

EMPG STANDARD APPLICATION

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.

- 1. The online grant application must be completed by someone authorized on behalf of the applying community/agency (fiscal agent for the grant).
- 2. A screen shot of your community/SAU/agency DUNS #'s "Active" status on <https://www.sam.gov/SAM/> for a DUNS # look up or obtain here: <https://fedgov.dnb.com/webform/index.jsp?source=fedgov>.
- 3. Submit most current Independent Audit Report or NH MS-60 at the time of application via the [Audit Information Submission Form](#) found on the [HSEM Resource Center](#).
- 4. Contact information for Primary & Secondary Points of Contact and Fiscal/Financial Agent.
- 5. Project Milestones – Detailed with estimated time frames for each milestone (post award forward).
- 6. Detailed Project Description- Include a purpose statement and how the project enhances emergency management capabilities for your community/agency.
- 7. Electronic copy of your project quotes/proposals (PDF, JPG, PNG accepted formats) – will be uploaded into the application.
- 8. Explanation as to how quotes/vendors were determined based upon your procurement policies.
- 9. Copy of your current procurement policy.
- 10. Detailed explanation of soft and/or in-kind match and completed Local Match Accrual Form (ONLY IF NOT USING CASH).
- 11. Completed Environmental & Historic Preservation (EHP) Review documentation, if application. The [EHP Screening form](#) and guidance document/instruction can be found on the [HSEM Resource Center](#).
- 12. Completed [NIMS Implementation Survey](#) found on the [HSEM Resource Center](#).
- 13. Dates of Local Emergency Operations Plan (LEOP) & Local Hazard Mitigation Plan (LHMP).
- 14. 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.

EMPG Standard App012420

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