

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: [EMPG Grant Resources and Information: – Homeland Security Emergency Management \(nh.gov\)](#)

- 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/SAU/agency UEI #'s "Active" status [SAM.gov | Home](#)
- Submit most current Independent Audit Report or NH MS-60 at the time of application located here: [Audit Certification – Homeland Security Emergency Management \(nh.gov\)](#)
- 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.
- Copy of your current procurement policy.
- 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: [ENVIRONMENTAL AND HISTORIC PRESERVATION SCREENING FORM \(nh.gov\)](#) - will be uploaded in the application.
- Completed NIMS Implementation Survey located here: [NIMS Implementation Survey – Homeland Security Emergency Management \(nh.gov\)](#)
- 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.