

***New Hampshire Homeland Security and Emergency Management
(NHHSEM)
Emergency Management Performance Grant (EMPG) Program Guidance
CFDA #97.042***

(Current Period of Performance ends September 30, 2016)

The purpose of the **Emergency Management Performance Grant (EMPG) Program** is to assist State and Local Governments and other eligible agencies in preparing for all hazards. New Hampshire's EMPG Program focuses on Planning, Organization/Administrative, Equipment, Training*, Exercises*, Mitigation* and Maintenance/Sustainment to enhance and sustain all-hazards emergency management capabilities.

The Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) has identified an overarching ***priority*** for the EMPG Program:

Advancing “Whole Community” Security and Emergency Management: *“Whole Community” fosters a national emergency management approach and considers all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against any terrorist attack or natural disaster. As the country experiences threats of terrorist attacks (foreign and domestic) and natural disasters, communities are challenged to develop collective, local abilities to withstand the potential impacts of these events, respond quickly, and recover in a way that sustains or improves the community’s overall well-being. Achieving this collective capacity calls for innovative approaches across the community, including emergency management to build up existing practices, institutions, and organizations that help make local communities successful, and that can leverage this infrastructure if and when an incident occurs.*

NHHSEM has prioritized a designated amount of funding from the EMPG Program for three (3) years (7/1/14 to 6/30/17) to assist with ***enhancing school security***. The purpose of this program is to assist public schools 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 device/terminal during this grant program's performance period. Funds will be reimbursed upon completion of the project and submittal of proper documentation to include the local match. The grant will pay for the initial annual subscription fee only. **After the first year, sub-recipients are responsible for the subsequent annual subscription fee and any other associated costs/fees they may incur.**

Both the community's school(s) and the local police department are encouraged to participate; 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. Also, if a community has both a school and police department, and only the police department wishes to participate, they **MUST** provide proof of any law enforcement mutual aid agreements to neighboring jurisdictions where schools have the emergency notification software installed. If mutual aid agreements are informal, you will need to submit a letter with your grant application outlining the agreement. If a formal agreement exists you may submit a copy of any signed mutual aid agreements with your grant application. The **School Emergency Notification Software EMPG Application** can be accessed at the following link:

https://apps.nh.gov/blogs/hsem/?page_id=347.

**** Please refer to Page 8 for information on NH's recommended funding source for exercise, training and mitigation related activities.***

Grant Compliance Requirements

*****It is very important to read and fully understand the following compliance requirements as you will be asked to certify this in your application*****

2 C.F.R. Part 200 (the “Super Circular”): In December, 2014, FEMA implemented Title 2, Part 200 of the Code of Federal Regulations (C.F.R.), the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (“Super Circular” or “Omni Circular”). These regulations are in effect now, and will apply to all new FEMA grant awards that are made on or after December 26, 2014; this includes grants received through the EMPG Program. The new regulations will supersede 44 C.F.R. Part 13, and the Office of Management and Budget (OMB) Circulars A-21, A-87, A-89, A-102, A-110, A-122, A-133, and sections of A-50 for all FEMA awards made on or after December 26, 2014.

2 C.F.R. Part 200 provides guidance on the *administrative* aspects of federal grants (e.g. how grants are awarded, managed, audited, and closed-out). Administrative requirements associated with FEMA grants *will be* affected by the Super Circular. The Super Circular does NOT change the *programmatic substance* of FEMA’s financial assistance programs. For example, 2 C.F.R. Part 200 will not change:

- Eligibility criteria for non-disaster grant programs;
- The statutory purposes and objectives of FEMA’s non-disaster grant programs; and
- The statutorily-allowable costs and activities under FEMA’s non-disaster grant programs.

The following list identifies **some** of the areas where substantive changes in 2 C.F.R. Part 200 that will impact EMPG award recipients. **EMPG sub-recipients are encouraged to become familiar with the changes and the requirements of each section.** Current EMPG award recipients must continue to follow the terms and conditions of their individual awards. FEMA’s 2014 Information Bulletin (IB) #400 provides guidance and information regarding the “Super Circular” and is available here: https://www.fema.gov/media-library-data/1419366341862-296dd0cc30bbf64a6b45581afe9d8b17/InformationBulletin400_2CFRPart200_FINAL.pdf

- **§ 200.112 Conflict of Interest**
- **§200.204 Federal Awarding Agency Review of Merit Proposals**
- **§200.307 Program Income**
- **§200.308 Revision of Budget and Program Plans**
- **§200.309 Period of Performance**
- **§200.313 Equipment**

Acceptance of Audit Requirements: If the cumulative total amount of Federal funds received from all granting agencies is \$750,000.00 or greater, sub-recipients are ***required*** to submit an audit report of expenditures on this account to NHHSEM. This procedure is required under the Single Audit Act of 1984 (Rev.7/96) and OMB Circular A-133.

Application Review Committees: Applications are initially reviewed twice a month (every 2nd & 4th Tuesday). Some applications may require a review by committee according to internally establish thresholds. This review takes place once a month (every 3rd Tuesday), as needed. The committee consists of representatives from NHHSEM as well as external individuals and subject matter experts, as applicable to the types of submitted projects.

Cost Match: The EMPG Program has a **50% Federal and 50% Local cost match** (cash or in-kind) requirement. Unless otherwise authorized by law, Federal funds cannot be matched with other Federal funds. To meet matching requirements, the sub-recipient contributions must be *reasonable, allowable, allocable, and*

necessary under the grant program and must comply with all Federal requirements and regulations. When seeking reimbursement, proof of match equal to the amount being requested NEEDS to be provided at that time.

Davis-Bacon Act Compliance - EMPG Program sub-recipients using funds for construction projects (i.e., construction of a communications tower) must comply with the *Davis-Bacon Act* (40 U.S.C. §§ 3141 *et seq.*). Grant recipients must ensure that their contractors or subcontractors for construction projects pay workers employed directly at the work-site no less than the prevailing wages and fringe benefits paid on projects of a similar character. Additional information, including Department of Labor (DOL) wage determinations, is available from the following website: <http://www.dol.gov/whd/govcontracts/dbra.htm>

Environmental Planning and Historic Preservation (EHP) Compliance - FEMA is required to consider the effects of its actions on the environment and/or historic properties to ensure that all activities and programs funded by the agency, including grants-funded projects, comply with Federal EHP regulations, laws and Executive Orders as applicable. Sub-recipients proposing projects that have the potential to impact the environment or historic properties, including but not limited to construction of communication towers, modification or renovation of existing buildings, structures and facilities, or new construction including replacement of facilities, **MUST** participate in the FEMA EHP review process. The EHP review process involves the submission of a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation so that FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, FEMA is also required to consult with other regulatory agencies and the public in order to complete the review process. The EHP review process **must be completed and approved PRIOR to project initiation**. If the project is started prior to EHP approval, the project will be considered **non-compliant** and receipt of FEMA grant funds will be jeopardized. When applying for funds to construct communication towers, sub-recipients must submit evidence that the Federal Communications Commission's (FCC) Section 106 review process has been completed and submit all documentation resulting from that review when uploading the project EHP Review into their online EMPG application. Applicants are also encouraged to have completed as many steps as possible for a successful EHP review in support of their proposal for funding (e.g., coordination with their State Historic Preservation Office (SHPO) to identify potential historic preservation issues and to discuss the potential for project effects, compliance with all State and EHP laws and requirements). All required EHP review documentation is to be submitted at time of application. Contact your assigned HSEM Field Representative for assistance, if needed.

Excluded Parties List: Applicants are **required** to confirm and certify on the application that any and all vendors, contractors, or sub-contractors being used for the proposed project(s) are not listed on the Federal Excluded Parties List. The Excluded Parties List is found at: <https://www.sam.gov/portal/SAM/##11>

Federal Funding Accountability and Transparency Act (FFATA) Reporting Mandate: By law, all sub-recipients receiving Federal awards totaling \$25,000.00 or more are subject to the Federal Funding Accountability and Transparency Act (FFATA) reporting requirements. These sub-recipients **must** complete and return a FFATA Sub-Recipient Information Reporting Form within two weeks of grant award. A blank form is available at: https://apps.nh.gov/blogs/hsem/?page_id=419

Final Expenditure and Performance Report: When the project is complete and all expenses in connection with this project are captured, sub-recipients **must** complete and submit this report no later than October 31, 2016.

NIMS Compliance: Applicants must certify that they are National Incident Management System (NIMS) compliant or working towards compliance and will furnish documentation upon request. Once per year, applicants are also **required** to complete and submit the online NIMS Compliance Survey located on NHHSEM's website under the Resource Center at: https://apps.nh.gov/blogs/hsem/?page_id=638

Non-Compliance – Per 2 CFR §200.338/Remedies for Noncompliance, if a sub-recipient fails to comply with Federal statutes, regulations or the terms and conditions of the executed grant agreement (award), the State may impose additional conditions on the award (refer to 2 CFR §200.207). If those additional conditions do not

remedy the non-compliance, additional remedies are available, including temporarily withholding cash payments, disallowing costs, wholly or partially suspending or terminating the award, suspension or debarment proceedings, withholding further Federal awards for the project, and any other remedies legally available. It is **very** important to review and adhere to the Environmental & Historic Preservation (EHP) Compliance requirements in order to avoid non-compliance. Also, be sure that projects are **not** started and/or purchases are **not** made against the Federal award share prior to receiving notification of your grant award – you will **not** receive reimbursement and will risk ability to receive future grant funds from the EMPG Program.

Procurements by Non-Federal Entities: All sub-recipients of Federal awards will follow 2 C.F.R §§200.318-200.326 when procuring property and services.

Quarterly Progress Reporting: As part of the EMPG Program administration, sub-recipients are **required** to provide quarterly progress reports that provide sufficient detail to measure progress of the funded project(s). In order to receive reimbursement, sub-recipients need to be up-to-date on these reports. The EMPG Quarterly Progress Report form is available on NHHSEM’s website at: https://apps.nh.gov/blogs/hsem/?page_id=419

Records Maintenance: With the acceptance of EMPG funds, sub-recipients are **required** to maintain financial records, supporting documents and all other pertinent records for a period of three (3) years from the grant’s expiration date. In these records, sub-recipients shall maintain documentation of the 50% cost share required by this grant.

Requests for Payment/Reimbursement: In accordance with your grant agreement, your project is **required** to be completed and invoices need to be dated on or before September 30, 2016; all requests for reimbursement/payment need to be made by October 31, 2016. Requests for reimbursement/payment must be submitted on community/agency letterhead and should include copies of invoices/bills, cancelled checks/copies of expense ledgers (if applicable), and proof of match equal to or greater than the reimbursement request. Any purchases made **PRIOR** to grant award will be **disallowed**. Please send to NHHSEM to the attention of the EMPG Program Coordinator.

SAFECOM Guidance - Sub-recipients who receive awards under the EMPG that wholly or partially provide funding for **emergency communication projects** and related activities should comply with the most recent version of the *SAFECOM Guidance on Emergency Communications Grants* <http://www.safecomprogram.gov/grant/Default.aspx>. This Guidance provides recommendations to sub-recipients regarding interoperable emergency communications projects, including allowable costs, eligible activities, grants management best practices for emergency communications grants, and information on technical standards that ensure greater interoperability. The Guidance is intended to ensure that Federally-funded investments are compatible, interoperable, and support the national goals and objectives for improving emergency communications nationwide. Sub-recipients investing in broadband-related investments should review *IB 386: Clarification on Use of DHS/FEMA Public Safety Grant Funds for Broadband-Related Expenditures and Investments*, and consult with their assigned NHHSEM Field Representative on such investments before developing applications. The sub-recipient shall also ensure projects support the Statewide Communication Interoperability Plan (SCIP). Contact the **Statewide Interoperability Coordinator** at 603-223-8003 with any questions.

Supplanting: Grant funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose.

Use and Disposition of Equipment: Sub-recipients must use, manage and dispose of equipment acquired under this Federal award in accordance with 2 CFR § 200.313(c) through (e). **Disposition**– For items of equipment with a current per unit fair market value greater than \$5,000, there are three options outlined under Subsection (e) that cover retention, selling and transferring title; however, sub-recipients should request disposition instructions from the EMPG Program Coordinator, as applicable.

Allowable Costs

The following list of possible projects and activities is meant to guide you in selecting projects for an EMPG grant submission. This list of suggested projects is not intended to be all-inclusive. Local communities or agencies may have other specific projects and activities that reflect specific local needs based on local capability assessments and local hazards.

Planning

EMPG Program funds may be used for a range of emergency management planning activities. Planning provides a methodical way to engage the whole community in thinking through the life cycle of potential crises, determining required capabilities, and establishing a framework for roles and responsibilities. Planning must include participation from all stakeholders in the community who are able to contribute critical perspectives and may have a role in executing the plan. Planning should be flexible enough to address incidents of varying types and magnitudes.

The following three (3) plans are considered high **PRIORITY** planning projects:

- Create/update your **Local Emergency Operations Plan (LEOP)**** consistent with the Comprehensive Preparedness Guide (CPG) 101 v.2 November 2010 which serves as the foundation for State and local emergency planning. CPG 101 can be found at: http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf. The EMPG Program will allow up to **\$6,000.00** for communities to update their LEOP using the **NEW** template. If communities wish to update their LEOP using the **OLD** format, the program will allow up to **\$2,500.00** only. *Please contact your assigned NHHSEM Field Rep on obtaining a copy of the 2014 LEOP guidance template.*
- Develop/Enhance an **All-Hazards Mitigation Plan**** for your community, approvable by the Federal Emergency Management Agency (FEMA).
- Develop/enhance a **Continuity of Operations Plan (COOP)/Continuity of Government Plan (COG)**.

****** *A **COMMUNITY** must have the following two (2) plans in place before NHHSEM will consider funding other projects: an updated LEOP (revised less than 5 years ago) and a FEMA approvable All-Hazards Mitigation Plan. Applicants may apply for funding for these plans in conjunction with other projects. **SCHOOLS** must have a site specific emergency response plan that supports implementation of the National Incident Management System (NIMS) if receiving funds from this grant program.*

Other Planning Activities may include, but are not limited to, the following:

- Community-based planning to advance “whole community” security and emergency management.
- Modify existing incident management and emergency operations plans.
- Develop/enhance comprehensive emergency management plans.
- Develop/enhance large-scale and catastrophic event incident plans.
- Develop/enhance logistics and resource management plans.
- Develop/enhance local evacuation plans, including alerts/warning, crisis communications, sheltering, and re-entry.
- Develop/enhance volunteer and/or donations management plans.
- Prepare a hazard mitigation project proposal for submission to NHHSEM.
- Develop/enhance dam emergency action plans.
- Develop a local debris management plan.
- Develop/enhance a local shelter plan.
- Develop/enhance emergency management and operations plans to integrate citizen/volunteer and other non-governmental organization resources and participation.
- Develop/enhance pre-disaster and post-disaster recovery plans (i.e., disaster housing planning)

Organization/Administrative

EMPG Program funds may be used for all-hazards emergency management operations, staffing, and other day-to-day activities in support of emergency management, if project driven. Proposed staffing activities should be linked to accomplishing emergency management-related projects and activities. Again, this grant is project-driven.

Organization/Administrative projects & activities may include, but are not limited to, the following:

- Maintain/upgrade an Emergency Operations Center capable of accommodating staff to respond to local emergencies.
- Establish and maintain a call-down list for EOC staff.
- Establish and maintain emergency response/recovery resource lists.
- Develop or update Emergency Management mutual aid agreements with a focus on damage assessment, debris removal, etc.
- Logistics and Resource Management, following the DHS/FEMA program guidance.
- Develop and maintain written duties and responsibilities for Emergency Operations Center (EOC) staff positions and agency representatives (Checklist/Job Action Sheets).
- Develop and maintain Public-Private sector partnerships.
- Conduct a hazard analysis and risk assessment.
- Supply preparation.
- Develop public education and awareness information (i.e., brochures & pamphlets).
- Develop and maintain a list of private non-profit organizations within your local jurisdiction to ensure that these organizations are included in requests for public assistance funds.
- Develop/enhance financial and administrative procedures for use before, during, and after disaster events in support of a comprehensive emergency management program.
- Develop or update procedures for tracking of disaster-related expenses by local agencies.
- Program evaluations.
- Develop/enhance systems to monitor training programs.

Equipment

Allowable equipment categories for the EMPG Program are listed on the web-based version of the Federal Authorized Equipment List (AEL) and is available in HSEM’s Resource Center at: <http://beta.fema.gov/authorized-equipment-list>.

The site includes an Excel file that contains the entire list and can be downloaded. Unless otherwise stated, equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

The select **allowable equipment** includes equipment from the following AEL Categories:

- [04] Information Technology
- [05] Cyber Security Enhancement Equipment
- [06] Interoperable Communications Equipment (refer to SAFECOM Guidance on Page 4)^{1,2}
- [07] Detection Equipment
- [10] Power Equipment (i.e., generators)³
- [11] CBRNE Reference Materials
- [12] CBRNE Incident Response Vehicles⁴
- [14] Physical Security Enhancement Equipment
- [19] CBRNE Logistical Support Equipment
- [21] Other Authorized Equipment (i.e., equipment to support an Emergency Operations Center)

¹ **Radios for Schools** – Grant awards for the purchase of radios at schools are **allowable** under this year’s program. The intent is to enhance communication between school officials and first responders. **Maximum award:** \$5,000.00

² **Radio repeaters for school buildings** – Grant awards for the purpose of purchasing and installing radio repeater systems are **allowable** under this year’s program. The intent is to allow for effective communications between interior first responders and/or school officials in various areas of the school(s) and any outside units/agencies and dispatch centers. **Maximum award:** \$50,000.00

³ **Generators** – **PRIORITY** will be given for projects that provide emergency power to primary shelters and primary EOCs that are outlined in community’s approved Local Emergency Operations Plan (LEOP). Generators are also considered a **PRIORITY** for sewer & water facilities, critical communication structures (i.e., towers with communication equipment), if communication is used for all-hazards emergency management. **Maximum award:** \$100,000.00

⁴ **Incident Response Vehicles** – The Department of Safety has a policy in place **NOT** to fund incident response vehicles.

If you have questions concerning the eligibility of equipment not specifically addressed in the AEL, please contact your assigned NHHSEM Field Representative for clarification. If unsure who your Field Representative is, you may email an inquiry to nhfs@dos.nh.gov.

Training

In some circumstances, training may be funded by the EMPG Program; however, there are other programs within NHHSEM that might be better suited to fund training activities. Please contact your assigned NHHSEM Field Representative to discuss training opportunities.

Exercises

Sub-recipients are encouraged to develop exercises that test their Emergency Management-related plans. NHHSEM routinely refers interested individuals to the Homeland Security Exercise and Evaluation Program (HSEEP) for 100% funding. Please contact your assigned NHHSEM Field Representative on availability and requirements of this program.

Mitigation

Prior to applying for EMPG funds to complete a Mitigation Project, it is recommended to first inquire on hazard mitigation-type grants through your assigned NHHSEM Field Representative.

Maintenance and Sustainment

The use of EMPG Program funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Sub-recipients are reminded that **supplanting is *not* permitted under the EMPG Program**. Maintenance contracts and warranties, repair and replacement costs, upgrades, and/or user fees for equipment that was not originally purchased with preparedness (EMPG) grant funding may not be subsequently paid for with preparedness (EMPG) grant funding.

Maintenance and Sustainment may include:

- Maintenance Contracts and Warranties - To increase the useful life of the equipment, FEMA has determined that maintenance contracts and warranties may be purchased using grant funding from one Fiscal Year to cover equipment purchased with funding from a different Fiscal Year. The use of grant funding for the purchase of maintenance contracts and warranties must meet the following conditions:
 - Maintenance contracts and warranties may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
 - Maintenance contracts and warranties must be purchased using funds from the same grant program used to purchase the original equipment.
 - The term of the Maintenance Contract shall ***not*** exceed the period of performance of the grant to which the maintenance contract is being charged.
 - Warranties are allowed to be purchased up front and ***can exceed*** the grant's period of performance.
- Repair and Replacement Costs - The cost of repair and replacement parts for equipment purchased using FEMA preparedness grant funding is an allowable expense.
 - Repair and replacement parts may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
 - To avoid supplementing Congressional appropriations for specific programs, repair and replacement parts must be purchased using the same grant program used to purchase the original equipment.

Maintenance and Sustainment (cont.)

Maintenance and Sustainment may also include:

- Upgrades - FEMA preparedness grant funding may be used to upgrade previously purchased allowable equipment. For example, if the sub-recipient purchased risk management software with EMPG Program funds in 2012 and would like to use 2015 grant funding to upgrade the software, this is allowable.
 - Upgrades may only be purchased for equipment that has been purchased using FEMA preparedness grant funding.
 - To avoid supplementing Congressional appropriations for specific programs, upgrades must be purchased using the same grant program used to purchase the original equipment.
- User fees - User fees are viewed as costs for specific services required to maintain and provide continued operation of equipment or systems. An example would be the recurring service fees associated with handheld radios or mobile data computers
 - User fees may only be paid for equipment that has been purchased using FEMA preparedness grant funding
 - To avoid supplementing congressional appropriations for specific programs, user fees must be paid for using the same grant program used to purchase the original equipment.
 - The service time purchased shall ***not*** exceed the period of performance of the grant to which the user fee is being charged.

High Priority Projects

The following list outlines some of the projects that are considered high priority items in New Hampshire's EMPG Program. Priorities *may change at any given time* depending on a number of conditions (i.e., revisions to the State's Homeland Security Strategy, gaps identified in NH's annual Threat and Hazard Identification Risk Assessment (THIRA)/State Preparedness Report (SPR) and other types of assessments, weather and/or other events that have affected or have the potential to affect the State, results of after-action reports, etc.). Applications for these items will be reviewed and considered before other lower priority projects:

- Development or update of Local Emergency Operations Plans (LEOP)
- Development or update of Continuity of Operations Plans (COOP)/Continuity of Government (COG) Plans
- Development or update of local All-Hazard Mitigation Plan
- Equipment to support/enhance the capabilities of PRIMARY Emergency Operations Centers (EOCs)
- Backup Power for PRIMARY EOCs
- Backup Power for PRIMARY Shelters
- Backup Power for Water and Sewer Treatment Facilities
- Backup Power for Critical Communication Structures (i.e., towers with communications equipment)
- School Emergency Notification Software for public schools and law enforcement agencies

Low Priority Items/Allowable Costs

Due to the limited amount of funding and a high volume of quality projects, it is necessary to set funding priorities based on the State Homeland Security Strategy, Threat and Hazard Identification Risk Assessment (THIRA)/State Preparedness Report (SPR), as well as State and Federal guidelines.

- The following items are considered lower priority under New Hampshire's EMPG Program. Applications for these items will be reviewed and consideration will be made on a case-by-case basis:
 - Communication Equipment for Emergency Management use (i.e., mobile & portable radios)
 - Equipment for secondary/backup EOCs
 - Equipment for secondary/backup shelters (FEMA requires equipment to be CERT-related)
 - Generators for secondary/backup EOCs
 - Generators for secondary/backup shelters
 - Generators for public works facilities

Unallowable Costs/Items Not Funded

- Costs incurred/purchases made against the Federal share **PRIOR** to notification of the grant award.
- General administrative projects. Administrative expenses must be directly connected to a specific Emergency Management-related project.
- The same/similar project will *not* be funded year after year.
- Radios and Pagers for everyday/service use.
- Projects exceeding \$100,000.00 (refer to waiver notice on Page 11)
- Expenditures for weapons systems and ammunition.
- Costs to support the hiring of sworn public safety officers for the purposes of fulfilling traditional public safety duties or to supplant traditional public safety positions and responsibilities.
- Activities and projects unrelated to the completion and implementation of the EMPG Program.
- Emergency response vehicles (i.e., command vehicles, mobile EOCs).
- Building construction projects (i.e., the physical construction of a new EOC).
- Other items not in accordance with the portions of the Authorized Equipment List (AEL) and allowable costs listed above.

**** Waiver and Appeal Process ****

Waivers – Waivers may be considered on a case-by-case basis and will be brought to the NH Department of Safety’s Commissioner by NHHSEM leadership (i.e., projects over \$100k). All ineligible applications may request a waiver from the Commissioner of Safety if there is overwhelming information that the project meets the overall mission of the EMPG Program.

Appeals – This process is designed to allow for appeals to be submitted in cases where there is overwhelming information that the project meets the overall mission of the EMPG Program. Appeals will be brought to the NH Department of Safety’s Commissioner by NHHSEM leadership. An application/project that is denied can request appeal. This is NOT a routine appeal but an exception that can be exercised in very unusual cases.

LOCATION OF THE ONLINE EMPG APPLICATION

The online **EMPG application** is available by going to the following website:
https://apps.nh.gov/blogs/hsem/?page_id=671 where it says “Click Here to Apply”

Please refer to the current **EMPG Quick Reference Guide** for a checklist of information required for application: https://apps.nh.gov/blogs/hsem/?page_id=671

The special **School Emergency Notification Software EMPG Application** can be accessed at the following link: https://apps.nh.gov/blogs/hsem/?page_id=347.

Please refer to the current **EMPG Quick Reference Guide** for the **School Emergency Notification Software** for a checklist of information required for application: <https://apps.nh.gov/blogs/hsem/wp-content/uploads/2015/10/COPSYNC-Application-QuickReference-Guide-Rev-092715.pdf>