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Dear Grantees:

This email is sent as a follow-up to the notification regarding the HMEP Application Webinar dates. We are conducting a **free webinar training session** on the application process for the Hazardous Materials Emergency Preparedness (HMEP) grant and the changes to the grant that were made in the Fixing America's Surface Transportation (FAST) Act.

Even though the webinar will be recorded, closed-captioned, and placed on the PHMSA website and U.S. DOT YouTube, we encourage the programmatic and financial members of your staff to participate in the webinar and representatives of other federally recognized tribes interested in applying for the grant.

Please follow the instructions below to register to participate in the webinar.

Title: **PHMSA HMEP Grant Program Grant Application Development Webinar for Tribes**

Date: January 21, 2016

Time: 1:30 p.m.-3:30 p.m. Eastern Time

The HMEP Grant Program's application process opens on February 1, 2016, and applications are due no later than May 2, 2016 at 11:59 PM Eastern Time. In this webinar, we will discuss:

- Overview of Program
- PHMSA Grant Schedule
- Changes to the HMEP Grant Program
- Allocation of funds for Tribes
- Pre-Application Needs Assessment
- Grant Application Guidance
- Budget Process
- Common Mistakes
- Question and Answer Session

If you intend to participate, when you accept the invitation please provide the information requested below for each individual requiring a line on the telephone bridge. If the staff plans to request one line

to access the telephone bridge, you should provide the contact information for the individual designated to receive the telephone number and code required to access the audio for the webinar. Also, we need to know the number of individuals joining the Skype Meeting from a separate system.

The invitation will remain open until we reach Skype's 250 participants limit or COB, January 20, 2016. If we receive requests to register two hours before the start of the January 21, 2016 webinar, we will provide the information required to access the webinar if space is available. Please provide the information requested in the invitation to suezett.edwards@dot.gov.

THE MAXIMUM NUMBER OF PARTICIPANTS FOR SKYPE FOR BUSINESS IS 250; THEREFORE, WE ENCOURAGE YOUR STAFF TO JOIN SKYPE FROM A CENTRALIZED LOCATION.

Name
Title
Organization
Telephone Number
E-mail Address
City, State

Number of lines required on the Telephone Bridge

Number of individuals joining the Skype Meeting from a separate system

Please be advised we are using Skype for Business instead of Microsoft Office Live Meeting for the webinar. Therefore, please follow the Skype for Business guidance included in this invitation. Also, if you have any questions regarding Skype for Business, Suezett Edwards can be contacted by email at suezett.edwards@dot.gov or by phone at 202-366-4863.

1) The organizer must join the webinar before the participant can join. Therefore, the organizer will join the webinar prior to 1:00 PM. Please join the webinar **between 1:00 PM and 1:30 PM by selecting Join Skype Meeting**. If possible, **you should try to join it at least 15 minutes before the start of the webinar**. Therefore, you can verify you have access prior to the start of the webinar.

2) You must select **don't join audio** when asked if you want to join the Meeting Audio. Currently, this feature is not supported. Therefore, you must use the telephone number and code provided for the telephone bridge to access the audio for the meeting. The information for the telephone bridge will be forwarded prior to the January 21, 2016 webinar.

3) Skype for Business Web App is a browser-based meeting client that you use to join Skype for Business meetings. You can't schedule a meeting from Skype for Business Web App, but you can join a meeting that was scheduled using either Microsoft Outlook or Skype for Business Web Scheduler.

TIP -You don't need to download or install any apps to join a meeting with Skype for Business Web App. Just select **Join Skype Meeting** in the email or calendar meeting request you received. If the computer you're using doesn't have Skype for Business installed, a browser window opens and you can join the meeting.

Thank you.

The HMEP Grants Team
The Hazardous Materials Emergency Preparedness (HMEP) Grant Program
US Department of Transportation
Pipeline and Hazardous Materials Safety Administration
Office of Hazardous Materials Safety
HMEP.Grants@dot.gov
(202) 366-1109 phone
(202) 366-3753 fax