QUICK REFERENCE GUIDE

NEW HAMPSHIRE HOMELAND SECURITY & EMERGENCY MANAGEMENT

2014/2015

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG)

Period of Performance: 10/01/2013 through 09/30/2015

INFORMATION NEEDED BEFORE APPLYING:

- ☐ Online grant application must be completed by someone authorized on behalf of the applying community/agency.
- ☐ Your community/agency DUNS # - Look up or obtain here: http://fedgov.dnb.com/webform/index.jsp?source=fedgov
- ☐ Primary & Secondary Point of Contact Information
- ☐ Electronic copy of your project quotes/proposals (PDF, JPG, PNG accepted formats) – *will be uploaded into the application.*
- ☐ Completed Environmental & Historic Preservation (EHP) Review documentation, if applicable (EHP Screening Form, Wetlands Map, Aerial Photo, Exterior Ground Level Photos, etc.) These documents can be found in HSEM's online Resource Center) - *will be uploaded in the application.*
- ☐ Completed NIMS Implementation Survey https://apps.nh.gov/blogs/hsem/?page_id=638 – *will be uploaded in the application.*
- ☐ If purchasing interoperable communications equipment, please review the current SAFECOM Guidance for compliance. Questions on compliance may be referred to NH's Statewide Interoperability Coordinator at 603-223-8003.

A STEP-BY-STEP GUIDE…

Resource Center Logo

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 **Emergency Management Performance Grant** button on the screen
IV. Complete the ten steps of the application, as applicable:
   - Step 1) Enter information about the requesting community, a point of contact, and an alternate point of contact.
   - Step 2) Project Summary Information
   - Step 3) Project Description/Scope of Work
   - Step 4) Cost Estimate Summary
   - Step 5) Project Eligibility Checklist
   - Step 6) DHS Authorized Equipment (AEL) – Equipment Purchases, if applicable.
   - Step 7) Environmental & Historic Preservation (EHP) Compliance – for Equipment Purchases, if applicable.
   - Step 8) Communication Equipment Purchases, if applicable.
   - Step 9) Compliance Conditions
   - Step 10) Complete the Certification Page.
V. Click the **Submit** Button.

A confirmation email will be sent to the listed Primary Point of Contact.
If you DO NOT receive a confirmation email, your application was not received.

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