

**HMEP Grant Program  
Final Report  
2009-2010**

All HMEP grantees are required to submit a Final Report within 90 days of the completion of each budget period. Grantees may utilize this Final Report template to satisfy the requirement.

The HMEP Final Report is comprised of three parts:

**I. The Financial Status Report, Standard Form 425 (SF-425)**

The SF-425 must be used to complete financial reporting for each grant period funded. A final SF-425 should be submitted to the HMEP Grants Manager within 90 days of the completion of each budget period.

**II. HMEP Grant Accountability Questions**

Beginning with the '08 - '09 Budget Period (10/1/08 – 9/30/09), grantees must respond to questions regarding grant related activities that took place during the budget period. These questions are divided between two parts, the Report on Authorized Expenditures and the Report on HMEP Grant Accomplishments.

**III. The Final Program Narrative**

The narrative portion of the final report allows the grantee to detail the hazardous materials emergency preparedness planning and training activities that were performed during the budget and funded with HMEP grant monies.

A completed final report should be submitted to the HMEP Grant program office via email, [HMEP.grants@dot.gov](mailto:HMEP.grants@dot.gov). If you have questions, please contact the HMEP Grant program office:

Charles G. Rogoff,  
HMEP Grants Manager  
(202) 366-0001

HMEP Grant Program  
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Pipeline and Hazardous Materials Safety Administration  
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### **III. The Final Program Narrative**

For Planning programs, the narrative should include the following:

1. Quantitative and qualitative assessment of development, improvement and implementation of emergency plans

2. Systems to determine and maintain information on flow patterns of hazardous materials

3. Need for regional response teams

4. Local response capabilities

5. Plans for conducting drills and exercises

6. Description of progress made toward meeting planning objectives as stated in your application

7. Description of unmet planning objectives and proposed approach to meet the objectives

Additional Planning Information (Optional)

For Training programs, the narrative should include the following:

8. Number of public sector employees needing training

9. Training delivered to public sector employees

10. Training drills and exercises completed and planned

11. Description of progress made toward meeting training objectives as stated in your application

12. Description of unmet training objectives and proposed approach to meet the objectives

Additional Training Information (Optional)

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