

GRANT APPLICATION SUMMARY SHEET

Grant Name: Hazardous Materials Emergency Preparedness (HMEP) FFY26  
Department: OFFICE OF EMERG. MGMT.  
Grantor: U.S. DEPARTMENT OF TRANSPORTATION  
Pass-Through Grantor (If applicable): TENN. EMERG. MGMT.  
Total Applied For \$89,772.00  
Metro Cash Match: \$22,443.00  
Department Contact: Drusilla Martin  
862-5462  
Status: CONTINUATION

Program Description:  
This grant will fund Hazard Materials training courses.

Plan for continuation of services upon grant expiration:  
Contingent upon availability of funds

APPROVED AS TO AVAILABILITY OF FUNDS: APPROVED AS TO FORM AND LEGALITY:

Jennene Reed/mjw 8/15/2025 | 5:30 PM Hannah Britlin 8/18/2025 | 6:28 AM PDT  
AP BN Date

APPROVED AS TO INSURANCE:

Balagun Cobb 8/18/2025 | 6:11 AM C Freddie O'Connell 8/19/2025 | 10:28 AM PDT  
City Management Date  
Services (This application is contingent on approval of the application by the Metropolitan Council.)

## Grants Tracking Form

## Part One

<b>Pre-Application</b> <input type="radio"/>		<b>Application</b> <input checked="" type="radio"/>		<b>Award Acceptance</b> <input type="radio"/>		<b>Contract Amendment</b> <input type="radio"/>	
<b>Department</b>	<b>Dept. No.</b>	<b>Contact</b>				<b>Phone</b>	<b>Fax</b>
OFFICE OF EMERG. MGMT.	049	Drusilla Martin				862-5462	880-3464
<b>Grant Name:</b>		Hazardous Materials Emergency Preparedness (HMEP) FFY26					
<b>Grantor:</b>		U.S. DEPARTMENT OF TRANSPORTATION				<b>Other:</b>	
<b>Grant Period From:</b>		10/01/25	<b>(applications only) Anticipated Application Date:</b>		08/21/25		
<b>Grant Period To:</b>		09/30/26	<b>(applications only) Application Deadline:</b>		08/29/25		
<b>Funding Type:</b>	FED PASS THRU			<b>Multi-Department Grant</b>		<input type="checkbox"/> <b>If yes, list below.</b>	
<b>Pass-Thru:</b>	TENN. EMERG. MGMT.			<b>Outside Consultant Project:</b>		<input type="checkbox"/>	
<b>Award Type:</b>	FORMULA			<b>Total Award:</b>		\$89,772.00	
<b>Status:</b>	CONTINUATION			<b>Metro Cash Match:</b>		\$22,443.00	
<b>Metro Category:</b>	Est. Prior.			<b>Metro In-Kind Match:</b>		\$0.00	
<b>CFDA #</b>	20.703			<b>Is Council approval required?</b>		<input checked="" type="checkbox"/>	
<b>Project Description:</b>		<b>Applic. Submitted Electronically?</b>					
		<input type="checkbox"/>					
This grant will fund Hazard Materials training courses.							
<b>Plan for continuation of service after expiration of grant/Budgetary Impact:</b>							
Contingent upon availability of funds							
<b>How is Match Determined?</b>							
<b>Fixed Amount of \$</b>		or		<b>% of Grant</b>		<b>Other:</b> <input type="checkbox"/>	
<b>Explanation for "Other" means of determining match:</b>							
In kind salary will be used for the Match.							
<b>For this Metro FY, how much of the required local Metro cash match:</b>							
<b>Is already in department budget?</b>		Yes		<b>Fund</b>		10101 <b>Business Unit</b> 32115210	
<b>Is not budgeted?</b>				<b>Proposed Source of Match:</b>		Salary match	
<b>(Indicate Match Amount &amp; Source for Remaining Grant Years in Budget Below)</b>				\$22,443.00			
<b>Other:</b>							
<b>Number of FTEs the grant will fund:</b>				<b>Actual number of positions added:</b>			
<b>Departmental Indirect Cost Rate</b>		33.31%		<b>Indirect Cost of Grant to Metro:</b>		\$37,378.82	
<b>*Indirect Costs allowed?</b> <input type="radio"/> Yes <input checked="" type="radio"/> No		<b>% Allow.</b> 0.00%		<b>Ind. Cost Requested from Grantor:</b>		\$0.00 <b>in budget</b>	
*(If "No", please attach documentation from the grantor that indirect costs are not allowable. See Instructions)							
<b>Draw down allowable?</b> <input type="checkbox"/>							
<b>Metro or Community-based Partners:</b>							

## Part Two

Grant Budget										
Budget Year	Metro Fiscal Year	Federal Grantor	State Grantor	Other Grantor	Local Match Cash	Match Source (Fund, BU)	Local Match In-Kind	Total Grant Each Year	Indirect Cost to Metro	Ind. Cost Neg. from Grantor
Yr 1	FY26		\$89,772.00		\$22,443.00	10101, 32115210		\$112,215.00	\$37,378.82	\$0.00
Yr 2	FY__									
Yr 3	FY__									
Yr 4	FY__									
Yr 5	FY__									
<b>Total</b>		<b>\$0.00</b>	<b>\$89,772.00</b>	<b>\$0.00</b>	<b>\$22,443.00</b>		<b>\$0.00</b>	<b>\$112,215.00</b>	<b>\$37,378.82</b>	<b>\$0.00</b>
<b>Date Awarded:</b>			<b>Tot. Awarded:</b>			<b>Contract#:</b>				
<b>(or) Date Denied:</b>			<b>Reason:</b>							
<b>(or) Date Withdrawn:</b>			<b>Reason:</b>							

Contact: [juanita.paulsen@nashville.gov](mailto:juanita.paulsen@nashville.gov)  
[vaughn.wilson@nashville.gov](mailto:vaughn.wilson@nashville.gov)



Resolution No. \_\_\_\_\_

A resolution approving an application for a Hazardous Materials Emergency Preparedness Grant from the Tennessee Emergency Management Agency to the Metropolitan Government, acting by and through the Office of Emergency Management, to expand awareness of emerging trends and deliver the latest and most pertinent training to personnel.

WHEREAS, the Tennessee Emergency Management Agency is accepting applications for a Hazardous Materials Emergency Preparedness Grant with an award of \$89,772.00 and a required cash match of \$22,443.00 to expand awareness of emerging trends and deliver the latest and most pertinent training to personnel; and,

WHEREAS, the Metropolitan Government is eligible to participate in this grant program; and,

WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the Metropolitan Government's application for a Hazardous Materials Emergency Preparedness Grant with an award of \$89,772.00 and a required cash match of \$22,443.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Office of Emergency Management is authorized to submit said application to the Tennessee Emergency Management Agency.

Section 2. That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY  
OF FUNDS:

Jennine Reed/mjw  
Department of Finance

INTRODUCED BY:

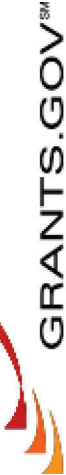
\_\_\_\_\_  
\_\_\_\_\_

APPROVED AS TO FORM AND  
LEGALITY:

Hannah Zeitlin  
an Attorney

\_\_\_\_\_  
Member(s) of Council

 An official website of the United States government [Here's how you know](#)



# VIEW GRANT OPPORTUNITY

693JK325NF0008

FY 2025 HMEP Grant Program States and Territories

Department of Transportation

Pipeline and Hazardous Materials Safety Admin

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SYNOPSIS    VERSION HISTORY    RELATED DOCUMENTS    PACKAGE

## General Information



Document Type:	Grants Notice	Version:	Synopsis 10
Funding Opportunity Number:	693JK325NF0008	Posted Date:	Jan 21, 2025
Funding Opportunity Title:	FY 2025 HMEP Grant Program States and Territories	Last Updated	Jun 25, 2025
Opportunity Category:	Discretionary	Date:	Mar 17, 2025 DO NOT MAIL IN APPLICATIONS. Applications received after this deadline may not be considered.
Opportunity Category Explanation:		Applications:	PHMSA will only accept one application from each applicant.
Funding Instrument Type:	Grant	Current Closing	Jun 26, 2025 DO NOT MAIL IN APPLICATIONS. Applications received after this deadline may not be considered.

**Category of Funding** Employment, Labor and Training

**Activity:** Transportation

PHMSA will only accept one application from each applicant.

**Category Explanation:**

**Expected Number of** 60

**Awards:**

**[Assistance Listings:](#)** 20.703 -- Interagency Hazardous Materials Public Sector Training and Planning Grants

**Archive Date:** Jul 26, 2025

**Estimated Total Program Funding:** \$ 32,000,000

**Award Ceiling:** \$1,500,000

**Award Floor:** \$200,000

**Cost Sharing or** Yes

**Matching**

**Requirement:**

Eligibility

**Eligible Applicants:** State governments

**Additional Information on Eligibility:**

Additional Information

**Agency Name:** Pipeline and Hazardous Materials Safety Admin

**Description:** The HMEP Grant Program is authorized under 49 U.S.C. § 5116 and provides federal financial and technical assistance to states, territories, and federally recognized tribes to increase local effectiveness in safely and efficiently handling hazardous materials (HAZMAT) in accidents and incidents.

**Link to Additional** [PHMSA's HMEP Grants Website](#)

**Information:**

**Grantor Contact** If you have difficulty accessing the full announcement electronically, please contact:

**Information:** TREMAYNE TERRY 202-366-6942  
tremayne.terry@dot.gov

[Click to email contact](#)

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TEMA

**Tennessee Emergency Management Agency**  
**Hazardous Materials Emergency Preparedness (HMEP)**  
**FFY 2026 Sub-Grant Application**

**Complete application submittal is due August 29, 2025, by 4:00 pm. Late submissions will not be accepted.**

**REQUIRED digital submittal** received by **August 29, 2025, by 4:00 pm.**

**All applications must** include the following:

1. Cover Sheet – page 2 of the Application
2. Certification - page 3 of the Application
3. Planning, training, or Exercise Activity Request (all that apply)
4. Section 4 Budget and Match - page 7 of the Application

**For each activity,** complete and attach the appropriate Section sheets, depending on the activity type

1. Section 1 of the Application is for Planning (i.e., Commodity Flow Surveys, Regional Hazard Analysis) - page 4 of the Application.
2. Section 2 of the Application is for Training (i.e., Hot Zone Conference, Hazmat Technician Refresher) - page 5 of the Application.
3. Section 3 of the Application is for Exercise (i.e., Full Scale Hazmat Exercise) - page 6 of the Application.
4. Include the Scope of Work Narrative for each activity  
(MS Word format—See Appendix C for requirements and Example)
5. Include a Budget Narrative for each activity (MS Word format—See Appendix D for requirements and Examples)
6. Include a Budget for each Activity (MS Excel format—See Appendix D for requirements and Examples)

**REQUIRED digital submittal** to [HMEP.Grant@tn.gov](mailto:HMEP.Grant@tn.gov) by **August 29, 2025, by 4:00 pm.**

1. All submission materials i.e., Scope of Work Narratives and Budget Narratives, as MS Word documents or PDF
2. All spreadsheets as MS Excel files
3. Full application as one PDF file

**Appendix Legend**

Appendix A = Training Activity List

Appendix B = Exercise Activity List

Appendix C = Activity Narrative Requirements and Example

Appendix D = Activity Budget Narrative and Budget Example

For questions or additional information, please contact:

[HMEP.Grant@tn.gov](mailto:HMEP.Grant@tn.gov)



REQUESTER INFORMATION		
Requester Name: Michael Armistead		Date of Request: 8/06/2025
Agency/Program/Organization: Nashville Fire Department		
Mailing Address: 63 Hermitage Avenue		
City: Nashville		Zip Code: 37210
Email: michael.armistead@nashville.gov		
Phone: 615-862-5486		Fax:
GRANT ACTIVITY INFORMATION		
	UNIQUE ENTITY ID (UEI #) LGZLHP6ZHM55	FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) 2-620694743-014-4
PERIOD OF PERFORMANCE START / END DATES	10/1/2025 – 9/30/2026	
PARTICIPANT OR AUDIENCE (CHECK ALL THAT APPLY)	<input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> AGRICULTURE <input type="checkbox"/> EMERGENCY COMMUNICATIONS <input type="checkbox"/> TRANSPORTATION <input checked="" type="checkbox"/> EMS <input checked="" type="checkbox"/> FIRE/HAZMAT <input type="checkbox"/> HEALTH <input type="checkbox"/> HOSPITAL <input type="checkbox"/> LAW ENFORCEMENT <input type="checkbox"/> NGO/VOAD <input type="checkbox"/> PUBLIC WORKS <input type="checkbox"/> EMERGENCY MANAGEMENT <input type="checkbox"/> OTHER:	
<p>If requesting more than one activity, list all activities in priority order. Scoring will be based on the priorities identified in the Allocation Methodology.</p> <ol style="list-style-type: none"> <li>HOT ZONE Hazmat Conference</li> <li>CBRNE Convergence</li> <li>International Association of Fire Chiefs (IAFC) International Hazmat Conference</li> <li>Chemistry of Hazmat</li> <li>HazSim hazmat atmospheric monitor simulator</li> <li>Hazmat piping leak tree</li> <li>Emergency responder VR hazmat simulator</li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> <li></li> </ol>		

**CERTIFICATION SHEET**

**Certifying Agent:**

The signatory listed below represents and warrants the authority to allocate sub-grant funds and execute them on behalf of the entity for the activity specified above.

**Total Amount of Funds Requested: \$** \$89,772.00

**1. Project Manager:**

Name (Print): Michael Armistead

Title: District Chief

Signature: 

Date: 8/6/2025

Office Phone: 615-862-5486

Cell Phone: 615-456-6453

Email: michael.armistead@nashville.gov

**2. Chief/Director of requesting agency:**

Name (Print): Will Swann

Title: Director Chief

Signature: 

Date: 8/8/2025

Office Phone: 615-862-5421

Cell Phone: \_\_\_\_\_

Email: will.swann@nashville.gov

**3. Chief Elected Official:**

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SECTION 1 –PLANNING ACTIVITY REQUEST****ACTIVITY NAME:****ACTIVITY / VENDOR NAME:****ADDRESS:****PHONE:****FAX:****SELECT PREAPPROVED PLANNING ACTIVITY**☐**Regional Hazard Analysis**☐**Commodity Flow Surveys**☐**CAMEO Software**☐**Other (description below):****PLANNING ACTIVITY NARRATIVE (PLEASE SEE APPENDIX C FOR REQUIREMENTS OF NARRATIVE)****PLANNING BUDGET INFORMATION (PROVIDE DETAILS FROM BELOW ON A SEPARATE ATTACHED BUDGET NARRATIVE – SEE APPENDIX D)****CONTRACTOR - Attach Scope of Work in Narrative****Estimated Date of Project****Start mm/dd/yyyy: \_\_\_\_\_****CONTRACTOR TRAVEL****CONTRACTOR LODGING/PER DIEM/CAR RENTAL FACILITY RENTAL - TOTAL****ACTIVITY SUPPLIES - TOTAL****ACTIVITY EQUIPMENT RENTAL/PURCHASE - TOTAL COST ESTIMATE TRAVEL EXPENSES PER PERSON:**

• Lodging

• Travel/Per Diem/Car Rental

**Total Cost:****OTHER (SPECIFY):****TOTAL 80% FEDERAL FUNDS REQUESTED:****20% Non-Federal Match:**

**SECTION 2 –TRAINING ACTIVITY REQUEST****ACTIVITY NAME:****ACTIVITY / VENDOR NAME:****ADDRESS:****PHONE:****FAX:**☐

Yes - COURSE LOGISTICS SUPPORT REQUESTED FROM TEMA

☐

No - COURSE LOGISTICS PROVIDED BY OTHER AGENCY

Participants will register at (Provide registration contact information, web address, phone number, mailing address, etc.):

**SELECT TRAINING ACTIVITY (APPENDIX A CONTAINS A LIST OF ALLOWABLE ACTIVITIES)**☐

Hazmat Challenge HOTZONE

☐

International Association of Fire Chiefs (IAFC) International Hazmat Conference

☐

The Continuing Challenge

☐

National Association of SARA Title III Program Officials (NASTTPO) Conference

☐

Cold Zone Conference

☐

Midwest Hazmat Conference

☐

Annual Hazmat Workshop

☐

Other \_\_\_\_\_

**TRAINING ACTIVITY NARRATIVE (PLEASE SEE APPENDIX C FOR REQUIREMENTS OF NARRATIVE)****TRAINING BUDGET INFORMATION (PROVIDE DETAILS FROM BELOW ON A SEPARATE ATTACHED BUDGET NARRATIVE – SEE APPENDIX D)****NUMBER OF INSTRUCTORS:** \_\_\_\_\_**ANTICIPATED NUMBER OF STUDENTS:** \_\_\_\_\_**Estimated Date of Training****mm/dd/yyyy:** \_\_\_\_\_**INSTRUCTOR FEE****INSTRUCTOR TRAVEL****INSTRUCTOR LODGING/PER DIEM/CAR RENTAL FACILITY RENTAL - TOTAL****COURSE SUPPLIES - TOTAL****COURSE EQUIPMENT RENTAL/PURCHASE -TOTAL COST ESTIMATE EXPENSES PERSON:**

Registration

• Lodging

• Travel/Per Diem/Car Rental

**OTHER (SPECIFY):****Total Cost:****TOTAL 80% FEDERAL FUNDS REQUESTED:****20% Non-Federal Match:**

**SECTION 3 –EXERCISE REQUEST****EXERCISE NAME****SITE NAME AND PHYSICAL ADDRESS:****ARE YOU REQUESTING STAFF SUPPORT FROM TEMA FOR THE ACTIVITY?** Yes ☐ No ☐

If YES, specify:

**ANTICIPATED NUMBER OF PARTICIPANTS:****DATE, TIME, AND DURATION OF EXERCISE:****HOST OF EXERCISE:****LIST PARTICIPATING AGENCIES/JURISDICTIONS:****EXERCISE TYPE:** (APPENDIX B CONTAINS A DESCRIPTION OF EXERCISES HMEP CAN COVER)☐ **Table Top (TTX)** ☐ **Drill** ☐ **Functional Exercise (FE)** ☐ **Full Scale Exercise (FSE)****Exercise Activity Narrative** (PLEASE SEE APPENDIX C FOR REQUIREMENTS AND EXAMPLE)**Exercise Budget Information** (PROVIDE DETAILS FROM BELOW ON A SEPARATE ATTACHED BUDGET NARRATIVE – SEE APPENDIX D FOR REQUIREMENTS AND EXAMPLE)**CONTRACTOR** - Attach Scope of Work in Narrative**FEES/TRAVEL****EXERCISE SUPPLIES****OTHER (SPECIFY):****HOST** - Attach Scope of Work in Narrative**SALARIES/BENEFITS****FACILITY RENTAL****EQUIPMENT RENTAL/PURCHASE****EXERCISE SUPPLIES****OTHER (SPECIFY):****PARTICIPANTS**

Attach Budget for Each Agency Participant

**TRAVEL****LODGING/PER DIEM****Total Cost:****OTHER (SPECIFY):****TOTAL 80% FEDERAL FUNDS REQUESTED:****20% Non-Federal Match:****Estimated Date of Exercise mm/dd/yyyy:** \_\_\_\_\_

**SECTION 4 – All Activities Combined Budget and Match**

Description	Dollar Amount
Amount of HMEP (80% Federal Funds Requested for all activities)	\$112,215.00
Non-federal Match (20% of the total project cost) is the same as 25% of the federal share. Example; total project cost of \$1,000 = \$800 federal share + \$200 non-federal share)	\$89,772.00
	\$ 22,443.00

**MATCH can be in the form of cash or in-kind/soft contributions or both.**

**A Cash Match, i.e., a cash contribution, can come from the coordinating entity's own funds (general revenue), cash donations from non-federal third parties (e.g., partner organizations), or non-federal grants.**

**A cash match contribution can only be applied to your match requirement once it is expended on a cost or activity identified in your work plan.**

**An in-kind or Soft Match is a non-cash contribution of value provided by the area coordinating entity or by non-Federal third parties. In-kind matches typically involve the calculated value of personnel, goods, and services, including direct and indirect costs.**

**MATCHES must:**

- Be documented and verifiable in your records;**
- Not included as match contributions for any other Federal award (i.e., if you have already used funds to match another federal grant, they cannot be applied towards HMEP activities).**
- Provided for in your approved budget;**
- Not Supplant already designated funds with Federal Funds.**

**Description of Match for all activities (All Match must be non-federal (e.g., cannot use EMPG, DHS, etc.))**

Type of match (soft-match or cash, or both)	\$
Source (time of fire fighter, law enforcement, students, first responder, others, etc.)	\$
Salary and/or fringe benefit (rate x hours) * \$50.00 X 8 persons = \$400 per hour x 12 days	\$ 38,400.00
Facility space used for planning/exercise	\$
HMEP project-related travel (planning/training) to be used as match	\$
Equipment used for training/exercise (describe)	\$
Other allowable match (describe)	\$
Total match (non-federal and not used for any other federal and/or state funded projects)	\$

APPENDIX A	
TRAINING – ALLOWABLE ACTIVITIES	
<p><b>Mission-Specific and Competency Courses</b></p> <p><u>Hazmat Incident Command System</u> (ICS): ICS-100: Introduction to the Incident Command System ICS-200: Incident Command System for Single Resources and Initial Action Incidents ICS-300: Intermediate Incident Command System ICS-400: Advanced Incident Command System Industrial Fire Fighting- (rail yards, fuel transfer facilities and ports) Confined Space Rescue Hazmat Basic Life Support/Advance Life Support – Medics respond to hazmat calls Chemistry for Emergency Responders Airport Rescue Fire Fighting (aircraft response and rescue) Radiological (sources in transportation, but not weapons of mass destruction) Tank Car Specialty Cargo Tank Specialty Intermodal Tank Specialty Marine Tank Vessel Specialty Flammable Liquid Bulk Storage Flammable Gas Bulk Storage Radioactive Material Specialty</p>	<p><b>Core Competency Courses</b></p> <p>Awareness Operations Technician Hazmat Incident Commander Hazmat Officer Hazmat Safety Officer Hazmat Refresher Hazmat Technical Decon Refresher Developing a Plan of Action Chemistry of Hazmat Surveying a Hazmat Incident General Competencies Level A Personal Protective Level B Personal Protective Hazmat Level B Dress-out and Decon ID of Methods and Procedures Hazardous Materials Monitoring Refresher</p>
<p><b>Notes:</b> The examples of allowable activities provided are not intended to be all-inclusive, and the absence of a specific activity does not preclude its possible approval. Conversely, proposed activities will be reviewed prior to approval, considering various factors, including the cost-benefit of the specific implementation.</p>	<p><b>Additional Training Courses</b></p> <p>CAMEO training The Hazmat IQ Training Hazmat for Dispatcher Hazmat Containers Containment and Control HAZWOPER Training Hazmat Air Monitoring Training Ammonia Training Tank truck rollover simulator National Incident Management System Levels 300 &amp; 400 Calibration Gas Kits for Hazmat Training (equipment) Hazmat Training Tools Package (geared towards hazmat training and exercises) Chlorine training props (equipment) Ammonia Safety and Emergency Response Training (ASERT) Hazardous Materials Outreach Ethanol Training for First Responders</p>

## APPENDIX B

### Exercise – ALLOWABLE ACTIVITIES (Example)

#### Activity Narrative

2025/2026 Grant Year – 2025 IHMC

Nashville HMEP Grant Narrative

**Submitting agency:** Nashville Fire Department

**Date of submission:** 08/06/2025

**Project contact:** Michael Armistead

**Phone:** 615-862-5486 / cell: 615-456-6453

**Email:** michael.armistead@nashville.gov

**Project request:** Reimbursement of the cost associated with attending Hazmat Hotzone, CBRNe Convergence, and Baltimore HazMat Conference, Chemistry of HazMat and HazSim VR Simulators for 2025/2026

**Narrative:** The Nashville Fire Department's Hazardous Materials (Hazmat) Regional Response Team (RRT) which is a Type I accredited hazmat team has an agreement with the State of Tennessee to respond to any Hazmat call within Davidson County automatically and, on request by TEMA, anywhere in the State. The NFD would like to send 2 persons to attend the 2025 Hot Zone Hazmat conference in Houston, TX. This would be a great opportunity to keep up with the latest firefighting /hazmat methods and tactics, check out the newest equipment, and improve our instructors. NFD would also like to send 3 persons to the CBRNE Convergence for 2025. This conference brings in speakers from all over the world to educate our personnel in emerging threats, tactics and equipment. NFD would like to send 2 persons to the Baltimore Hazmat Conference for 2026 as well. The NFD is also requesting a Chemistry of HazMat course for 2026 to be delivered at our NFD Special Operations facility. This course costs NFD \$10,000 to deliver. We use tables, chairs, A/V equipment and tablets that was procured from previous HMEP Grants and look to continue the training at this facility with the use of HMEP. The NFD is requesting the following equipment to enhance the training for HazMat/CBRNE courses to be delivered such as 1 - HazMat Leak tree, 1 - HazSim atmospheric monitor training system. All of this equipment will improve our courses delivered. NFD would like to have HazMat VR simulator that can be used with other agencies in training for scenarios involving hazmat safely along with the similiar platform HazSim simulator. The NFD instructs and hosts more HazMat themed courses than any other department in the State with exception to the State Fire Academy or TEMA.

## APPENDIX C

### ACTIVITY SCOPE OF WORK NARRATIVE (Example)

#### NARRATIVE SHOULD INCLUDE THE FOLLOWING DETAILS

##### PLEASE COMPLETE THE FOLLOWING NARRATIVE AS A WORD DOCUMENT FOR EACH INDIVIDUAL ACTIVITY.

- Organization and Points of Contact Information
- Planning and Training Needs Assessment

Describe the current capacity and any areas of deficiency concerning preparedness for transporting 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 State or between the State and another state and
- 2) Providing the number of hazmat preparedness plans that need updating.
- 3) Describing the location and need for exercises to be conducted that involve preparation for response to incidents involved in the transportation of hazardous materials.
- 4) Provide the number of responders needing training and the number of persons currently trained in the different disciplines of response functions (e.g., the number of firefighters, EMTs, and EMSS that need training). Provide a scalable request for two participants up to the total number preferred and include justification for why sending additional participants will benefit the program.
- 5) Narrative Description, Justification, Scope, Purpose, Duration of Planning or Training Activity

- Project / Activity Dates and Times
- Scope of Work Narrative, Budget, and Budget Narrative for each activity
- List of supplies or equipment with cost associated with each

#### Activity Narrative

2025 Grant Year – 2025 IHMC

NFD HMEP Grant Narrative

#### Description

Receipts for all items will be provided after the training. We are applying for reimbursement of the cost of:

CBRNa Convergence -  
 1 Persons Registration - \$500 x 2 = \$2,000.00  
 Flights - \$500 Round trip x 2 = \$1,000.00  
 Rooms - \$200 per night x 2 rooms x 4 nights = 1,600.00  
**Total: \$4,600.00**

Baltimore HazMat Conference -  
 2 Persons Registration - \$600 x 2 = \$1,200.00  
 Flights - \$500 Round trip x 2 = \$1,000.00  
 Rooms - \$412 per night x 2 rooms x 3 nights = 2,472.00  
**Total: \$4,672.00**

Hotzone HazMat Conference -  
 2 Persons Registration - \$250 x 2 = \$500.00  
 Flights - \$400 Round trip x 2 = \$800.00  
 Rooms - \$200 per night x 2 rooms x 3 nights = 1,200.00  
**Total: \$2,500.00**

**Training**  
 Chemistry of HazMat course delivery: \$10,000.00

Training aids/equipment:  
 1 - HazMat leak tree - \$14,000  
 1 - HazSim atmospheric monitor simulator w/high performance computer - \$34,000.00  
 1 - Emergency Responder VR hazmat simulator - \$30,000

**\$89,772.00**

\*Please note that the amounts given in this example are for demonstration only and your local government may have different requirements for meal Per Diem and other expenses while traveling.

**APPENDIX D****ACTIVITY BUDGET NARRATIVE (Example)**

- BUDGET NARRATIVE SHOULD INCLUDE THE FOLLOWING DETAILS (SEE BELOW SAMPLE)
- PLEASE COMPLETE THE FOLLOWING BUDGET NARRATIVES AS AN MS EXCEL DOCUMENT.
- Lodging Description
- Per diem per night
- Registration Fee
- Flight Cost
- Luggage fees
- Rental car
- Total cost project
- Total Federal Funds Requested
- 20% match to be paid
- Total activity expenses (Requested + 20% match)

**Grant request HFD 2024 International Hazmat Conference**

Item	Cost each	Quantity	Grant request
Lodging Baltimore, MD 4 nights, 1 person per room			
Per diem, 5 days at \$54.00			
Registration Fee			
Flight, to Baltimore - with luggage fees			
Rental			
<b>Total cost project</b>			
Type of match (soft-match or cash, or both)	<b>CASH</b>		
Source (time of fire fighter, law enforcement, students, citizen, first responder, others, etc.)	<b>Fire Fighter</b>		
Other (describe, e.g. indirect cost)			
Salary and/or fringe benefit (rate x hours) *			
Facility space used for planning/exercise			
HMEP project related travel (planning/training) to be used as match			
Equipment used for training/exercise (describe)			
Other allowable match (describe)			
Total 80% Federal Funds Requested			
20% to be paid by soft or hard match			
<b>Total activity expenses (80% + 20% match)</b>			

**APPLICATION FOR (Hazardous Materials Emergency Preparedness (HMEP)**  
**FFY2026 SUB-GRANT APPLICATION**

**METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY**



\_\_\_\_\_  
Director  
Office of Emergency Management

08/08/25  
\_\_\_\_\_  
Date

## Certificate Of Completion

Envelope Id: A50C3D1B-561A-49CC-9A2B-2334DE2E9F98

Status: Completed

Subject: Complete with Docusign: OEM-HazardousMaterialsEmergencyPreparedness FFY26App Ready 1.pdf

Source Envelope:

Document Pages: 20

Signatures: 3

Envelope Originator:

Certificate Pages: 15

Initials: 1

Juanita Paulson

AutoNav: Enabled

730 2nd Ave. South 1st Floor

Envelopeld Stamping: Enabled

Nashville, TN 37219

Time Zone: (UTC-06:00) Central Time (US & Canada)

Juanita.Paulsen@nashville.gov

IP Address: 170.190.198.185

## Record Tracking

Status: Original

Holder: Juanita Paulson

Location: DocuSign

8/29/2025 12:18:47 PM

Juanita.Paulsen@nashville.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Metropolitan Government of Nashville and  
Davidson County

Location: Docusign

## Signer Events

### Signature

### Timestamp

Bethany Nunley

Bethany.Nunley@nashville.gov

Security Level: Email, Account Authentication  
(None)

*BN*

Sent: 8/29/2025 12:24:16 PM

Viewed: 8/30/2025 11:48:58 AM

Signed: 8/30/2025 11:49:03 AM

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Using IP Address:

2600:1004:b1ac:6cb1:9904:8560:9ca3:534b

Signed using mobile

### Electronic Record and Signature Disclosure:

Not Offered via Docusign

Aaron Pratt

Aaron.Pratt@nashville.gov

Security Level: Email, Account Authentication  
(None)

*Aaron Pratt*

Sent: 8/30/2025 11:49:05 AM

Viewed: 9/1/2025 11:45:00 AM

Signed: 9/1/2025 11:45:10 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.185

### Electronic Record and Signature Disclosure:

Accepted: 9/1/2025 11:45:00 AM

ID: 306aa8d0-7a2d-4f46-8b9e-ac002f4885a6

Jenneen Reed/mjw

MaryJo.Wiggins@nashville.gov

Security Level: Email, Account Authentication  
(None)

*Jenneen Reed/mjw*

Sent: 9/1/2025 11:45:12 AM

Viewed: 9/2/2025 11:12:34 AM

Signed: 9/2/2025 11:13:38 AM

Signature Adoption: Pre-selected Style

Using IP Address: 170.190.198.100

### Electronic Record and Signature Disclosure:

Accepted: 9/2/2025 11:12:34 AM

ID: d7c91dfa-b04e-4308-90dd-2412fb26f978

Hannah Zeitlin

Hannah.Zeitlin@nashville.gov

Security Level: Email, Account Authentication  
(None)

*Hannah Zeitlin*

Sent: 9/2/2025 11:13:40 AM

Viewed: 9/2/2025 11:17:12 AM

Signed: 9/2/2025 11:17:46 AM

Signature Adoption: Pre-selected Style

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Signer Events	Signature	Timestamp
<b>Electronic Record and Signature Disclosure:</b> Accepted: 9/2/2025 11:17:12 AM ID: 4264b27e-cfc5-482c-9e9b-530d9bc8d18b		
In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Karina Valdez karina.valdez@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 8/12/2022 8:07:55 AM ID: ec3de7a9-934b-431e-a2e7-878bc56f8182	COPIED	Sent: 9/2/2025 11:17:48 AM
Sally Palmer sally.palmer@nashville.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 9/2/2025 8:11:52 AM ID: 8b4748f9-079c-46a2-a61d-6d151ebe1b2a	COPIED	Sent: 9/2/2025 11:17:49 AM Viewed: 9/2/2025 11:44:30 AM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	8/29/2025 12:24:16 PM
Certified Delivered	Security Checked	9/2/2025 11:17:12 AM
Signing Complete	Security Checked	9/2/2025 11:17:46 AM
Completed	Security Checked	9/2/2025 11:17:49 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		