



## New Hampshire Department of Safety Division of Fire Standards and Training and EMS

### NH Project FIRST Quick Reference Guide

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##### Information Needed Before Applying :

- Read the FR-CARA Grant Guidance found on the Division's website for program information, policies, and compliance requirements <http://www.nh.gov/safety/divisions/fstems> .
- 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](http://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
- 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).
- Program Costs- Estimate costs to implement program with provided budget worksheets (training costs, supplies, program implementation, & other activities).
- Mobile Integrated Healthcare (MIH) Plan – Submit a copy of your MIH Plan to NH Project FIRST program staff for approval.

**\*\* Please contact NH Project FIRST program staff at 223-4200**

or at [NHProjectFIRST@dos.nh.gov](mailto:NHProjectFIRST@dos.nh.gov) for any questions or assistance\*\*

