

**Emergency Management Preparedness Grant (EMPG)  
2021 Questions and Answers**

QUESTION		ANSWER	REFERENCE
1	When is the application due?	The Application is due June 1, 2021.	Funding Announcement - page 3; Allocation Methodology – IV.H.
2	Is the application to be submitted electronically or hard copy?	Digital submittal is preferred. Completed forms and application materials can be sent by email to DHSEM.LocalPrepared@state.nm.us . Hard copy submittals will also be accepted and can be sent by express courier (Fed Ex or UPS) to: NMDHSEM, Local Preparedness Program, 13 Bataan Blvd, Santa Fe, NM, 87508 <b>OR</b> by US Postal Service to P.O. Box 27111, Santa Fe, NM, 87502.	
3	Will DHSEM Accept certified E-Signatures?	“For the application, electronic certified signature is acceptable. Scan of hard copy wet ink signatures are also acceptable.”	Allocation Methodology – V.A.4.
4	Will the 2021 EMPG fund any new positions, or will it only fund existing emergency management positions?	In general, no new positions will be funded for existing programs. “Salary and benefits to maintain current emergency management programs will be funded as the first priority.” “ <u>Priority 2</u> ; Salary and benefits to create a new emergency management program will be funded second. Funding would be provided for a partial or full-time staff person depending on funding availability.”	Allocation Methodology – III
5	Will emergency management positions that had previously been funded that were eliminated, then subsequently reestablished be eligible for funding?	DHSEM will adhere to the funding priorities in the Allocation Methodology. Each case-by-case situation will be analyzed based on the application materials and the Methodology.	Allocation Methodology – III
6	If a raise is conferred for FY2022 (July 2021 to June 2022), which item should be selected as ‘EMPG Status’ on Tab 3 of the Application?	“Recurring program (modifications to current personnel funding)” should be selected as ‘EMPG Status’ on Tab 3 of the Application if a raise has been approved in the past fiscal year by the applicant. Documentation of the approval must be included with the application. “If a raise has been approved in the past fiscal year, DHSEM will consider potential funding.”	Application + Work Plan - Tab 3; Allocation Methodology III. Priority 1, third bullet

7	If a raise will be provided for next year's EMPG, can it be included in upcoming grant cycle?	Anticipated increases will not be funded.	Funding Announcement - page 2; Allocation Methodology III. Priority 1, third bullet
8	What if the award is only for salary and benefits, not a project, do all application questions need to be answered?	Provide answers to all questions and place N/A for not applicable questions.	
9	Is a community or Tribe eligible to apply for funding if they received an award in the past but did not utilize the funding?	A community or Tribe is eligible to apply even if they received a previous award but did not utilize the funding. "Successful completion of previous year's Work Plan and timeline is required for future funding. Consideration is given to extenuating circumstances such as the COVID pandemic, disaster declaration and/or large scale crisis that prevented completion of milestones."	Allocation Methodology – V.6.
10	Are 911 community addressing or planning positions eligible for full time funds?	911 community addressing and planning activities are not considered eligible for EMPG2021 funding. If an emergency management staff person conducts these activities, they will be eligible for consideration of 50% EMPG funding (25% federal and 25% match).	Funding Announcement - page 2; Allocation Methodology – III. Priority 1, second bullet
11	What is the EOP approval date and who needs to approve it?	The Emergency Operations Plan (EOP) approval date is the date of the jurisdiction's fully promulgated EOP. The initial EOP is approved by DHSEM. EOP revisions are approved by the local governing body. Approved revisions should be sent to <a href="mailto:LocalPrepared@state.nm.us">LocalPrepared@state.nm.us</a> to maintain reference files.	Application + Work Plan - Tab 6
12	If the EOP is currently under major revision, does it affect the application process?	An EOP currently under revision does not impact the application process. In the Application on Tab 6, enter the date of the last approved EOP. EOPs under revision need to be included in the 1 <sup>st</sup> year of the IPP.	Application + Work Plan - Tab 6
13	Does the THIRA need to be included with the EMPG Application?	The current approved Threat Hazard Identification and Risk Assessment (THIRA) needs to be submitted as an attachment to the application. In the Application on Tab 6, enter the date of the most recent approval.	Allocation Methodology – IV.H.1.e.
14	To whom do we submit our THIRA?	Submit THIRA to Jon Nielsen, Local Preparedness Program Manager at <a href="mailto:Jon.Nielsen@state.nm.us">Jon.Nielsen@state.nm.us</a>	

15	Does the IPP have to be approved since it is a working draft?	The current approved Multi-Year Training and Exercise Plan ( MYTEP) needs to be submitted as an attachment with the application. In the Application on Tab 6, include the date of the most recent approval. Applicants are also expected to submit the draft IPP (Integrated Preparedness Plan); it will be reviewed and by Local Preparedness Program and the Training and Exercise Program to account for required activities and reflect yearly activities. The IPP will be approved by the Training and Exercise Program.	Allocation Methodology – IV.H.1.g.; V.A.1.d.; V.A.9.
16	Please explain the requirements related to NQS at the state level and flow-down to locals?	Details regarding National Qualifications System (NQS) requirements can be found on page 3 of the Funding Announcement. Further direction will be provided by FEMA and DHSEM at a later date.	Funding Announcement - page 3; Preparedness Grants Manual – pages H-2 and H-3
17	Are we going to be held to only the Hard/Soft match selection as submitted in the EMPG Application?	Yes. If change to the match is anticipated after the Sub-grant Agreement is executed, the Budget Change Request Form and supporting documentation should be submitted for review.	
18	What proof of the 24-hour training requirement needs to be submitted with the application?	All EMPG-funded personnel, including full-time and part-time local and tribal subrecipients shall provide proof of completion for 24-hours of emergency management training. For existing programs, provide a copy of your most recent training transcript from Preparingnewmexico.org. If not registered in Preparingnewmexico.org, please submit certificates accounting for 24 hours of training.	
19	Is DHSEM requiring a NCSR for EMPG?	There is no federal requirement for a National Cyber Security Review (NCSR) for EMPG2021. NCSR is not a DHSEM requirement for EMPG2021.	
20	Is this NOFO the same as last year?	There is formally no State Notice of Funding Opportunity (NOFO) for EMPG2021. Please refer to the EMPG2021 Funding Announcement and associated documents (Allocation Methodology, Application + WorkPlan). All related documents can be downloaded at <a href="https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/2021-empg-application-materials/">https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/2021-empg-application-materials/</a>	

21	What is new or different about the EMPG2021 Application from last year's application?	<p>It is the responsibility of all applicants to be familiar with all requirements presented in the application materials. Listed below are some notable changes, however this is not an exhaustive list.</p> <ul style="list-style-type: none"> <li>A. Changes of interpretation of emergency manager duties to make the determination about 100% versus 50% funding.</li> <li>B. All job descriptions are required to be provided along with the application submittal.</li> <li>C. All documents listed on the tracking sheet (Application Tab 6) are required to be provided along with the application submittal.</li> <li>D. NQS requirement for EMPG 2022.</li> </ul>	
22	Can we add a Planning Tab 15 to the application spread sheet to capture planning that does not fit in the other yellow tabs?	No. All yellow tabs in the Application are part of the Quarterly Report. For quarterly reporting, include planning activities in the narrative and/or in one of the existing yellow tabs such as 'meetings'.	
23	When is the SHSGP2021 NOFO coming out and what type of projects can we request?	A State NOFO has not been released at this time for SHSGP2021. DHSEM will advise when a State NOFO or Funding Announcement release date has been established.	