



New Hampshire Department of Safety  
 Division of Homeland Security and Emergency Management

School Emergency Notification System Grant – Quick Reference Guide

**Allocation of Emergency Management Performance Grant (EMPG) Funds**

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) – <i>will be uploaded to the application.</i>	
Physical address of all schools in the grant request.	
Contact information for participating school district.	
Contact information for participating police department	

**Both the community’s school(s) and the police department are encouraged to participate; however, a school district can independently apply if their community does not have a police department and a police department can apply if their 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 system 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 should submit a copy of any signed mutual aid agreements with your application.**

**A STEP-BY-STEP GUIDE**

- I. Go to the HSEM Website <https://www.nh.gov/safety/divisions/hsem/>
- II. Click the Resource Center logo on the far right of the Welcome Screen
- III. Click the Grants drop down found in the blue ribbon along the top of the page and choose **School Emergency Notification System Grant Application**
- 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.

**CONTACT EMPG PROGRAM VIA EMAIL [NHEMPGProgram@dos.nh.gov](mailto:NHEMPGProgram@dos.nh.gov)**