



New Mexico Department of Homeland Security & Emergency Management
Off-Cycle EMPG-ARPA Sub-grant Application

Application Cover Sheet

LOCAL JURISDICTION:

Contact Information

Point of Contact (Program):

Office Phone _____ Cell Phone _____

Email _____

Physical Address _____

Mailing Address _____

Point of Contact (Financial):

Office Phone _____ Cell Phone _____

Email _____

Physical Address _____

Mailing Address _____

SHARE Vendor Number: _____ **UEI Number:** _____

Employer Identification Number (EIN): _____

Required Supporting Documentation

Item	Date
National Incident Management System (NIMS) Approval	
NIMS Adoption Resolution	
Fully Promulgated All Hazards Emergency Operations Plan (EOP)	
Threat Hazard Identification and Risk Assessment (THIRA)	
Integrated Preparedness Plan (IPP)	

EMPG - ARPA Proposed Budget for All Activities Requested

50% Federal Share Requested	\$
(Required) 50% Cost Match to be Provided	\$
Total Cost for all Projects	\$

Applicant Concurrence and Signature

Please Initial. _____ My jurisdiction has a property/equipment tracking and monitoring system in place that complies with the requirements set forth in 2 CFR 200.313.

_____ Federal funds cannot be matched with other Federal funds.

_____ The subrecipient's contribution must be specifically identified.

_____ These non-Federal contributions have the same eligibility requirements as the Federal share.

Typed Name and Title of Agency Authorized Official _____

Signature of Agency Authorized Official and Date _____

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Application Checklist

- Signed Application Cover Sheet
- Narrative for each Project (Answer Questions 1-6)
- Budget worksheet for each Project (Excel workbook)
- Supporting Documentation

Project Narrative

All five questions must be answered for each Project being requested. *Clearly label and number each project narrative sheet with the corresponding project. If a jurisdiction is submitting more than one project, applicants must prioritize the project with 1 being the highest priority.*

1. Project, Scope of Work, and Timeline Description

Describe the proposed project. Include a description of the Scope of Work for implementation. Describe each task. For each task, include the timeline and responsible party (job title).

2. Describe the Gap or Need for Sustainment

Describe the specific gaps that will be addressed by implementing the project being proposed. Supporting data will strengthen the ranking.

3. Detailed Budget

Complete an Excel Budget Worksheet that details the requested project.

4. Matching Funds

EMPG-ARPA is a 50% cost match program; participating jurisdictions are required to provide at 50% in matching funds. Cash ('hard' match), non-cash ('soft' match), or a combination is acceptable. Back-up documentation is required for all expenses, including match. Describe in detail how the jurisdiction will meet the match requirement.

5. Scalable Description

Identify if the project or funding can be scaled. If yes, describe the amount of federal funding that can be allocated and still complete a scalable version of the project. Include a description of how the jurisdiction will modify the Scope of Work and budget (including match) and still accomplish a complete project.

6. Department/Unit/Division:

If the contact information for the project is different than the Program and Financial contact on the cover sheet of the application, please provide the contact details for each project on the corresponding project sheet.