

We are conducting webinar training sessions on the 2013-2014 U. S. Department of Transportation's Pipeline and Hazardous Materials Safety Administration (PHMSA) application process for the Hazardous Materials Emergency Preparedness (HMEP) grant.

**Title: 2013-2014 PHMSA HMEP Grant Application Process**

**Date:** February 26, 2013

**Time: Session 1:** 10:00 a.m.-12:00 p.m. Eastern Standard Time

**Session 2:** 1:30 p.m.-3:30 p.m. Eastern Standard Time

The Hazardous Materials Emergency Preparedness (HMEP) Grant Program is implementing a new timeline for the Hazmat Grant Program Application and Award Schedule. **The application process opens on March 1, 2013, and applications are due no later than April 19, 2013.** In order to provide guidance on the application package, evaluation of proposals, and the award process, we scheduled two webinar training sessions with the same format to accommodate the diversified time zones and schedules of our grantees. This is also your opportunity to ask questions about this year's proposals.

You are welcome to participate in both sessions and to invite colleagues involved in the application process. There is not a limit on the number of colleagues you can invite.

**Webinar Highlights**

- Introduction of Staff
- Overview of Hazmat Grant Program
- Application and Award Processing Timeline for HMEP grant
- Solicitation
- Format and Content of Application Package
- Intake and Business Reviews
- Resubmittal Process
- Avoidance of Pitfalls
- Tools and Resources

- Question and Answer Session

We think it will be helpful for current and prospective grantees to participate in this **free webinar**. If you intend to participate, please contact Suezett Edwards at [suezett.edwards@dot.gov](mailto:suezett.edwards@dot.gov) **by COB, February 20, 2013**. Please indicate in your RSVP which of the options listed below you will utilize for accessing and participating in the training sessions.

- A. Designate in RSVP if you plan to participate in Session 1, 2, or both.
- B. Include in RSVP your option for accessing the webinar training sessions.
  - 1) Require link to access Microsoft Office Live Meeting via the internet to view presentation and the number of lines on conference call for audio as specified in response.
  - 2) Need Video Teleconferencing procedures-Notify Suezett Edwards ASAP to verify compatibility of systems.
  - 3) Request conference call information only and the number of lines on conference call for audio as specified in response.

We will provide in advance the handouts and details regarding accessing the webinar including a link for Microsoft Office Live Meeting and the call-in number.

If you have any questions, Suezett Edwards can be contacted by email at [suezett.edwards@dot.gov](mailto:suezett.edwards@dot.gov) or by phone at 202-366-4863.

Thank you.