# EMPG Quick Reference Guide

## Information Needed Before Applying:

Read the EMPG Grant Guidance found on the HSEM Resource Center for the State priorities, compliance requirements, and eligible projects: <https://apps.nh.gov/blogs/hsem/?page_id=419>.

The online grant application must be completed by someone authorized on behalf of the applying community/agency (fiscal agent for the grant).

A screen shot of your community/agency DUNS #’s “Active” status onwww.SAM.gov \* For a DUNS # look up or obtain here: <http://fedgov.dnb.com/webform/index.jsp?source=fedgov>.

Submit most current Independent Audit Report or NH MS-60 at the time of application located here: <https://apps.nh.gov/blogs/hsem/?page_id=2068>.

Contact information for Primary & Secondary Points of Contact and Fiscal/Financial Agent.

Project Milestones – Detailed with estimated time frames for each milestone (post award forward).

Detailed Project Description- Include a purpose statement and how the project enhances emergency management capabilities for your community/agency.

Electronic copy of your project quotes/proposals (PDF, JPG, PNG accepted formats) – will be uploaded into the application.

Explanation as to how quotes/vendors were determined based upon your procurement policies.

Detailed explanation of soft and/or in-kind match and completed Local Match Accrual Form (ONLY IF NOT USING CASH).

Completed Environmental & Historic Preservation (EHP) Review documentation, if applicable. The EHP Screening Form and guidance document/instructions can be found in HSEM’s online Resource Center here: <https://prd.blogs.nh.gov/dos/hsem/wp-content/uploads/2014/07/EHP-Screening-Form-EMPG_2019.pdf> - will be uploaded in the application.

Completed NIMS Implementation Survey located here:<https://prd.blogs.nh.gov/dos/hsem/?page_id=638>

Dates of Local Emergency Operations Plan (LEOP) & Local Hazard Mitigation Plan (LHMP).

Assurances: At the end of the application, be prepared to download and sign up to three (3)

certifications titled (1) Lobbying; Debarment, Suspension & other Responsibility Matters; and Drug-Free Workplace Requirements; (2) Disclosure of Lobbying Activities Form (only if applicable); (3) a Non-Construction Assurances Form or (4) a Construction Assurances Form.

**\*\* Please contact your assigned HSEM Field Representative or the EMPG Coordinator at 271-2231 for any questions or assistance\*\***