PHMSA HMEP/HMIT Grant Application instructions

For technical assistance with using Grants.gov, please contact Carrie Winslow @ 617-494-3318 or Carrie.Winslow@dot.gov

A. Check Adobe Version & Download if necessary

1.	☐	Click here to determine if you have the proper version of Adobe to fill out the application package: http://www07.grants.gov/assets/ADOBE-VERSIONING-TEST-ONLY.pdf .
	☐	If you DO have the compatible version, you will see an application package displayed.
	☐	If you DO NOT have a compatible version, an error message will be displayed with instructions on obtaining the compatible version.

B. Download the application package from Grants.gov

State and Territory Grantees		
1.	☐	For State and Territory Grantees, the opportunity number is HM-HMP-13-004. If you are familiar with Grants.gov you can use the FIND functionality to find this Opportunity. Alternately, the application package was attached to the email which included these instructions, and you can **double click the "S&T Grant Package.pdf".** The application package will open in the Adobe Reader.
2.	☐	**Enter "*Organization Name* HMEP FY12" as the** "Application Filing Name" in the yellow box.
3.	☐	Then **Click the SAVE button** at the top of the page.
4.	☐	From the drop down box, **Select the desired location for this file to be saved and then Click in the "file name" box.** Make sure you remember where this file is located.
5.	☐	**Enter "*Organization Name* HMEP FY12 Grant".**
6.	☐	**Click SAVE.**

For Tribal Governments

1.	☐	For Tribal Governments, the opportunity number is HM-HMP-13-003. If you are familiar with Grants.gov you can use the FIND functionality to find this Opportunity. Alternately, the application package was attached to the email which included these instructions, and you can **double click the "TG Grant Package.pdf".** The application package will open in Adobe Reader.
2.	☐	**Enter "*Organization Name* HMEP FY12" as the** "Application Filing Name" in the yellow box.
3.	☐	Then C**lick the SAVE button** at the top of the page.
4.	☐	From the drop down box, **Select the desired location for this file to be saved and then Click in the "file name" box.** Make sure you remember where this file is located.
5.	☐	**Enter "*Organization Name* HMEP FY12 Grant".**
6.	☐	**Click SAVE.**

For SPSTG Applicants:

7.	☐	For SPSTG Applicants, the opportunity number is HM-SPS-13-001. If you are familiar with Grants.gov you can use the FIND functionality to find this Opportunity. Alternately, the application package was attached to the email which included these instructions, and you can **double click the "SPSTG Grant Package.pdf".** The application package will open in Adobe Reader.
8.	☐	**Enter "*Organization Name* HMEP FY13" as the** "Application Filing Name" in the yellow box.
9.	☐	Then C**lick the SAVE button** at the top of the page.
10.	☐	From the drop down box, **Select the desired location for this file to be saved and then Click in the "file name" box.** Make sure you remember where this file is located.
11.	☐	**Enter "*Organization Name* SPSTG FY13 Grant".**
12.	☐	**Click SAVE.**

For HMIT applicants:

13.	☐	For HMIT Applicants, the opportunity number is HM-HMI-13-001. If you are familiar with Grants.gov you can use the FIND functionality to find this Opportunity. Alternately, the application package was attached to the email which included these instructions, and you can **double click the "HMIT Grant Package.pdf".** The application package will open in Adobe Reader.
14.	☐	**Enter "*Organization Name* HMEP FY13" as the** "Application Filing Name" in the yellow box.

15.	☐	Then C**lick the SAVE button** at the top of the page.
16.	☐	From the drop down box, **Select the desired location for this file to be saved and then Click in the "file name" box.** Make sure you remember where this file is located.
17.	☐	**Enter "*Organization Name* HMIT FY13 Grant".**
18.	☐	**Click SAVE.**

C. Fill out the required form SF-424a (Budget Sheet)

1.	☐	At any time during this process if you need to discontinue entering information, click the Close Form button on the top of the form, then **Click the SAVE button** on the top of the Grant Application Package page to save your work.
2.	☐	In the "Mandatory Documents" listing in the Grant Application Package, **Click on "Budget Information for Non-Construction Programs (SF424A)" then click on the " =>" button in the middle.**
	☐	**Highlight the form again, and click the "Open Form" button right below that listing.**
3.	☐	Block 1a: **Enter " Planning Grant"**
4.	☐	Block 1b: **Enter " 20.703"**
5.	☐	Block 2a: **Enter " Training Grant"**
6.	☐	Block 2b: **Enter " 20.703"**
7.	☐	Tab to Section B, block 6.
		For all categories, enter the appropriate costs in column (1) Planning and/or column (2) Training.
8.	☐	6a: **Enter estimated personnel costs** associated with the HMEP/HMIT Planning and/or Training program.
9.	☐	6b: **Enter estimated fringe benefit costs** for those personnel included in block 6a.
10.	☐	6c: **Enter estimated travel costs** associated with the HMEP/HMIT program.
11.	☐	6d: **Enter estimated equipment costs**
12.	☐	6e **Enter estimated supplies costs**
13.	☐	6f: **Enter costs for estimated contractual**
14.	☐	6g: **Enter 0.**
15.	☐	6h**: Enter the amount of other direct costs.**
16.	☐	6i: is an automated total of what has been entered in 6a through 6h.
17.	☐	6j: **Enter estimated indirect charges.**
18.	☐	6k: is an automated total of what has been entered in 6a-6j.
19.	**Grantees who contribute matching funds:**	
	☐	Take the total given in block 6k under the Planning column, and multiply it by .80. Enter this number in block 1e.
	☐	Take the total given in block 6k under the Planning column, and multiply it by .20. Enter this number in block 1f.
	☐	Ensure the total in block 1g matches the total in block 6k under

Planning.

Go to step 21.

20. **<u>Grantees who do NOT contribute matching funds:</u>**
    - ☐ Take the total given in block 6k under the Planning column, and enter this number in block 1e.
    - ☐ Ensure the total in block 1g matches the total in block 6k under Planning.

Go to step 22.

21. **<u>Grantees who contribute matching funds:</u>**
    - ☐ Take the total given in block 6k under the Training column, and multiply it by .80. Enter this number in block 2e.
    - ☐ Take the total given in block 6k under the Training column, and multiply it by .20. Enter this number in block 2f.
    - ☐ Ensure the total in block 2g matches the total in block 6k under Training.

Go to step 23.

22. **<u>Grantees who do NOT contribute matching funds:</u>**
    - ☐ Take the total given in block 6k under the Training column, and enter this number in block 2e.
    - ☐ Ensure the total in block 2g matches the total in block 6k under Training.

23.
    - ☐ **Record the total in block 5e here _____.**
    - ☐ **Record the total in block 5f here _____.**
    - ☐ **Record the total in block 5g here_____.**

24. ☐ Click **Next** at the top of the page, go to Section E.

25. ☐ 16: **Planning**, under the **Future Funding Period** columns, enter the Fiscal Year (FY) out years of budget estimates to complete the project period.

26. ☐ 17: **Training**, under the **Future Funding Period** columns, enter the Fiscal Year (FY) out years of budget estimates to complete the project period.

27. ☐ **Click CLOSE FORM** to close the form.

28. ☐ If you need to edit the file again, highlight the form, and click OPEN FORM button below this box or scroll down in the

		application package to that form.
29.	☐	You will print this form later in the process.
30.	☐	**Click the SAVE** button at the top of the page to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click Yes.

D. Fill out the required form SF-424

1.	☐	At any time during this process if you need to discontinue entering information, click the Close Form button on the top of the form, then click the SAVE button on the top of the Grant Application Package page to save your work.
2.	☐	In the "Mandatory Documents" listing in the Grant Application Package, **Click on "Application for Federal Assistance (SF424)", then click on " =>" button in the middle.**
	☐	**Highlight the form again, and click the "Open Form" button right below that listing.**
3.	☐	Block 1: **Check the box for Application.**
4.	☐	Block 2: **Check the box for New** if this is a new application, or choose **Continuation** for a continuing application**.**
5.	☐	Block 3: will be filled in by Grants.gov upon submission.
6.	☐	Block 4: leave blank.
7.	☐	Block 5a: leave blank.
8.	☐	Block 5b: leave blank.
9.	☐	Block 6: leave blank.
10.	☐	Block 7: leave blank.
11.	☐	Block 8a**: Enter your Agency or Organization**.
12.	☐	Block 8b: **Enter your TIN (Tax Identification Number)** (you may need to contact your financial group for this information).
13.	☐	Block 8c: **Enter your DUNS** (you may need to contact your financial group for this information).
14.	☐	Block 8d: **Enter your Agency or Organization mailing address**.
15.	☐	Block 8e: leave blank unless you desire to enter this information.
16.	☐	Block 8f: **please enter the information about the person responsible for the Grant Application**.
17.	☐	**Click the Next button** on the top of the page to move to the next page, or scroll down to the next page.
18.	☐	Block 9: Using the drop-down list **select the appropriate item** (ie. State Government, Indian/Native American Tribal Government)**.**
19.	☐	Blocks 10, 11, 12: these fields will be filled in already.
20.	☐	Block 13: leave blank.
21.	☐	Block 14: leave blank.
22.	☐	Block 15: **Enter "*Agency/Organization* HMEP Program".**

		We'll attach the narratives and statements in a later step.
23.	☐	**Click the Next button** on the top of the page.
24.	☐	Block 16a: **Enter your Congressional District where your Agency/Organization** is located. If you do not know this information, click here to locate your state, http://nationalatlas.gov/printable/congress.html .
25.	☐	Block 16b: **Enter all Congressional District's where your Program is applicable**. If all districts in your state are affected, enter "*State initials*-all", for example WI-all.
26.	☐	Block 17a: **Enter the project start date.**
27.	☐	Block 17b: **Enter the project end date.**
28.	☐	Block 18a: **Enter the number from block 5e of the budget form** (SF-424a from **step C-23 above**).
29.	☐	Block 18b: **Enter the amount funded by your agency, or Enter 0.**
30.	☐	Block 18c: **Enter the amount funded by your state (ie. Matching funds amount from SF-424 block 5f from Step C-23 above), or Enter 0.**
31.	☐	Block 18d: **Enter the amount funded by local entity, or Enter 0.**
32.	☐	Block 18e: **Enter the amount funded from an other entity, or Enter 0.**
33.	☐	Block 18f: **Enter 0.**
34.	☐	Block 18g: **Total will be calculated,** should equal total amount on SF-424a, block 5g from **Step C-23 above**).
35.	☐	Block 19: **Visit http://www.whitehouse.gov/omb/grants/spoc.html to see if your State participates in the EO 12372 process.** ☐ Block 19a: If your state does participate, and you must provide this application to your EO 12372 office for review, enter the date your organization reviewed this application. ☐ Block 19b: Select this radio button if your state does participate in EO 12372, but this application was not selected for review. ☐ Block 19c: Select this radio button if your grant program is not covered by EO 12372.
36.	☐	Block 20: **Select the appropriate check box**.
37.	☐	Block 21: **Read the text and then check the box for "I Agree".**
	☐	**You must fill in the Authorized Representative information** in the boxes below the "I Agree" check box. This will be the person normally authorized to sign your Grant applications.
38.	☐	**Click on Close Form**.
39.	☐	If you need to edit the file again, simply click OPEN FORM

		button below this box.
40.	☐	You will print this form later in the process.
41.	☐	**Click the SAVE** button at the top of the page to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click Yes.

E. Fill out the required form SF-424B

1.	☐	At any time during this process if you need to discontinue entering information, click **the Close Form** button on the top of the form, then click the **SAVE** button on the top of the Grant Application Package page to save your work.
2.	☐	In the "Mandatory Documents" listing in the ICS Viewer, **Click on "Assurances for Non-Construction Programs (SF-424B)", then click " =>" button in the middle.**
	☐	**Highlight the form again, and click the "Open Form" button right below that listing.**
3.	☐	Read the first page of information.
4.	☐	Click the Next button on the top of the page.
5.	☐	Read the second page of information.
6.	☐	**Verify the "Application Organization" and "Title" information** in the boxes at the bottom of the second page. This information was transferred from the SF-424 Block 21, Authorized Representative.
7.	☐	Click on **Close Form**.
8.	☐	If you need to edit the file again, simply click OPEN FORM button below this box.
9.	☐	You will print this form later in the process.
10.	☐	Click the **SAVE** button at the top of the page to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click Yes.

F. Fill out the required form ED-80-0013

1.	☐	At any time during this process if you need to discontinue entering information, click **the Close Form** button on the top of the form, then click the **SAVE** button on the top of the Grant Application Package page to save your work.
2.	☐	In the "Mandatory Documents" listing in the ICS Viewer, **Click on "Dept of Education Combined Assurances (ED-80-0013)", then click " =>" button in the middle.**
	☐	**Highlight the form again, and click the "Open Form" button right below that listing.**
3.	☐	Read the first page of information.
4.	☐	Click the Next button on the top of the page
5.	☐	Read the second page of information
6.	☐	**Fill in the "Place of Performance" address information**. If applicable, check the Check box below the address information to indicate there are other workplaces on file not identified on this form.
7.	☐	**Verify the name and title of the person authorized to apply** for this grant, and/or who will be signing the paper copy of this assurance document.
8.	☐	Click on **Close Form**.
9.	☐	If you need to edit the file again, simply click OPEN FORM button below this box.
10.	☐	You will print this form later in the process.
11.	☐	Click the **SAVE** button at the top of the page to save the application package. Keep the same file location and file name. When asked if you want to overwrite the existing file, click Yes.

G. Print Electronic Submission Package

1.	☐	**From the Main page of the Grant Application package, click the Print button on top of the page**.
2.	☐	The Print window will be displayed. Select the printer, then click ok**.**
3.	☐	The Grant package will print, this will include: ☐ The Main page of the Grant Application Package ☐ A submission page which will be important when the package is electronically submitted. ☐ The SF-424 ☐ The SF-424a ☐ The SF-424b ☐ The ED-80-0013

4.	☐	**Review the document package for completeness.**
5.	☐	If you need to make any edits, follow the steps above to open the appropriate form and make the changes. Remember to print the package again if any changes were made, so you have a final copy.
6.	☐	Save the printed package for use in later steps.

H. Provide Narratives, Statements, etc. **If you already have documents which exist for this purpose, you may continue to use those as long as they are up to date. However, ensure that all items required for submission according to the checklists are covered by those documents. If you are using your own documents, proceed to step 7.**

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1.	☐	**Refer to the Application Kit to find the information you are required to provide in your grant application.**
2.	☐	**Save** the document(s) to your computer, using a familiar filename and location so you can retrieve it easily.
3.	☐	**Once the narratives and statements are complete,** they need to be attached to the electronic package. DO NOT attach the narrative or statement files to the electronic package until all edits have been made and the documents are considered "final" for submission.
4.	☐	**Open the application package** - The file name will be "***Organization Name* HMEP FY12 Grant.pdf"** and it is located in the My Documents folder of your computer. **Locate this file and double-click to open**.
5.	☐	**Highlight the form "Attachments" under the Optional Documents box, then click " =>" button in the middle.**
	☐	**Highlight the form again, and click the "Open Form" button right below that listing.**
6.	☐	**Under 1) Please attach Attachment 1, click the Add Attachment** button.
7.	☐	The "Attach: Choose the File" window will open.
8.	☐	**Locate the narrative and/or statement file** and then click the **Open** button.
9.	☐	**Continue attaching documents** using the process in steps, 6, 7, 8 for each attachment.
10.	☐	**To View the attached document, click the View Attachment button**.
11.	☐	**To Delete attachments, click the Delete Attachment button.** You will be asked if you are sure you want to delete the attachment.
12.	☐	**When you are done adding attachments, click the Close Form button**, and you will return to the application package.
13.	☐	If you need to edit the form again, simply click OPEN FORM button below this box.

14.	☐	Click the **SAVE** button at the top of the page to save the application package. Keep the same file location and file name as in step B.5 and B.6. When asked if you want to overwrite the existing file, click Yes

I. Provide Additional Assurances and Certifications

☐ **Open the document titled "State and Territory Certs & Assures.doc" or "Tribal Government Certs & Assures.doc" or "HMIT Certs & Assures.doc" as applicable to your organization that was sent to you with these instructions.**

☐ **Fill in the required information on these additional certifications** – organization name, dates, etc.

☐ **Save this document to your computer**.

☐ **Print this document**. You will be getting the appropriate signatures on these certifications and then submitting them with the printed Grant Application.

J. Preview your Application Package

☐ Once all your work is complete on the required forms and documents, you are ready to preview your application package.

☐ Review the Grants.gov forms with the additional documents and additional certifications. If you need to make any edits, use the steps above to do so.

☐ Once you are satisfied that all the information is correct, **Re-Print** any documents that were changed to ensure you have the final copy. We'll print the Application Package with the forms in the next step.

☐ If you would like to have us review your electronic application package before submission, we will be happy to do so! Please call 617-494-3318 or 617-494-3508, or send an email to Carrie.Brown@dot.gov with the Grant Package attached. The file name will be "***Organization Name*** **HMEP FY12 Grant.pdf"**.

K. Submit your Application Package electronically

(If you do not have a login to Grants.gov, your EPOC for your DUNS will need to be contacted to identify who will do the electronic submission of your grant package).

- ☐ Once you have reviewed the Grant Application package and are ready to submit, open the Grant Application Package.
- ☐ **Click the Print button** at the top of the Grant Application Package. **Choose the Printer, and then click OK.**
- ☐ After the print-out is complete, **Click the Save&Submit button** at the top of the page.
- ☐ You will be prompted to Save the file again, use the same filename and location, choose Yes when asked if you want to overwrite the existing file.
- ☐ **You will then be asked to login to Grants.gov.** Use the username and password you registered at Grants.gov.
- ☐ The **Application Submission and Verification and Submission page** will be displayed.
- ☐ Review the information, read the agreement and then **Click "Sign and Submit Application".**
- ☐ The application package will be uploaded to Grants.gov and a confirmation page will be displayed. ***It is very important that you print this page***, it will contain the submission date and time and a confirmation number that verifies you have submitted the application. We will be monitoring the submissions, but please feel free to call or email us once you have submitted the application package and we can check on the status. **Click File, then select Print. Select the appropriate printer, then click OK. Ensure this page has printed correctly before you close the window.**

L. Submit your printed and signed Application Package to PHMSA

- ☐ **Have the proper authority sign the following documents:**
  - Programmatic Certification – Planning Grants
  - Programmatic Certification – Training Grants
  - Assurance of Compliance with Title VI of the Civil Rights Act of 1964
  - The Electronic Forms will be stamped with a "signature" of the person who submits them. You may obtain a written signature on these pages if desired.

- ☐ **Assemble the document in the following order:**
  - Grant Application Package submission confirmation page from Grants.gov
  - SF-424
  - SF-424A
  - SF-424B
  - ED-08-0013
  - Optional Attachments listing
  - Grant Submission Items (Narratives, Schedules, etc.)
  - Additional Certifications and Assurances

- ☐ **Mail the entire package (one original, one copy) to:**

HMEP/HMIT Grant Manager
U.S. Department of Transportation
Pipeline and Hazardous Materials Safety Administration
East Building Second Floor PHH-50
1200 New Jersey Avenue, SE
Washington, D.C. 20590