



## NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

### Emergency Management Performance Grant (EMPG) Fiscal Year (FY) 2024 Funding Announcement and Allocation Methodology

**1. Issued By**

- U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)
- NM Department of Homeland Security and Emergency Management

**2. Assistance Listings Number**

97.042

**3. Assistance Listings Title**

Emergency Management Performance Grants

**4. Funding Opportunity Title**

Fiscal Year 2024 Emergency Management Performance Grant (EMPG) Program

**5. Funding Opportunity Number**

DHS-24-GPD-042-01-99

**6. Authorizing Authority for Program**

Section 662 of the Post-Katrina Emergency Management Reform Act of 2006 (PKEMRA), as amended, (Pub. L. No. 109-295) (6 U.S.C. § 762); the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Pub. L. No.93-288) (42 U.S.C. §§ 5121 et seq.); the Earthquake Hazards Reduction Act of 1977, as amended (Pub. L. No. 95-124) (42 U.S.C. §§ 7701 et seq.); and the National Flood Insurance Act of 1968, as amended (Pub. L. No. 90448) (42 U.S.C. §§ 4001 et seq.).

**7. Appropriation Authority for Program**

Department of Homeland Security Appropriations Act, 2024, Pub. L. No. 118-47, Title III, Protection, Preparedness, Response, and Recovery (2024 DHS Appropriations Act); Compact of Free Association Act of 2003, as amended (Pub. L. No. 108-188)[1]

**8. Announcement Type**

Initial

## A. PURPOSE

The Emergency Management Performance Grant (EMPG) program provides federal funding to assist states, tribes, and local governments with all-hazards emergency preparedness. The EMPG funds are allocated by the Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA) to participating states on a population-share basis. Participating states then distribute these funds for reimbursement of applicable state, tribal and local emergency management program expenses.

## B. GOALS

The goal of the FY 2024 EMPG is to provide funds to assist state, local, tribal, and territorial emergency management agencies to implement the National Preparedness System (NPS) and to support the National Preparedness Goal (the Goal) of a secure and resilient nation.

## C. OBJECTIVES

The EMPG funds are used to implement the National Preparedness System and to support the National Preparedness Goal of a secure and resilient nation. The core capabilities contained in the Goal are highly interdependent and require the use of existing preparedness networks and activities to improve training and exercise programs, innovation, and appropriate administrative, finance, and logistics systems. To that end, program objectives include:

1. Building or sustaining those capabilities that are identified as high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR) process and other relevant information sources.
2. Closing capability gaps that are identified in the state or territory's most recent SPR; and
3. Building continuity capabilities to ensure governmental essential functions and services resilience

The EMPG allowable costs support efforts to build and sustain core capabilities across the Prevention, Protection, Mitigation, Response, and Recovery mission areas described in the National Preparedness Goal. The EMPG Program supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism;
- Protect our citizens, residents, visitors, and assets against the greatest threats and hazards;
- Mitigate the loss of life and property by lessening the impact of future disasters;
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident; or
- Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

While developing local priorities and work plans, applicants should consider the following national priorities from the 2022-2026 FEMA Strategic Plan: Equity, Climate Resilience, and Readiness located on <https://www.fema.gov/about/strategic-plan>.

## D. EQUITY

Underserved communities suffer disproportionately from disasters. Disasters compound the challenges faced by these communities and increase their risk to future disasters. By instilling equity as a foundation of emergency management and striving to meet the unique needs of underserved communities, the emergency management community can work to break this cycle of compounding risks and build a more resilient nation. Executive Order (EO) 13985 on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce (January 20, 2021) defines equity as "the consistent and systematic fair, just, and impartial treatment of all individuals,

including individuals who belong to underserved communities that have been denied such treatment," and further defines underserved communities as "populations sharing a particular characteristic, as well as geographic communities, who have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life...such as Black and African American, Hispanic and Latino, Native American, Alaska Native and Indigenous, Asian American, Native Hawaiian and Pacific Islanders, Middle Eastern, and North African persons. It also includes individuals who belong to communities that face discrimination... (including lesbian, gay, bisexual, transgender, and queer persons) ..." The EO definition of underserved communities also includes members of religious minorities, persons with disabilities; persons who live in rural areas, and persons otherwise adversely affected by persistent poverty or inequality.

To the extent possible, equity considerations must be factored into all FY 2024 EMPG Program-funded investments across all national priority areas. Additionally, applicants **are required to designate at least one project** in their FY 2024 EMPG Program Work Plan and budget narrative that specifically addresses equity considerations.

#### **E. CLIMATE RESILIENCE:**

Climate change is one of the greatest challenges facing emergency managers today, and it will continue to shape the field of emergency management for the next several decades. To meet this challenge, the emergency management field needs to anticipate the increasing demands generated by more extreme and frequent disasters, from wildfires and coastal storms to inland flooding.

Additionally, emergency managers must learn to manage and support climate-related emergencies such as drought and extreme heat. Natural disasters, worsened by the effects of climate change, often disproportionately affect people in underserved communities where weakened infrastructure, fewer resources, and less support invested in hazard mitigation can compound a disaster's impact. Therefore, FEMA recommends that climate change and resilience considerations be cornerstones of how the nation builds resilient communities. Emergency managers at the federal, state, and local levels need to undertake targeted efforts to increase resilience, including climate resilience, for underserved individuals and communities. Climate change has both acute and chronic impacts; communities must be resilient against threats as varied as extreme flooding, drought, hurricanes, and wildfires. Many communities are faced with aging infrastructure, which can increase the risk from major disasters. As the frequency of these disasters accelerates, FEMA must increase climate adaptation investments across the nation. To have the greatest impact, FEMA encourages smart investments in system-based, community-wide projects to protect those with the most severe and persistent risk. Communities can better target investments to the most transformational projects when they better understand the unique risks posed by climate change.

The future disaster environment will not resemble that of the past, or even what is experienced today. To build long-term resilience, communities must understand their future risk and have the resources and capacity to reduce that risk. Even within the same geographic area, different communities will face differing levels of risk due to their unique demographic, economic, and physical characteristics. It is important for the emergency management community to develop capacity to access and interpret accurate information about this localized risk, specifically considering future conditions. This information will help communities better understand their own risks and identify the most appropriate resilience actions. **Climate resilience considerations will be a continued area of focus for FY 2024.**

#### **F. READINESS**

As disasters become more frequent, severe, and complex, the demands placed upon the emergency management community, as well as federal resources, have increased dramatically. To adapt to this trend, FEMA and the emergency management community must expand our approach to readiness, preparedness, and resiliency by increasing the overall emergency management capabilities at all levels of government, as well

as the private sector, the nonprofit sector, and among individuals. The National Capability Targets provide a shared vision of the staff, expertise, tools, and resources required to build a prepared nation. Aligning state and local readiness plans to these targets will ensure agencies can continuously support the needs and priorities identified by whole community partners, in addition to continuity of government across all hazards.

Disaster mitigation, preparedness, response, and recovery are not the responsibility of just one agency. Rather, these functions are a shared responsibility requiring coordination of federal agencies, private and social sectors, state, local, tribal, and territorial governments, and other partners. The ability to support communities begins with how emergency management agencies help them prepare before a disaster occurs. Through better coordination of pre-disaster programs, we can all help communities identify, prioritize, and plan to address their specific community-based threats, identify hazards and risks, and mitigate capability gaps. Together, federal assistance can be targeted to address areas of greatest national risk and increase support to the most at-risk communities.

## **G. MATCHING FUNDS**

The EMPG is a cost match program, meaning participating jurisdictions are required to provide at least 50% in cost share match funds for expenses allowable through EMPG. For every dollar of federal EMPG grant funding provided, the subrecipient must provide an equal amount of non-federal cost share. This includes non-federal cash spent on project-related costs. Cash match must only include those costs authorized in 44 CFR Part 13 and 2 CFR Part 225. A non-cash match is also acceptable. Supporting documentation is required for all matches (both cash and non-cash/in-kind). For example, if the federal award is at a 50% cost share and the total approved budget cost (award) was \$100,000, then:

- Federal share is 50% of \$100,000 = \$50,000
- Sub-grantee share is 50% of \$100,000 = \$50,000

## **H. ELIGIBLE APPLICANTS FOR SUB-GRANTS**

The New Mexico Department of Homeland Security and Emergency Management (DHSEM) invites our stakeholders and partners, counties, municipalities, Tribes, Pueblos, and Nations, located within the State of New Mexico, to join us in building a stronger more prepared, and resilient New Mexico. Eligible applicants must:

- Be compliant with the National Incident Management System (NIMS);
- Have an All-Hazards Emergency Operations Plan (EOP) that meets the criteria outlined in the current version of the Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 that has been approved by DHSEM;
- Work toward developing and maintaining a Distribution Management Plan (DMP) as an annex to their existing Emergency Operations Plan (EOP);
- Have a THIRA and SPR that meets the criteria outlined in the current, Threat and Hazard Identification and Risk Assessment and Stakeholder Preparedness Review, Comprehensive Preparedness Guide (CPG) 201;
- Have an Integrated Preparedness Plan (IPP) Multi-year Schedule;
- Develop and maintain a progressive exercise program consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) guidance in support of the National Exercise Program (NEP); and the National Qualification System (NQS) by developing an implementation plan. Contact Zach Wachter at [Zach.Wachter@dhsem.nm.gov](mailto:Zach.Wachter@dhsem.nm.gov) for more information
- For EMPG funded jurisdictions, the following requirements shall apply:
  - The NQS Certification Requirements for the purposes of this document are defined as: all emergency management staff having an open New Mexico Resource Qualification System (NMRQS) Position Task Book (PTB) or an open PTB for another

system that meets or exceeds NQS requirements

- The EMPG funded Authority Having Jurisdiction (AHJ) must use NQS or a system that meets or exceeds its standards such as National Wildfire Coordinating Group's Incident Qualification System.

For a system to be deemed as meeting or exceeding NQS standards it must include the following elements:

- Position Task Books (PTB)
  - Coach
  - Evaluator
  - Final Evaluator
  - Certifying Official
  - Qualification Review Board
  - Physical Credentials

By federal fiscal year 25 the jurisdictions shall have issued PTBs to incident workforce personnel, which they designate, and ensure incident workforce personnel show progress in working towards task endorsements and minimum training requirements. Please contact Lisa Coleman, State NIMS Coordinator, at [lisa.coleman@dhsem.nm.gov](mailto:lisa.coleman@dhsem.nm.gov) for more information.

## I. ELIGIBILITY CRITERIA

- As in the past few years, funding priority will be to maintain capabilities for salaries and benefits. If a raise has been approved in the past fiscal year, DHSEM will consider potential funding.
- For emergency management personnel, 100% EMPG funding will be considered if the approved job description is 100% related to emergency management (50% federal and 50% match). Unallowable costs would be traditional public safety duties.
- For emergency management personnel, 50% EMPG funding will be considered if the approved job description is less than 100% emergency management (25% federal and 25% match). Examples would include code enforcement, information technology, or non-emergency management supervisory duties.
- All assets supported in part or entirely with FY 2024 EMPG funding must, where applicable, be readily deployable to support emergency or disaster operations per existing mutual aid agreements such as the Emergency Management Assistance Compact (EMAC) and the Intrastate Mutual Aid System (IMAS) guidelines.

## J. FUNDING METHODOLOGY

This Methodology describes the steps taken by DHSEM to allocate EMPG funding to stakeholders. It identifies the priorities for funding so that applications can be prepared to address the highest priority activities. It also serves as one way to increase transparency by sharing the decision-making approach with all stakeholders. Activities funded through FY2024 EMPG have a Sub-grant Period of Performance that runs from July 1, 2024, to June 30, 2025 (State Fiscal Year 2025).

## K. OVERALL FUNDING STRATEGY

Local communities and Tribes are eligible to apply. Salary and benefits will be funded, according to the priorities listed below.

**Priority 1:** Salary and benefits to maintain current emergency management programs.

- For emergency management personnel, 100% EMPG funding will be considered if the approved job description is 100% related to emergency management (50% federal and

50% non-federal cost share match). Unallowable costs would be traditional public safety duties, fire department duties, public work duties, etc.

- For emergency management personnel, 50% EMPG funding will be considered if the approved job description is less than 100% emergency management (25% federal and 25% non-federal cost share match). Examples would include code enforcement, information technology, or non-emergency management supervisory duties.
- If a salary increase has been approved in the past fiscal year by the applicant, DHSEM will consider potential funding.
- Salary increases may be considered for this fiscal year if funding is available. Documentation must be provided to support the salary and benefits increase.
- As in the past few years, administrative positions will not be funded.

**Priority 2:** Salary and benefits to create a new emergency management program.

- Funding will be provided for a part-time or full-time staff person depending on funding availability.

**Priority 3:** Planning

- Funding for the creation, development or update of an all-hazards emergency operations plan will be considered.

**Priority 4:** POETE

- Funding for POETE will be considered if funding is available.

## L. SUBMITTING AN APPLICATION

1. Read the DHSEM Funding and Allocation Methodology and all required application documents prior to completing the application. All information will be released by **May 9, 2024**, and will be available on the DHSEM website, <https://www.dhsem.nm.gov/administrative-services-bureau/administrative-services-bureau-grants/>.
2. Read the FEMA [FY 2024 Emergency Management Performance Grant Notice of Funding Opportunity](#) (NOFO) dated April 16, 2024.
3. Read the 2024 FEMA Preparedness Grants Manual: [Preparedness Grants Manual](#).
4. Participate in the NMDHSEM 2024 EMPG Application ZOOM Meeting is **scheduled for 9:00 am on May 16, 2024**, where we will review the NMDHSEM Notice of Funding Opportunity and Allocation Methodology and the application process.
  - a. To join the NMDHSEM 2024 EMPG Application ZOOM Webinar use the information below:
    - NM DHSEM 2024 EMPG Application ZOOM Meeting**
    - Date:** May 16, 2024
    - Time:** 09:00 AM Mountain Time (US and Canada)
    - Join Zoom Meeting: Click on the link below.**
    - <https://us06web.zoom.us/j/83195777259?pwd=EbSW3LnmWqONblqbZIPRxoXhvepruK.1>
    - Meeting ID:** 831 9577 7259
    - Passcode:** 171308
5. If you miss the ZOOM meeting, review the recorded ZOOM meeting on the DHSEM website. The Grants Management Bureau will send an email when it is uploaded to the website.
6. **Question & Answer Period:** Submit your questions related to the 2024 EMPG to DHSEM Grants Management [dhsem-grantsmanagement@state.nm.us](mailto:dhsem-grantsmanagement@state.nm.us) by May 17, 2024, no later than close of business, 5:00 p.m. Answers to questions will be posted on the DHSEM website: <https://www.dhsem.nm.gov/administrative-services-bureau/administrative-services-bureau-grants/> and emailed to all Emergency Managers via the New Mexico Emergency Management Professionals Association.
7. If beneficial for your local jurisdiction or Tribe, you may request technical assistance from the



DHSEM Grants Management Bureau at [dhsem-grantsmanagement@state.nm.us](mailto:dhsem-grantsmanagement@state.nm.us). Be sure to include **2024 EMPG Grant Program** in the subject line of your email.

8. **Application Deadline:** Prepare and submit the application and all supporting documentation no later than **June 10, 2024**.
9. **Submittable Platform:** The FY 2024 EMPG application is an on-line application.
  - a. This year's application is web based using Submittable. **There is no paper application.** We have not yet launched the website; it is in its final testing phase. The Grants Management Bureau will send all emergency managers a link to access the application. The link will also be made available on DHSEM's website.
  - b. The following documents must be entered or uploaded into Submittable.
    - The pre-approved Integrated Preparedness Plan (MS Word)
    - HSEEP Integrated Preparedness Schedule (Excel)
    - HSEEP Integrated Preparedness Planning Workshop Supplemental (MS Word)
    - Most recent NIMS Assessment/Certification
    - Most recent local THIRA approval date and the capability gap identified in the most recent SPR that will be addressed within this application
    - **New Program:** Acknowledgement that applicant will be working towards implementation of NQS
    - **All applicants:** Job description for **each** staff person to be EMPG funded **AND** job description for the position that is being used as the non-federal cost share.
10. **New Programs:** If funding is being requested to create a new emergency management program, provide justification and a timeline for completion of required eligibility materials.
11. **Request for Extension:** If there are extenuating circumstances that do not allow for the submittal deadline to be met, the applicant must submit a written request for extension with justification for the delay no later than **June 5, 2024**.
  1. The request must be addressed to the DHSEM Grants Management Bureau at [dhsem-grantsmanagement@state.nm.us](mailto:dhsem-grantsmanagement@state.nm.us). Be sure to include 2024 EMPG Grant Program-Request for Extension in the subject line.
  2. The maximum extension will be no more than five business days.
  3. Extension requests will be granted only due to compelling operational challenges.

#### **M. DHSEM REVIEW AND RECOMMENDATION TO CABINET SECRETARY**

1. The DHSEM's EMPG Application Review Committee reviews all applications for eligibility, completeness, and validation of compliance with both the Federal NOFO and State Funding Announcement. The Committee's review comments are summarized in the internal EMPG Application Checklist, applicant eligibility is determined based on supporting documentation showing:
  - a. NIMS compliance
  - b. Acknowledgement of intent to work towards achieving NQS compliance
  - c. Acknowledgement of intent to work towards developing a DMP as an annex to their EOP
  - d. Approved EOP
  - e. Approved THIRA
  - f. Approved SPR
  - g. Integrated Preparedness Plan (IPP): Prior to submitting an application, it is required that all IPPs from previously funded EMPG programs receive pre-approval from the Training and Exercise Unit Manager.
2. For jurisdictions applying for the first time, eligibility is determined by:
  - a. Demonstrable efforts made toward achieving NIMS compliance
  - b. Demonstrable efforts made toward achieving NQS compliance
  - c. Participation in developing the Integrated Preparedness Plan (IPP)

- d. Working with a Local Preparedness Coordinator to document and seek technical support to become funding eligible.
3. Completeness is determined based on the following:
  - a. Completed application,
  - b. NM SHARE Vendor Number,
  - c. SAM.gov (UEI) Number,
  - d. IPP Work Plan detailing each activity, and
  - e. Justification of activity by identifying priorities from the local SPR, IPP, Mitigation Plan, or similar document.
4. For the application, an electronic certified signature is acceptable. Scan of hard copy wet ink signatures is also acceptable. These documents must be uploaded in Submittable.
5. The successful completion of the previous year's IPP Work Plan is required for future funding. Consideration is given to extenuating circumstances such as a large-scale crisis that prevented the completion of milestones. These documents must be uploaded in Submittable.
6. The DHSEM Grants Management Bureau will contact each applicant that needs to submit additional 'proof' or 'back-up', to meet the requirement for a grant award, there is a 72-hour turn-around required for the submittal of these materials.
7. The DHSEM Training and Exercise Unit will determine if the applicant's HSEEP Integrated Preparedness Plan (IPP) is current and if the exercise activities being requested are HSEEP compliant.
8. The DHSEM may determine that it will not make an award to an applicant that is considered high risk or that poses a risk of non-compliance. One example of 'high risk' is unresolved findings from an A133 Audit and an example of 'risk of non-compliance' may be based on previous incomplete work plan deliverables. The DHSEM may determine that it will make an award to an at-risk applicant, subject to additional terms and conditions as described in 2. C.F.R. Part 200.207.
9. The EMPG Application Review Committee convenes to determine allocation recommendations and submits its recommendations to the Cabinet Secretary or designee for final approval.
10. The Cabinet Secretary or designee reviews the allocation recommendations and approves or denies the final allocations.
11. Award letters are sent to applicants that are allocated funding. Letters will also be sent to applicants that do not receive funding and will include a description of why activities were not selected for funding. It is anticipated that these letters will be sent no later than June 30, 2024.
12. For those communities that are allocated funding, a DHSEM Sub-grant Agreement will be sent. As the Sub- grant Agreement can be sent only after FEMA awards funding to the State, the distribution date is **anticipated** to be no later than September 30, 2024, or 45 days after DHSEM, the State Administrative Agency (SAA), receives the federal award.

## N. IMPORTANT KEY DATES

DATE	GRANT ACTIVITY
<b>May 9, 2024</b>	Release of FY 2024 Emergency Management Performance Grant Notice of Funding Opportunity (NOFO) and Allocation Methodology
<b>May 10, 2024</b>	State Funding Announcement and Allocation Methodology posted on the DHSEM website.
<b>May 16, 2024</b>	FY 2024 EMPG ZOOM Webinar at 9:00 am (to be recorded and posted on the DHSEM website)
<b>May 17, 2024, at 5:00 p.m.</b>	Question and Answer submittal deadline to DHSEM
<b>May 22, 2024, at 5:00 p.m.</b>	IPP submittal deadline to DHSEM Training program for pre-approval
<b>May 24, 2024</b>	DHSEM response to questions released



<b>June 10, 2024</b>	<b>Local/Tribal Jurisdictions Applications due to DHSEM at Close of Business, No later than 5:00 p.m.</b>
<b>June 11 – 12, 2024</b>	DHSEM Review of applications and Request for Information (RFI) process
<b><i>The following dates are provided as target dates. You will be notified if these dates change.</i></b>	
<b>June 13 - 21, 2024</b>	EMPG Application Review Committee
<b>June 19 - 21, 2024</b>	EMPG Application Review Committee's Recommendation for Allocations submitted to the Cabinet Secretary or designee
<b>June 24, 2024</b>	<b>DHSEM Application Due to FEMA</b>
<b>June 30, 2024</b>	Anticipated award and denial letters sent to applicants
<b>45 days after the State Award is received (September 2024)</b>	Anticipated date for Sub-grants to be awarded to applicants (Sub-grants will be sent only after FEMA awards the grant to State)

## O. DHSEM CONTACT INFORMATION

NMDHSEM Point of Contacts		
General questions	Grants Management Bureau	<a href="mailto:dhsem-grantsmanagement@state.nm.us">dhsem-grantsmanagement@state.nm.us</a>
NOFO & Application questions	Marcella Benton, Grants Manager	<a href="mailto:Marcella.benton@dhsem.nm.gov">Marcella.benton@dhsem.nm.gov</a>
Preparedness Program Questions	Cynthia Holmes, Preparedness Bureau Chief	<a href="mailto:cynthia.holmes@dhsem.nm.gov">cynthia.holmes@dhsem.nm.gov</a>
	Frederico Hernandez, Training & Exercise Unit Manager	<a href="mailto:federico.hernandez@dhsem.nm.gov">federico.hernandez@dhsem.nm.gov</a>
	Zach Wachter, Local Preparedness Unit Manager (NIMS)	<a href="mailto:zach.wachter@dhsem.nm.gov">zach.wachter@dhsem.nm.gov</a>
	Lisa Coleman, State NIMS Coordinator,	<a href="mailto:lisa.coleman@dhsem.nm.gov">lisa.coleman@dhsem.nm.gov</a>
THIRA/SPR Questions	Robert Eggimann, THIRA Coordinator	<a href="mailto:robert.eggimann@dhsem.nm.gov">robert.eggimann@dhsem.nm.gov</a>

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