

## **2020 HMEP Grant Application Instructions**

Ohio EMA is pleased to offer the next round of project funding for the HMEP Grant offered through PHMSA. As in previous years, all projects will require a 20% local match with an 80% Federal match being reimbursed after completion of the project. Please review these instructions and other application materials in building your 2020 HMEP Grant Applications:

**PERFORMANCE PERIOD:** The performance period for this grant is **September 30, 2020 to September 29, 2021**. All proposed projects must be completed within this time period.

**APPLICATION DEADLINE & SUBMISSION:** All application materials must be received by Ohio EMA on **Friday March 6, 2020 by 4:00 PM**. Please scan all applications in PDF format and email to your assigned Ohio Grants Management Specialist via email.

### **2020 HMEP Grant Applicant Information Sheet**

- Please complete the first page of this document with the contact information for all those involved with this project.
- Your agency's authorized official is required to sign at the bottom of the page before application submission.
- On the second page of this document, please fill in the table with the requested summary of your project applications.

### **2020 HMEP Grant Project Application**

- Please complete this application for each proposed project.
  - If you are proposing a project (e.g. Training) that you intend to conduct multiple times during the performance period, you only need to fill out this application one time. However, you must reflect each offering on a separate line of the HMEP Grant Project Summary sheet.
- Under the **Project Description** section of the application, please be sure to provide thorough answers to the questions being asked. Ohio EMA cannot fund projects that provide vague narratives and incomplete answers to these questions. If you need assistance in completing this application, please reach out to your assigned Ohio EMA Grants Specialist.

### **HMEP Grant Expenditures Guide**

- Please utilize this guide to determine project eligibility guidelines.

### **2020 HMEP Grant Contacts**

- Please use this document to identify your assigned Ohio EMA Grants Specialist that can assist you with the application process.

Once all applications are submitted, Ohio will submit the final application to PHMSA for approval. Ohio EMA will notify you by April 1, 2020 if your project has been approved (funding is contingent on the final federal award). It is estimated that Ohio will receive official award notice from PHMSA sometime in July 2020. Once we receive the official award notice from PHMSA, Ohio EMA will notify each applicant, prepare and send corresponding grant agreements.