



2025 Hazardous Materials Emergency Preparedness (HMEP)

Grant Request for Proposal (RFP)

Department of Public Safety - State Fire Marshal Division
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Table of Contents

Request for Proposals (RFP) Part 1: Overview	7
Grant Overview	8
Funding Availability	8
Match Requirement	8
Project Dates	8
Eligibility	8
Priorities	10
Collaboration	10
Selection Criteria	10
Eligible Expenses.....	10
Ineligible Expenses	10
Questions, Technical Assistance and Information Sessions	10
Request for Proposals (RFP) Part 2: Submission	11
Application Content.....	11
Request for Proposals (RFP) Part 3: Application Review Process.....	12
Review Process	12
Timeline	12
Conflicts of Interest	12
Public Data.....	8
Request for Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities.....	10
Preaward Risk Assessment and Financial Review	10
Grant Contract Agreements	10
Accountability and Reporting Requirements	10
Grant Monitoring.....	10
Grant Payments.....	10
Authorized Representatives	11
Contracting and Bidding Requirements	11
Audits.....	12
Affirmative Action and Nondiscrimination.....	12
Voter Registration	12
Right of Cancellation	12

Request for Proposals (RFP) Part 1: Overview

Grant Overview

- Grant Name: 2025 Hazardous Materials Emergency Preparedness (HMEP)
- Open for Applications: July 1, 2026
- Application Due Date: September 1, 2026

The HMEP grant supports planning and training efforts related to emergency preparedness and response efforts for organizations that deal with hazardous materials emergencies, specifically those involving transportation. The HMEP grant is provided through federal funds awarded from the Pipeline and Hazardous Materials Safety Administration (PHMSA). PHMSA's purpose of the Hazardous Materials Emergency Preparedness (HMEP) grant is to protect against the risks to life, property, and the environment that are inherent in the transportation of hazardous material in intrastate, interstate, and foreign commerce (Title 49 U.S.C. § 5101).

Through the HMEP grant program, PHMSA seeks to increase the effectiveness of hazardous materials response and preparedness efforts, and reduce the risks associated with the bulk transport of highly flammable liquids, and other hazardous materials, throughout the United States. Below is a list of expenditures and guidelines that the State Fire Marshal Division has adopted and approved.

Funding Availability

Funding will be allocated through a competitive process. If selected, you may only incur eligible expenditures when the grant contract agreement is fully executed, and the grant has reached its effective date.

Table 1

Funding	Estimate
Estimated Amount to Grant	\$269,838
Estimated Number of Awards	10-15 grants
Estimated Award Maximum	TBD
Estimated Award Minimum	\$5,000

Match Requirement

Grantees are required to provide 25% match on Federal funds awarded (20% of total award) and may use the following:

- Cash (hard match)
- In-kind contributions (soft match)
- A combination of in-kind or soft match plus hard match to meet this requirement.

Matching funds may include salary, equipment or supply purchase, space usage, the value of participant's time during an allowable activity, unrecovered indirect costs, or the dollar value of a grant-related activity or purchase. Match must be verifiable through grantee records and be maintain with the same level of effort as

Federal funds. Records must show how the value of a contribution is made. [2 CFR §§ 400-475](#) provide more detail on match requirements and expectations.

Guidance for Overtime, Backfill, and Volunteer Stipends:

This guidance outlines the reimbursement process for overtime, backfill, and volunteer stipends under the Minnesota Hazardous Materials Emergency Preparedness (HMEP) Grant Program. The State Fire Marshal (SFM) Division will generally adhere to the guidelines set forth by the Pipeline and Hazardous Materials Safety Administration (PHMSA) in their “Overtime and Backfill (OTB) Reimbursement and Volunteer Stipend Guidance” document.

Key Points

1. **Use of Wages as "Match":** The SFM Division will accept wages as the match for grant purposes and will apply the contractor compensation rates for wage reimbursement, in alignment with state contracts.
2. **Reimbursement for Subgrantees Without State Contracts:** For subgrantees who do not have a state contract with the SFM, the HMEP Grant Program Coordinator may consult the PHMSA guidance on a case-by-case basis. This will determine if wage reimbursements can be allowed in these situations.
3. **Case-by-Case Evaluation:** All reimbursement requests, including those for overtime, backfill, and volunteer stipends, will be evaluated individually. The SFM HMEP Grant Program Coordinator, in consultation with the SFM State Teams Supervisor, will assess the eligibility of each request based on the specific circumstances.

This guidance ensures that overtime, backfill, and volunteer stipends are reimbursed in compliance with both PHMSA guidelines and the operational framework of the SFM Division. The process will remain flexible to accommodate various subgrantees' needs while maintaining consistency and fairness in reimbursements.

Project Dates

Year 1 HMEP funding will start October 1, 2025 and end September 30, 2026.

Eligibility

Applicants must meet the eligibility requirements in order to be considered for this grant opportunity.

Applicants must be involved in state hazardous materials emergency preparedness efforts through Hazardous Materials Response Teams (HMRTs) and/or implementing eligible hazardous materials drills and exercises.

Priorities

It is the policy of the State of Minnesota to ensure fairness, precision, equity and consistency in competitive grant awards. This includes implementing diversity and inclusion in grant-making. [Office of Grants Management \(OGM\) Policy 08-02: Rating Criteria for Competitive Grant Review](#) establishes the expectation that grant programs intentionally identify how the grant serves diverse populations, especially populations experiencing inequities or disparities.

The grant will serve: First responders for hazardous materials incidents, including fire departments, municipalities and organizations that collaborate with the State Fire Marshal division on hazardous material emergency preparedness efforts.

Grant outcomes will include:

- Completion of planning and training activities related to Hazardous Materials Emergency Preparedness
- Coordination with State efforts on Hazardous Materials Emergency Preparedness

Collaboration

Multi-organization collaboration is accepted.

Selection Criteria

The review committee will be reviewing each applicant on a points scale.

The scoring factors and weight that applications will be judged are based on the following:

- Compliance with the 2025-2027 PHMSA HMEP Grant Guidelines and Terms and Conditions (5 pts)
- Proposed planning and training activities and number of individuals trained (20 pts)
- Coordination with state efforts (5 pts)
- Meeting federal match requirements (5 pts)
- Financial capacity – accounting, timekeeping, and funds management (10 pts)
- Applicant’s past performance as a grantee (10 pts)
- Geographic coverage and knowledge of communities served (10 pts)

Eligible Expenses

Priority Allowable Courses and Expenditures (but not limited to):

Course	Minimum Required Hours	Maximum Allowable Allocation
Hazmat Operations 472	40	\$7,000.00
Hazmat Operations 472 (refresher)	8	\$1,400.00
Hazmat Technician with specialist	80	TBD upon request
Hazmat Technician (refresher)	12	\$2,100.00
Hazmat Exercises		As Approved
Hazmat Conferences (see below)		As Approved

*Courses do not include state certification (where applicable) – Certification to be paid by department/agency

Hazmat Conferences (not limited to below)

- Cold Zone – Grantees expected to attend – Brooklyn Center, MN
- IAFC Hazmat Conference – Baltimore, MD
- Hazardous Materials Instructors and Commanders Conference (HMIC) – Fort Lauderdale, FL
- Continuing Challenge – Sacramento, COA
- Hot Zone – Houston, TX

Low Priority Course (based on funding)

- ARFF Training and Exercises

Unallowable Courses and Expenditures

- FDIC Conference

Ineligible Expenses

Ineligible expenses include but are not limited to:

- Fundraising
- Taxes, except sales tax on goods and services and payroll taxes
- Lobbyists, political contributions
- Bad debts, late payment fees, finance charges, or contingency funds
- Parking violations and traffic violations

The recipient must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200). [2 CFR 200](#) is incorporated by reference into this award.

Questions and Technical Assistance

All questions regarding this RFP must be submitted by email to the SFM Grants Team at fm.grants.dps@state.mn.us.

Request for Proposals (RFP) Part 2: Submission

Applications must be received no later than 4:00PM Central Time, on September 1, 2026. No paper submissions will be accepted.

All applications will be submitted via DPS's online grants system, [IGX](#). New users must register prior to application submission.

[Instructions and IGX system support can be found at this link.](#)

Application Content

You must submit the following forms on the online application for your application to be considered complete:

1. Terms and Conditions
2. Federal Documents
3. Applicant Contact Information
4. Applicant Grant Management Experience
5. HMEP Program Information
 - Project Event Overview (Training or Conference/Event) – complete one form for each proposed grant activity
 - Exercise Scenario Activity – Planning – complete only if applying for an exercise or drill activity
6. Project Budget
 - Purpose Area(s) – complete one purpose area for each proposed activity
 - Budget Detail

Incomplete applications will be rejected and not evaluated. Applications must include all required application materials, including attachments. Do not provide any materials that are not requested in this RFP, as such materials will not be considered nor evaluated.

The Department of Public Safety reserves the right to reject any application that does not meet these requirements.

By submitting an application, each applicant warrants that the information provided is true, correct, and reliable for purposes of evaluation for potential grant award. The submission of inaccurate or misleading information may be grounds for disqualification from the award, as well as subject the applicant to suspension or debarment proceedings and other remedies available by law.

All costs incurred in responding to this RFP will be borne by the applicant.

Request for Proposals (RFP) Part 3: Application Review Process

Review Process

Funding will be allocated through a competitive process with review by a committee representing state team specialists with regional knowledge. The review committee will use the point scale provided above to evaluate all eligible and complete applications received by the deadline. Reviewers will meet and discuss the proposals and then put forth their recommendations. The Commissioner of Department of Public Safety will make the final funding decisions and award notification will be by email to applicants.

Timeline

RFP posted on the State Fire Marshal web site: June 2026

Questions due no later than 4:00 pm Central Time: July 1

Applications due no later than 4:00 pm central time: September 1

Committee begins review of applications: on a rolling basis

Selected applicants undergo pre-award risk assessment: on a rolling basis

Selected grantees announced; grant contract agreement negotiations begin: on a rolling basis

Work plans approved and grant begins: on a rolling basis

Conflicts of Interest

State grant policy requires that steps and procedures are in place to prevent individual and organizational conflicts of interest, both in reference to applicants and reviewers per [Minnesota Statutes § 16B.98 Subd. 2-3](#) and [OGM Policy 08-01 Conflict of Interest in State Grant-Making Policy](#).

Organizational conflicts of interest occur when:

- A grantee or applicant is unable or potentially unable to render impartial assistance or advice to the Department due to competing duties or loyalties.
- A grantee or applicant's objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties.

In cases where a conflict of interest is in question or disclosed, the applicants or grantees will be notified and actions may be pursued, including but not limited to, revising the grant work plan or grantee duties to mitigate the risk, requesting the grant applicant to submit an organizational conflict of interest mitigation plan, disqualification from eligibility for the grant award, amending the grant, or termination of the grant contract agreement.

Public Data

Per [Minnesota Statutes § 13.599](#)

- Names and addresses of grant applicants and amount requested will be public data once proposal responses are opened.
- All remaining data in proposal responses (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

- All data created or maintained by Department of Public Safety as part of the evaluation process (except trade secret data as defined and classified in [§13.37](#)) will be public data after the evaluation process is completed. For the purposes of this grant, data will be considered public when all the grant contract agreements have been fully executed.

Request for Proposals (RFP) Part 4: Award Requirements and Grant Management Responsibilities

Preaward Risk Assessment and Financial Review

In accordance with [Minnesota Statute §16B.981](#) and [OGM Policy 08-06: Preaward Risk Assessment of Potential Grantees](#), it is required to consider a grant applicant's past performance and financial and operational capacity before awarding grants of \$50,000 or more. Granting agencies will request, review, and analyze information, including Exhibits C-H, as referenced in this RFP, as applicable.

Grant Contract Agreements

Each grantee must formally enter into a grant contract agreement. The grant contract agreement will address the conditions of the award, including implementation for the project. Grantees should read the grant contract agreement, sign, and once signed, comply with all conditions of the grant contract agreement. No work on grant activities can begin until a fully executed grant contract agreement is in place and the State's Authorized Representative has notified the Grantee that work may start. The funded applicant will be legally responsible for assuring implementation of the work plan and compliance with all applicable state requirements including worker's compensation insurance, nondiscrimination, data privacy, budget compliance, and reporting.

Accountability and Reporting Requirements

It is the policy of the State of Minnesota to monitor progress on state grants by requiring grantees to submit written progress reports at least annually until all grant funds have been expended and all of the terms in the grant contract agreement have been met.

The reporting schedule will be:

- Annual Performance Report due by October 30, 2026.
- Additionally, a Progress Report must be submitted prior to any reimbursement request is approved.

Grant Monitoring

[Minnesota Statutes § 16B.97](#) and [Policy on Grant Monitoring](#) require the following:

- One monitoring visit during the grant period on all state grants over \$50,000
- Annual monitoring visits during the grant period on all grants over \$250,000
- Conducting a financial reconciliation of grantee's expenditures at least once during the grant period on grants over \$50,000

Grant Payments

Per [State Policy on Grant Payments](#) reimbursement is the method for making grant payments. All grantee requests for reimbursement must correspond to the approved grant budget. The State shall review each request for reimbursement against the approved grant budget, grant expenditures to-date and the latest grant progress report before approving payment. Grant payments shall not be made on grants with past due progress reports. Grantees must submit progress reports and requests for reimbursement at least once annually.

Authorized Representatives

Pursuant to [Minnesota Statutes §16B.98, subd. 5 \(d\)](#), grantees must clearly post on the grantee's website the names of, and contact information for, the grantee's leadership and the employee or other person who directly manages and oversees a grant contract agreement on behalf of the grantee.

Contracting and Bidding Requirements

Municipalities: Grantees that are political subdivisions or municipalities must use these guidelines:

- A. Municipalities are required to comply with [Minnesota Statutes §471.345, Uniform Municipal Contracting Law](#).
- B. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41](#) through [177.50](#), as applicable.
- C. Municipalities and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)
- D. The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.

Non-governmental entities: Grantees that are non-governmental entities must use these guidelines:

- A. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process.
- B. Services and/or materials that are expected to cost between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids or awarded to a targeted vendor.
- C. Services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
- D. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - a) [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#)
 - b) [Metropolitan Council Underutilized Business Program](#)
 - c) Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Directory](#)
- E. The grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.
- F. The grantee must maintain support documentation of the purchasing or bidding process used to contract services in their financial records, including support documentation justifying a single source bid, if applicable.
- G. Notwithstanding the above, the State may waive bidding process requirements when:
 - a) Vendors included in response to competitive grant request for proposal process were approved and incorporated as an approved work plan for the grant; or
 - b) It is determined there is only one reasonably able and available source for such materials or services and that grantee has established a fair and reasonable price.

- H. The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§177.41](#) through [177.50](#), as applicable.
- I. The grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#)

Audits

Per [Minnesota Statutes § 16B.98 Subdivision 8](#), the grantee's books, records, documents, and accounting procedures and practices of the grantee or other party that are relevant to the grant or transaction are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor as appropriate. This requirement will last for a minimum of six years from the grant contract agreement end date, receipt, and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

Affirmative Action and Nondiscrimination

The grantee agrees not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, gender identity, marital status, status in regard to public assistance, membership or activity in a local commission, disability, sexual orientation, familial status or age in regard to any position for which the employee or applicant for employment is qualified per [Minnesota Statutes § 363A.02](#). The grantee agrees to take affirmative steps to employ, advance in employment, upgrade, train, and recruit minority persons, women, and persons with disabilities.

The grantee must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The grantee agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Minnesota Rules, Part [5000.3500](#).

The grantee agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

Voter Registration

The grantee will comply with [Minnesota Statutes §201.162](#) by providing voter registration services for its employees and for the public served by the grantee.

Right of Cancellation

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State does not intend to award a grant contract agreement solely on the basis of any response made to this request, or pay for information solicited or obtained.