



# EMPG

Emergency Management Performance Grant

**HOMELAND SECURITY  
EMERGENCY MANAGEMENT**  
NEW HAMPSHIRE DEPARTMENT OF SAFETY



## Summary and Timeline for Report Submittals

### Phase 1: Starting Point

#### Letter of Intent

To be submitted for low priority projects before an application to let EMPG Coordinator know of project.

[CLICK for LINK](#)

#### Application

To be submitted for every project.

[CLICK for LINK](#)

#### Federal Funding Accountability & Transparency Act Report (FFATA)

To be submitted for every project over \$25,000.

[CLICK for LINK](#)

### Phase 2: After Award

#### Quarterly Progress Reports

Reports to be completed for monitoring due on January 15, April 15, July 15 and October 15 while grant is open.

[CLICK for LINK](#)

#### Change Request Form

To be submitted **IF** you would like to change the original scope of work for the grant/project.

[CLICK for LINK](#)

#### Reimbursement Request

To be completed once reimbursement is needed; include reimbursement letter on **City/Town Letterhead**.

[CLICK for LINK](#)

### Phase 3: Closeout\*

#### Reimbursement Request

To be completed once reimbursement is needed; include reimbursement letter on **City/Town Letterhead**.

[CLICK for LINK](#)

#### Equipment Inventory Form

To be completed for each item of equipment purchased for \$250 or more.

[CLICK for LINK](#)

#### Audit Certification Form

Also available in the Final P&E Report (only needs to be completed once) to let HSEM know if your community needs a single audit.

[CLICK for LINK](#)

#### Final Performance and Expenditure Report

The final report needed for the completion of project, similar to QPRs.

[CLICK for LINK](#)

- These forms/reports may not apply to each project - submit as needed.
- These forms/reports must be submitted for each subrecipient.

Please contact your assigned HSEM Field Representative or the EMPG Coordinator at 603-271-2231 for any questions or assistance.

\*If reimbursement is for full amount of grant or for the final installment, all reports in this section need to be completed for reimbursement to be requested.