Emergency Management Performance – American Rescue Plan Act (EMPG-ARPA)
Questions and Answers

Q1	**Where can the application materials be found?**
A1	https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/empg-arpa-application-materials/ (Funding Announcement "Application release Overview")
Q2	**When is the EMPG-ARPA application due?**
A2	The Application is due on November 19, 2021 (Funding Announcement "Important dates")
Q3	**Where do we submit the application and questions?**
A3	DHSEM.LocalPrepared@state.nm.us
Q4	**Is EMPG-ARPA only a cash match grant?**
A4	EMPG-ARPA allows for cash or in-kind match (Funding Announcement "Matching Funds")
Q5	**Is a non-federal funds commitment letter required in the application?**
A5	No, it is not. The signature of the authorized official on the cover page serves as the applicant's affirmation to provide the matching funds. The Sub-grant Agreement is the legally binding instrument that obligates the awardee to provide the matching funds.
Q6	**What is the difference between the Funding Priorities #3 and #4 in the Methodology?**
A6	Priority #3 is to maintain existing plans and Priority #4 is to create the plans.
Q7	**What is the difference between the Funding Priorities #6 and #7 in the Methodology?**
A7	Priority #7 is to maintain existing NIMS Typed Teams and Priority #7 is to build capability for NIMS Types Teams.
Q8	**Is the date listed in Section V(A.16) of the Methodology accurate?**
A8	The last sentence of the Methodology should read 'As the Sub-grant Agreement can be sent only after FEMA awards complete grant funding to the State; the distribution date is anticipated by January 30, 2022.' All other materials include the correct date of 1/30/2022.
Q9	**Why is the digital signature function on the cover page of the application not working?**
A9	If the application is opened in a web-browser, this function will not work. After downloading the form to the computer, open the file using Adobe. This will reveal a red arrow next to the signature line and enable digital signature functionality.
Q10	**Can the budget tabs be re-named to include the activity description?**
A10	Yes, the budget tabs can be re-named. Please include the priority number first and then the name of the activity. For example, '1-DMP'.
Q11	**How should an alternate budget for a scalable activity be provided?**
A11	Use the Excel spreadsheet named 'EMPG-ARPA Budget Worksheet'. Using 'Project 1' as an example, copy the blank detailed budget rows 2 through 17. Paste the rows below the detailed budget chart for the Project 1 activity. For the 'Activity # and Name', include the word 'scalable' or similar. The end result is that the detailed budget for the full cost of the activity will be at the top of the tab and the scaled version of the budget will be shown below on the same tab.
Q12	**How do we know if an activity requires an Environmental and Historic Preservation (EHP) Screening Form?**
A12	"Subrecipients proposing projects that have the potential to impact the environment, including, but not limited to, the construction of communication towers, modification or renovation of existing buildings, structures, and facilities, or new construction including replacement of facilities, must

	participate in the FEMA EHP review process." (2021 FEMA Preparedness Grants Manual, p.34). Some trainings and exercises also require EHP if there is a field component. Additional details can be found in the "Project Descriptions" section of the EHP Screening Form, the form can be found at: https://www.nmdhsem.org/wp-content/uploads/2021/09/FEMA-Form-fema_ehp-screening_form_ff-207-fy-21-100_5-26-2021.pdf). If there are additional questions after reviewing the form in detail, contact DHSEM.ocalPrepared@state.nm.us .
Q13	**Is a hazard mitigation plan required for the application?**
A13	No, a FEMA approved Hazard Mitigation Plan is not a requirement for EMPG-ARPA funding.
Q14	**Is an application checklist available to help applicants to ensure all necessary items are included?**
A14	The Scoring Sheet includes a checklist that DHSEM staff will use when reviewing applications for completeness. This document has been published for reference at EMPG-ARPA-Scoring-Sheet-FINAL-1.pdf (nmdhsem.org).
Q15	**On the Scoring Sheet for Questions 11 through 14, what will justify an award of a specific number of points?**
A15	For Questions #11, #12, and #13, up to 30 points will represent the most thorough possible answer, up to 15 points will represent a satisfactory answer, and as few as 1 point will represent the minimum to prove eligibility. For Question #14 (scaled projects only), up to 10 points will represent the most thorough possible answer, up to 5 points will represent a satisfactory answer, and as few as 1 point will represent the minimum to prove eligibility.
Q16	**If an awardee cannot hire staff, how would the awardee use EMPG-ARPA funding to complete a planning activity?**
A16	A contractor can be hired to create or up-date the plan. For a specific staff person that is not funded by a federal grant or used as match for another grant, salary and benefits for the specific hours spent to create or up-date a plan are eligible for reimbursement. Back-up documentation requirements for reimbursement must include (but are not limited to) the dates/times worked, tasks accomplished, and proof of payment.
Q17	**How does the flow through to municipalities and Tribes work?**
A17	Flow through applications will be reviewed according to the funding Methodology. Allocation recommendations will be provided to Secretary Ortiz Wertheim for approval. Award notification letters and sub-grant agreements will then be sent. The sub-grant agreement is the legal mechanism that awards the funds to the local government or Tribe. The sub-grant agreement identifies the federal share, match requirement, reimbursement request process, quarterly reporting requirements, and all other requirements.
Q18	**Has the quarterly report template changed from last year?**
A18	Different from the annual EMPG Application, the Quarterly Performance Report Form is not included in the EMPG-ARPA Application. The EMPG-ARPA Quarterly Performance Report Form will be provided after the Sub-grant Agreements have been awarded. The format will be similar to past quarterly reporting forms for annual EMPG.
Q19	**Are there additional requirements for the acquisition of drones?**
A19	"All requests to purchase Small Unmanned Aircraft Systems (sUAS) with FEMA grant funding must comply with IB 426 and also include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the sUAS equipment." (2021 FEMA Preparedness Grants Manual, p.H-18, H-19) IB 426 can be located at Information Bulletin Number 426 (fema.gov).