



State of New Hampshire Department of Safety
John J. Barthelmes, Commissioner
Earl M. Sweeney, Assistant Commissioner
Homeland Security and Emergency Management
Perry E. Plummer, Director
Steven H. Temperino, Assistant Director



MEMORANDUM

TO: Local Law Enforcement Agencies & School Officials

FROM: Perry E. Plummer, Director
NH Dept. of Safety, Division of Homeland Security & Emergency Management

SUBJECT: Allocation of Grant Funds - **SCHOOL EMERGENCY NOTIFICATION SYSTEM**
Project

DATE: June 5, 2014

The New Hampshire Department of Safety, Division of Homeland Security and Emergency Management (HSEM) is making funds available to assist with enhancing school security. The purpose of this Emergency Management Performance Grant (EMPG) is to assist public school and local law enforcement agencies with funding for the purchase and installation of emergency notification software that will improve and enhance school security.

Each grant shall not exceed \$1,800.00 per school building and \$120.00 per police cruiser during this grant program's performance period from date of grant award through September 30, 2015. Funds will be reimbursed upon completion of the project and submittal of proper documentation.

A limited amount of funding will be available each year for the next three (3) years to allow for all public schools and law enforcement agencies to participate in this grant on a first come, first serve basis.

Both the school and the local police department *MUST* participate, if both exist; however, a school district can independently apply if their local community does not have a police department and a police department can apply if their local community does not have a school.

Any **school** receiving funds from this grant program *MUST* have a site specific school emergency response plan that supports implementation of the National Incident Management System (NIMS).

Any **community** receiving funds from this grant program *MUST* have an up-to-date Local Emergency Operations Plan in the Emergency Support Function (ESF) format as well as a FEMA-approved local Hazard Mitigation Plan.

Please refer to the "step-by-step guide" on the reverse side of this memo for instructions on applying using our online application.

NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT SCHOOL EMERGENCY NOTIFICATION SYSTEM GRANT

Allocation of Emergency Management Performance Grant (EMPG) Funds

CHECKLIST OF INFORMATION NEEDED FOR APPLICATION:

- Online grant application must be completed by someone authorized on behalf of both the police department and school(s).
- Number of schools in the grant request.
- Number (approximate) of school devices (computers, laptops, tablets, etc.) that will have the software installed.
- Number of police cruisers that will have the software installed.
- Electronic copy of your quote (PDF, JPG, PNG accepted formats) – *will be uploaded to the application.*
- Physical address of all schools in the grant request.
- Contact information for participating school district.
- Contact information for participating police department.

Both the school and local police department MUST participate if both exist; however, a school district can independently apply if their local community does not have a police department and a police department can apply if their local community does not have a school.

A STEP-BY-STEP GUIDE...

- I. Go to the HSEM Website <http://www.nh.gov/safety/divisions/hsem/>
- II. Click the Resource Center logo on the far right of the Welcome screen
- III. Click the School Emergency Notification System Grant button on the screen
- IV. Complete the six steps of the application:
 - Step 1) Answer the three initial questions. Who are you representing? Who are you applying on behalf of? Are you authorized to apply for this grant?
 - Step 2) Enter information about the requesting community, a point of contact, and an alternate point of contact.
 - Step 3) Enter number of schools, number of police cruisers, and approximate number of school devices. Upload a copy of the quote provided by the vendor and the total dollar amount of the quote. Enter the participating school(s) addresses.
 - Step 4) Answer the Project Eligibility Checklist questions. Contact your local HSEM Field Representative or the EMPG Program Manager if you need help answering these questions.
 - Step 5) Agree to the Understanding of Payment and select your method of meeting the grant match requirements.
 - Step 6) Complete the Signature & Certification Page.
- V. Click the Submit Button.



Resource Center Logo

Confirmation emails will be sent to the listed Point of Contact.

COPsync911 is a pre-approved vendor for this grant

CONTACT EMPG PROGRAM VIA EMAIL NHEMPGProgram@dos.nh.gov.