



**United States Department of Transportation (DOT)
Pipeline and Hazardous Materials Safety Administration (PHMSA)**

**FY 2017 Hazardous Materials Emergency Preparedness (HMEP) Grant Program
Notice of Funding Opportunity (NOFO)**

This document is intended to guide Federally Recognized Tribes in applying for the Hazardous Materials Emergency Preparedness (HMEP) grant.

For further information, contact the HMEP Grants Program group at HMEP.Grants@dot.gov or call (202) 366-1109.

Agency Name: U.S. Department of Transportation, Pipeline and Hazardous Materials Safety Administration (PHMSA)

Funding Opportunity Name: Hazardous Materials Emergency Preparedness (HMEP) Grant Program

Announcement Type: Initial Solicitation

Funding Opportunity Number (Tribes): HM-HMP-17-001

Catalog of Federal Domestic Assistance Number: 20.703

Key Dates: The deadline for submission is 11:59 PM Eastern Standard Time, April 3, 2017.

****Applicants must ensure SAM.gov and Grants.gov registrations and passwords are current. Deadline extensions will not be granted for lack of registration. Registration in all systems, including SAM.gov and Grants.gov, may take up to one month to complete.**

Table of Contents

A. Program Description	3
B. Federal Award Information.....	5
C. Eligibility Information	5
D. Application and Submission Information	7
E. Application Review Information	11
F. Federal Award Administration Information	14
G. Federal Awarding Agency Contacts	15

A. PROGRAM DESCRIPTION

1. Program Overview

The Hazardous Materials Transportation Uniform Safety Act of 1990 (P.L. 101-615), authorizes DOT to provide assistance to public sector employees through training and planning grants to States, Territories, and federally recognized Tribes for emergency response. The purpose of this grant program is to increase State, Territorial, Tribal, and local effectiveness in safely and efficiently handling hazardous materials 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. The HMEP program is authorized under 49 United States Code (U.S.C.) § 5116 and is governed by program regulations in 49 Code of Federal Regulations (CFR) part 110 and Federal grants administration regulations at 2 CFR part 200.

On December 4, 2015, The Fixing America's Surface Transportation (FAST) Act was signed into law (Public Law No: 114-94). The FAST Act reauthorized the HMEP Grant Program through Fiscal Year (FY) 2020. Also, Title VII § 7203 of the FAST Act amended 49 U.S.C. §5116 to combine planning and training grants into §5116 (a); therefore, HMEP applicants are no longer required to separately account for planning and training funds.

Under 49 U.S.C. § 5116, Training and Planning Grants are available to:

- (1) Develop, improve, and carry out emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (42 U.S.C. § 11001 et seq.), including ascertaining flow patterns of hazardous material on lands under the jurisdiction of a State or federally recognized tribe, and between lands under the jurisdiction of a State or tribe and lands of another State or tribe.
- (2) Train public sector employees to respond to accidents and incidents involving hazardous material incidents. To the extent that a grant is used to train emergency responders, the applicant must ensure that the emergency responders who receive training under the grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations.

This funding announcement is for federally recognized Tribes only. States and Territories are to apply under the FY2019 HMEP – State and Territory funding announcement when it is available on [Grants.gov](https://www.grants.gov).

2. Funding Priorities

There are two major changes to the FY 2017 HMEP Tribe grant application: (1) The FAST Act has merged the previously separated planning and training grants into one grant. Applicants no longer have to separately track planning and training funds. (2) There is no longer a 75% LEPC pass-through requirement. However, there remains a 75% programmatic requirement that at least 75% of requested Federal funding must be for allowable planning and training programmatic activities. This allows for

25% of the Federal grant costs to be used for administration and maintenance costs (M&A) that may be necessary for oversight of the grant program.

For the FY 2017 grant cycle, and subsequent cycles moving forward, applicants are encouraged to allocate funding towards developing or revising emergency plans and training activities to account for bulk transportation of energy products by rail and over the road. Applicants are also encouraged to conduct commodity flow studies to determine the frequency and quantity of hazmat shipments being transported through local communities, and train emergency responders to respond appropriately to incidents involving bulk shipments of energy products as well as other hazmat.

When drafting applications, PHMSA encourages applicants to consider the following topics:

- Current risk involving transport by all modes of energy products such as crude oil, ethanol, and liquefied natural gas (LNG);
- Current state of operational readiness/capability;
- Familiarity with bulk shipper's emergency response plans/procedures;
- Available training resources (sources, accessibility, gaps in training); and
- Needs of emergency responders/public safety agencies.

PHMSA is committed to working with each HMEP grantee to ensure they have the necessary tools and information to maximize the use of the HMEP grant award. PHMSA understands the importance of emergency preparedness and the safety impact it has on local communities. PHMSA appreciates your hard work and steadfast commitment to the HMEP Grant Program as it embarks upon another successful HMEP program year.

3. Indicators of Successful Projects

Successful HMEP Grant Projects:

- Thoroughly identify and assess the needs of the tribe or coalition of tribes as it relates to preparedness for hazmat transportation incidents.
- Develop detailed, allowable and measurable HMEP project activities to address those needs.
- Submit a comprehensive and clear project and budget narrative as part of the HMEP grant application.
- Submit reports on time and respond promptly to question from PHMSA staff.
- Develop robust monitoring and evaluative framework for ensuring that HMEP grant project activities are completed on schedule, and that any challenges are mitigated.

B. FEDERAL AWARD INFORMATION

1. Funding Availability and Number of Expected Awards

PHMSA plans to award approximately \$717,000 in total funding to federally recognized Tribes. Tribes are encouraged to apply for HMEP funds according to their needs. Historically, PHMSA awards approximately 6-10 grants under the HMEP tribal allocation.

2. Project and Budget Periods

Funds are available per the Bipartisan Budget Act of 2015, P.L. 114-74. Funding will be provided on the basis of one-year budget and project periods. The anticipated start date for the FY 2017 HMEP grant program is September 30, 2017. The anticipated period of performance will be September 30, 2017 through September 30, 2018.

3. Applications for Renewal or Supplementation

Applications for renewal or supplementation of existing projects are eligible for submission.

4. Funding Instrument

PHMSA will only consider grant agreements as the funding instrument for the FY 2017 HMEP Grant Program. *Grant agreement* means a legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that is consistent with 31 U.S.C. §6302 and §6304.

C. ELIGIBILITY INFORMATION

1. Eligible Applicants

Applicants are limited to federally recognized Tribes. Federally recognized tribal governments are defined as any Indian tribe, band, nation, or other organized group or community (including Native villages) certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs as well as any organization or intertribal consortium that represents federally recognized tribes. For the purposes of this grant, “intertribal consortium” is defined as a partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance under this program. An ineligible entity can partner with an eligible entity.

This funding announcement only applies to federally recognized Tribes. States and Territories are to apply under the FY 2019 HMEP – States and Territories Notice of Funding Opportunity (NOFO).

The following describes eligibility requirements for the FY 2017 HMEP Grant Program - Tribes. *Please note: These requirements are further elaborated in Section E, which should be consulted for specific, sequential required elements.*

- Training and planning grant applications from a Tribal organization must be accompanied by a letter from Tribal Authority designating the entity to receive Federal funds. DOT encourages the designated entity to obtain substantive knowledge of the status of training and planning under EPCRA, and familiarity with State, Tribal or local emergency preparedness and response capabilities and training needs.
- Applicants are to submit a statement that all members of the Tribal Emergency Response Commission (TERC) have been given an opportunity to review the grant application.
- In accordance with 42 U.S. Code §11001, Establishment of State commissions, planning districts, and local committees, the applicant must confirm that a SERC/TERC has been established, emergency planning districts have been designated, and Local Emergency Planning Committees (LEPC) have been appointed by the SERC/TERC.
- The applicant must agree that the aggregate expenditure (exclusive of Federal funding) for hazardous materials incident preparedness training and planning activities will not fall below its average expenditure for its last 5 fiscal years.
- The Tribe must certify that 75% of HMEP Federal funding will be used for programmatic activity.
- The Tribe must certify that the person it authorizes to provide training agrees to have an auditable accounting system.

Note: The requirements for submitting this information are included in Section D, Application and Submission Information

2. Cost Sharing or Matching

In accordance with 49 U.S.C §5116 (d), Tribes must contribute a minimum of 20% matching share to the total cost of the grant project. For example, if the total cost of the project is \$50,000, the Tribe must provide at least \$10,000, and DOT will provide no more than \$40,000. The matching requirement must be satisfied by costs incurred by the grantee or by the value of in-kind contributions. All matching funds must meet the Federal requirements as described in 2 CFR §200.306 *Cost sharing or matching*.

Funds or costs used for matching purposes under any other Federal grant or cooperative agreement may not be used for HMEP matching purposes. The 5-year averaged non-Federal aggregate amount cannot be used for matching.

Applicants must clearly indicate in the budget narrative how the matching requirements will be met for the project. The budget narrative guidance document in Section H contains additional information on

how to include match in the grant application. Do not enter matching amounts in Section B of the SF-424A.

3. Other Requirements

Suspension and Debarment

Per 2 CFR § 200.212, non-Federal entities and contractors are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

Subrecipient monitoring and requirements for pass-through entities

Applicants must comply with the provisions for subawards stipulated at 2 CFR § 200.331. This includes requirements that all pass-through entities must:

- Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information required by 2 CFR § 200.331 at the time of the subaward.
- Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

PHMSA requires applicants for this NOFO to apply electronically through Grants.gov. Applicants must download the application package associated with this funding opportunity following the directions provided at [Grants.gov](https://www.grants.gov).

The application package contains the required electronic forms and the ability to upload attachments for the application form, budget, budget justification, project narrative, and assurances. The applicant must submit the information outlined in the Application Guide in addition to the program-specific information below.

2. Content and Form of Application Submission

Applications should be well written and free of mathematical errors in the line-item budget and budget narrative. The program narrative should have the sections clearly identified. All sections of the application form should be completed properly and follow the structure requested in this funding opportunity announcement.

Applications for HMEP funding should be submitted in electronic format to grants.gov according to the following outline. There are two sections: (1) standard forms that applicants will upload and complete from [Grants.gov](https://grants.gov) under the FY 2017 HMEP funding announcement; and (2) attachments applicants will need to create themselves and upload.

Standard Forms

These forms are found at [Grants.gov](https://grants.gov) under the FY 2017 HMEP funding announcement and must be completed by the applicant.

- SF-424 - Application for Federal assistance
- SF-424A - Line-item budget
- SF-424B - Standard Assurances
- ED-80-0013 - Certifications Regarding Lobbying; Debarment, Suspension, Drug-Free Workplace etc.
- Standard Title VI/Non-Discrimination Assurances - Civil Rights Assurances

The SF-424 application period of performance should be for 09/30/2017 – 09/30/2018. Only list Year-1 funds in Section 18.

Enter the Federal, match and total amounts in Section A in the respective columns. Planning and Training should be combined on the SF-424A, do not use separate columns. The SF-424A Section B should reflect Federal funds only!

Applicant Attachments to be Submitted

These forms must be created by the applicant and uploaded to [Grants.gov](https://grants.gov) under the FY 2017 HMEP funding announcement. Guidance for submitting the project narrative and budget narrative is listed in the following section.

- Completed Application Form
- Project Narrative Attachment
- Budget Narrative Attachment
- Indirect Cost Agreement *(if applicable)*
- Additional Optional Attachments *(if applicable)*

Project Narrative - Required Sections

The following sections are required. To facilitate the application review and award process, the sections should be submitted in sequential order as stated below. Applicants should clearly identify the sections in the project narrative. Applications that do not clearly identify these sections may not be recommended for funding. **(Note: Section a - e should be provided as attachments)**

(a) Cover Letter from the Tribal Authority designating the entity to receive Federal funds. This letter needs to be on letterhead.

- (b) Organization and Information.** (1) Briefly provide information about your organization. Explain its mission and how the subject of the proposal fits within or extends its mission. (2) Provide a brief overview of the structure of your organization, programs, leadership, and special expertise.
- (c) TERC review of grant application.** Provide a brief statement indicating that all members of the TERC were provided the opportunity to review the grant application.
- (d) Statement of auditable accounting system** – Provide a statement certifying that the person authorized to provide training agrees to have an auditable accounting system.
- (e) Monitoring.** Provide a description of the monitoring and evaluation activities that will be conducted to ensure that the grant activities are successfully carried out according the activity timeline. Include an explanation of quality control measures, including but not limited to random examinations, inspections, and audits of planning activities, to maximize the cost effectiveness and impact of the program.
- (f) Transportation Fees.** In Part B of the application form please identify whether the Tribe assesses and collects fees on the transportation of hazardous materials and what percentage of the fees collected is used solely to carry out purposes related to the transportation of hazardous materials.
- (g) Planning and Training Needs Assessment.** In the application form Part C #1 describe the current capacity and any areas of deficiency as it concerns preparedness for the transportation of hazardous materials. This may include:
- (1) A discussion of whether the applicant has identified a need to assess transportation flow patterns of hazardous materials within the tribal region.
 - (2) Providing the number of hazmat preparedness plans that need updating.
 - (3) Describing the location and need for exercises to be conducting that involve preparation for response to incidents involved in the transportation of hazardous materials.
 - (4) Providing the number of responders needing training and the number of persons currently trained in the different disciplines of response functions (e.g., number of firefighters, EMTs, EMSs that need training)
- (h) Goals and Objectives.** In Part C #3 of the application form list the program goals and objectives for the HMEP grant funds. In addition, applications should include long-term program objectives.
- (i) Planning and Training Activities.** In Part C #4 of the application form list and describe the proposed HMEP project activities to be undertaken during the period of performance. Provide the estimated cost of each activity and the projected start/end date. Each activity should correlate to goals listed in #3 in Part C of the application form.
- (j) Statement of aggregate expenditures.** In Part E #1 of the application form initial in area provided that tribe understands and agrees with the statement that aggregate expenditure of funds for hazardous materials incident preparedness training and planning activities (exclusive of Federal funds) will not fall below its average expenditure for its last 5 fiscal years.

(k) Statement of 75% programmatic requirement. In Part E #4 of the application form initial in area provided that tribe understands and agrees with the statement certifying that 75% of grant funding will be used for HMEP programmatic activities and no more than 25% of Federal funding will be used for maintenance and administration costs (M&A). There is no 75% LEPC *pass-through* requirement in FY 2017.

Budget Narrative

The budget narrative is to be completed in Part D of the application form. This sections explains each budget component that supports the costs of the proposed work. The budget narrative should focus on how each budget item is required to achieve the proposed project goals and objectives. It should also justify how budget costs were calculated. The budget narrative should be clear, specific, detailed, mathematically correct, and correspond to the SF-424A line-item categories.

Provide a budget narrative justification by Object Class that corresponds to the amount listed on the SF-424A and why the amount is needed to implement the project as proposed in the project narrative. The budget narrative must correspond to the costs requested in the SF-424A line item budget, and vice versa.

3. Dun and Bradstreet Universal Numbering System (DUNS) Number and System for Award Management (SAM)

Each applicant (unless the applicant has an exception approved by the Federal awarding agency under 2 CFR § 25.110) is required to:

- (a) Be registered in SAM before submitting its application;
- (b) Provide a valid DUNS number in its application; and
- (c) Continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency.

PHMSA may not make a Federal award until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the PHMSA is ready to make a Federal award, PHMSA may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for awarding to another applicant.

4. Submission Dates and Times

The due date for submission is 11:59 PM Eastern Standard Time on April 3, 2017. PHMSA is not required to make an award if applications are delinquent and/or incomplete. Applications must be submitted electronically through the [Grants.gov system](#). Delinquent and incomplete applications may be considered for extension and submission of missing documents on a case by case basis subject to availability of funds. Applicants missing required elements may be contacted by PHMSA staff for

missing information, and will be required to adhere to a 48-hour deadline for response in order to be considered for funding.

5. Funding Restrictions

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

- (a) Expenses not related to the transportation of hazardous materials.
- (b) Expenses claimed and or reimbursed by another program.
- (c) Expenses counted as match funds toward another Federal program.
- (d) Expenses that supplant existing operational funds/programs.
- (e) Entertainment, alcohol, or morale costs;
- (f) Any costs disallowed or stated as ineligible in 2 CFR part 200; and
- (g) Excessive costs for general office supplies, equipment, computer software, printing and copying.

E. APPLICATION REVIEW INFORMATION

1. Criteria

PHMSA Hazmat Grants staff will review a tribe's HMEP applications according to the following criteria that the applicant must demonstrate in the application template, project narrative and budget narrative sections.

A. Program Design and Implementation (Corresponds to Part A of application template and Organization and Information in Project Narrative)

The applicant fully described the staff who will be involved with administering the grant including names, titles, and agencies. The application identified the project director and planning team members, including tribal leaders, community members, and trainers. The tribe's commitment to the grant project is explained and the process for documenting achievements is documented.

B. Statement of the Need for Hazmat Planning/Training Funds (Corresponds to Part C of application template)

The applicant's application contains a needs assessment section that demonstrated a thorough understanding of the hazardous materials transportation related issues confronting the tribal community and the planning elements the jurisdiction will address to meet individual needs. The application included incident data and information about the types of hazmat flowing through tribal land, and/or provided data that describes the need for training more responders in hazmat preparedness related to transportation. The application discussed the impact that the transport of

hazardous materials has on the tribal community and provided a summary of training and planning needs/gaps.

C. Capabilities/Competencies (Corresponds to Organization and Information in Project Narrative)

The application describes the tribe's management structure and project staffing. The applicant demonstrates the tribe's capability and capacity to plan and effectively oversee the completion of planning and training projects related to the transport of hazmat. The applicant describes systems currently in place to manage grants.

D. Budget (Corresponds Part D of application template)

The applicant's budget narrative is complete, allowable, and cost effective. The Budget Narrative will be rated based on the following criteria:

- The extent to which the budget is reasonable and that all costs are linked to activities described in the implementation plan
- The extent to which the SF-424a budget is complete and budget narrative aligns with, and explains the costs listed in the SF-424a budget.
- The budget narrative clearly states how the costs were determined.
- Costs are reasonable, allowable and allocable.
- Current Indirect Cost Agreement provided (if claiming such costs).

E. Project Narrative Components (Corresponds to Part C #3 and #4 of application template)

The proposed projects tie in to hazardous materials transportation. The proposed projects are allowable HMEP activities. The projects are thoroughly explained. The proposed projects are related to existing program needs.

F. Impact/Outcomes and Evaluation (Corresponds to Project Narrative monitoring component)

The application project narrative contains a process for measuring project performance, including meeting timelines and deliverables. The applicant details who is responsible for collecting training and planning data, who is responsible for performance measurement, and how the information will be used to guide the lifecycle of the project. The application outlined the steps the applicant will take to ensure fiscal and programmatic resources will be used effectively.

G. Project/Program Timeline (Corresponds to Part C #4 and #5 of application template)

The application project narrative contains a timeline or milestone chart encompassing the entire Federal project period that indicates objectives and major tasks, assigns responsibility for each, and plots completion of each task by year and then by month or quarter for the duration of the award, using "Month 1," "Quarter 1," etc. The applicant either submitted a separate timeline for each purpose area or one comprehensive timeline that covered all purpose areas included in the application.

The Project/Program Timeline submission will be rated on the following criteria:

- The extent to which the timeline is complete and reasonable given the activities described.
- The extent to which all activities can be reasonably completed within the grant period and with the resources allocated.

Application Clarification

Applicant clarification refers to PHMSA's request for explanations to applicants on programmatic or budgetary aspects of an application in order to make well-informed final funding decisions. At the point of applicant clarification, PHMSA has not made any final funding decisions. This request for clarification does not mean an application is approved for funding. Rather, it is an opportunity for an applicant to answer questions and clarify issues identified during the review. This process takes one to five weeks, depending on the number of applications being considered and the complexity of items for clarification.

Limited Funding Procedures

All projects are subject to the availability of funds. In the event that the program office is unable to fully fund projects, the applicant will be allowed to modify initial project submissions to conform to the funding available to award. For applicants requesting less than \$25,000 for allowable projects, the program will try to fully fund those requests to ensure the proposed project will remain viable. Applicants receiving less than the original funding request will be required to resubmit revised budget narratives and SF-424As to align with the final award amount.

2. Review and Selection Process

PHMSA programs make funding recommendations based on a technical review of applications and a pre-award assessment required by 2 CFR 200. 205, *Federal awarding agency review of risk posed by applicants*. These recommendations are reviewed by senior management and approved by the Secretary of Transportation or designee. PHMSA reserves the right to include in its decision making process other non-technical criteria such as geographical dispersion, program balance or diversity. For each of the above criteria, each member of the review team will score the application using the following guidelines:

Exceptional	The application demonstrates that the requirements of the funding announcement are very well understood and the approach will likely result in very high quality performance. The application clearly addresses and exceeds requirements with no significant weaknesses. The application contains outstanding features that meet and/or exceed the expectations of the Government. The risk of poor performance is low.
Acceptable	The application demonstrates that the requirements of the funding announcement are understood and the approach will likely result in satisfactory performance. The application addresses and meets requirements with some minor but correctable weaknesses and/or deficiencies noted. The application demonstrates at least minimum requisite experience, qualifications, and performance capabilities. The risk of poor performance is no more than moderate.
Unacceptable	The application does not meet the requirements of the funding announcement. The approach, if approved in current form, will likely result in unsatisfactory performance. The application fails to address requirements, or, although it

	addresses and may partially satisfy some requirements; major weaknesses and/or deficiencies are noted. The risk of poor performance is high.
--	--

3. Anticipated Announcement and Federal Award Dates

PHMSA plans to make awards in September 2017 with a proposed start date of September 30, 2017.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

Applicants receive electronic notification of the receipt of a Federal Award. Upon notification, an applicant's authorized official must sign the award within the timeframe prescribed by PHMSA.

2. Administrative and National Policy Requirements.

The administration of HMEP grant awards between PHMSA and the recipient will be based on the following Federal statutory and regulatory requirements:

- The authorizing language of 49 U.S.C. § 5101 et seq.
- Program regulations found at 49 CFR part 110, Hazardous Materials Public Sector Training and Planning Grants.
- Uniform administrative requirements, cost principles, and audit requirements for Federal awards at 2 CFR part 200.
- The applicant must comply with 49 CFR part 20, "New Restrictions on Lobbying." 49 CFR part 20 is incorporated by reference in this award.
- The applicant must comply with Title VI of the Civil Right Act of 1964, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, be subject to discrimination under any program or activity receiving Federal financial assistance.
- The applicant must comply with 49 CFR part 21, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964."
- The applicant must comply with 49 CFR part 32, "Government wide Requirements for Drug-

Free Workplace (Financial Assistance),” which implements the requirements of Public Law 100-690, Title Subtitle D, "Drug-Free Workplace Act of 1988."

3. Reporting

Mid-year Report(s) - reports must follow the instructions outlined in the terms and conditions of the grant award.

Bi-annual federal financial reports are to be submitted through the Grant Solutions system.

Bi-annual performance reports are required. The reports will be outlined in the terms and conditions of the grant award.

Final Reports - Each recipient is required to submit a final progress report and final Federal financial report (Final SF-425). Final reports must follow the instructions outlined in the terms and conditions of the grant award.

Final financial reports are to be submitted in Grant Solutions no later than 90 days after the project period end date

Final progress reports are to be submitted through the HMEP email inbox at HMEP.Grants@dot.gov.

G. FEDERAL AWARDING AGENCY CONTACT(S)

For further information, contact the HMEP Grants Program group at HMEP.Grants@dot.gov or call (202) 366-1109.