17-18 Present to Board of County Commissioners for adoption and close out grant.

Proposed HMEP Projects and estimated costs for future requests

If you have plans to submit additional projects, or phases of a current project in FFY 25-27 cycle, during Year 2 and/or 3, please provide a summary of those project requests and estimated costs.

Update of Highway Transportation Hazardous Materials Response Plan (HTHMRP) and Blending of HMTRRP and HTHMRP together for one comprehensive Plan. Hold a tabletop and full scale exercise to test the plans. Est. \$60,000

Justification, comments, and additional information

Provide any additional information regarding why the OSFM should approve your project request. Explain if, or how this proposal addresses hazardous materials or the community's right to know.

This update was last done in 2016 and was made a priority by the Homeland Security Emergency Management Commission (HSEMC), Fire Defense Board (FDB), and Local Emergency Planning Committee (LEPC).

Appendix A

Hazardous Materials Emergency Preparedness (HMEP) Grant Funding

Code of Federal Regulations, Title 49, § 110.40

Eligible applicants may receive funding for the following:

- (a) To develop, improve, and implement emergency plans required under the Emergency Planning and Community Right-to-Know Act of 1986, as well as exercises that test the emergency plan. To enhance emergency plans to include hazard analysis, as well as response procedures for emergencies involving transportation of hazardous materials.
- (b) To determine commodity flow patterns of hazardous materials within a State, between a State and another State, Territory, or Tribal lands, and develop and maintain a system to keep such information current.
- (c) To determine the need for regional hazardous materials emergency response teams.
- (d) To assess local response capabilities.
- (e) To conduct emergency response drills and exercises associated with emergency preparedness plans.
- (f) To provide for technical staff to support the planning effort.
- (g) To train public sector employees to respond to hazardous materials transportation accidents and incidents.
- (h) 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 national consensus standards or the National Curriculum.
- (i) To deliver comprehensive preparedness and response training to public sector employees, which may include design and delivery of preparedness and response training to meet specialized needs, and 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.
- (j) To deliver emergency response drills and exercises associated with training, a course of study, and tests and evaluation of emergency preparedness plans.
- (k) To pay expenses associated with training by a person (including a department, agency, or instrumentality of a State or political subdivision thereof, a Territory, or an Indian tribe) and activities necessary to monitor such training including, but not limited to examinations, critiques, and instructor evaluations.
- (l) To maintain staff to manage the training effort designed to result in increased benefits, proficiency, and rapid deployment of local and regional responders.
- (m) Additional hazardous materials emergency preparedness activities not otherwise described in this section that the Associate Administrator deems appropriate under the grant agreement.

Title 49 was last amended 9/20/2024.

<https://www.ecfr.gov/current/title-49/subtitle-B/chapter-I/subchapter-A/part-110/section-110.40>