

SCHOOL EMERGENCY NOTIFICATION SOFTWARE

Quick Reference Guide



Information Needed Before Applying:

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.

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 both the police department and school(s).
- 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/web-form/index.jsp?source=fedgov>.
- 3. Contact information for participating school district and/or police department.
- 4. Number of schools in the grant request.
- 5. Number (approximate) of school devices (computers, laptops, tablets, etc.) that will have the software installed.
- 6. Number of police cruisers that will have the software installed.
- 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. Project Milestones – Detailed with estimated time frames for each milestone (post award forward).
- 11. Detailed explanation of soft and/or in-kind match and completed Local Match Accrual Form (ONLY IF NOT USING CASH).
- 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. 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](#).
- 15. 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