



# New Mexico Department of Homeland Security & Emergency Management

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FISCAL YEAR 2024

EMERGENCY MANAGEMENT  
PERFORMANCE GRANT

# Announcements

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- Please place your microphones on **MUTE**.
- Please hold all your questions until the Q & A session begins.
- You may place your questions in the chat box. We will discuss them during the Q&A session.

Thank you!

# What is EMPG?

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The Emergency Management Performance Grant (EMPG) provides state, local, and tribal emergency management agencies with the resources required for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation.

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The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response and recovery mission areas.

# THE DHS AND FEMA STRATEGIC PLAN

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The [2022-2026 FEMA Strategic Plan](#) outlines a bold vision and three ambitious goals designed to address key challenges the agency faces during a pivotal moment in the field of emergency management.



The goals to meet this challenge are:

**Goal 1** - Instill Equity as a Foundation of Emergency Management

**Goal 2** - Lead Whole of Community in Climate Resilience

**Goal 3** - Promote and Sustain a Ready FEMA and Prepared Nation

# National Priorities

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The national priorities are:

- Equity;
- Climate Resilience; and
- Readiness.

# Who is eligible to apply to FEMA?

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- State governments, the State Administrative Agency (SAA)
  - NMDHSEM is the State Administrative Agency (SAA), therefore they are the only entity that is eligible to apply to FEMA for EMPG funding.

# State Performance Measures

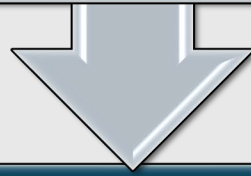
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Performance metrics for EMPG are as follows:

- **Performance Measure 1:** Percent of capability-building EMPG Program-funded projects that align to capability gaps identified by states in their SPR submissions.
- **Performance Measure 2:** Percent of EMPG Program dollars spent on capability-building projects that align to capability gaps identified by states in their SPR submissions.
- **Performance Measure 3:** Percent of capability-building EMPG Program-funded projects that address a core capability that has one or more targets rated as high priority.
- **Performance Measure 4:** Percent of funding allocated to build or sustain capabilities in EMPG Program national priority areas and RA agreed-upon priority areas.
- **Performance Measure 5:** Percent of Planning, Training, and/or Exercise related projects that align with closing capability gaps identified and documented in the state/territory's most recent THIRA/SPR submission, Mitigation Plan, AARs, Audit/Monitoring Findings, Continuity Assessments, or Other Deliberate Plans.

Available EMPG Funding Nationwide

**\$319,550,000**



New Mexico

**\$3,593,811**

Funding Allocation

# Cost Share or Match

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- The EMPG is a cost match program
  - All successful applicants are required to provide 50% in cost share match funds
  - 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-federal cash match is 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



# Cost Share or Match

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- Federal share applied toward the EMPG budget shall not exceed 50 percent of the total budget as submitted in the application and approved in the award.
- All successful applicants must equally match (cash or third party in-kind) the federal contribution pursuant to sections 611(j) and 613(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121 et seq.).
- Unless otherwise authorized by law, federal funds cannot be matched with other federal funds.
- The recipient's contribution should be specifically identified.
- **These non-federal contributions have the same eligibility requirements as the federal share.**

# Eligibility Criteria

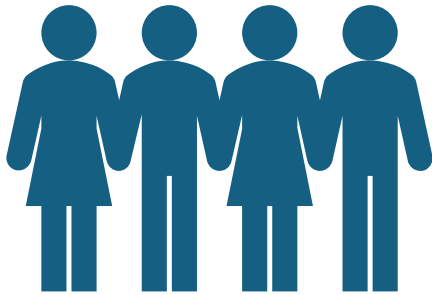
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- Maintain capabilities for salaries and benefits.
- For emergency management personnel, 100% EMPG funding will be considered if the approved job description is 100% related to emergency management (50% federal and 50% match).
  - Unallowable costs 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.

# REQUIREMENT:

## Equity Considerations

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- 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.

# REQUIREMENT:

## Equity Considerations

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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 exclusively focuses on addressing equity considerations.



Core Capabilities and Examples of Allowable Activities are provided in the FEMA NOFO. <https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-24-nofo>

# EQUITY INFORMATION

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[Executive Order \(EO\) 13985 on Diversity, Equity, Inclusion, and Accessibility in the Federal Workforce](#)

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.

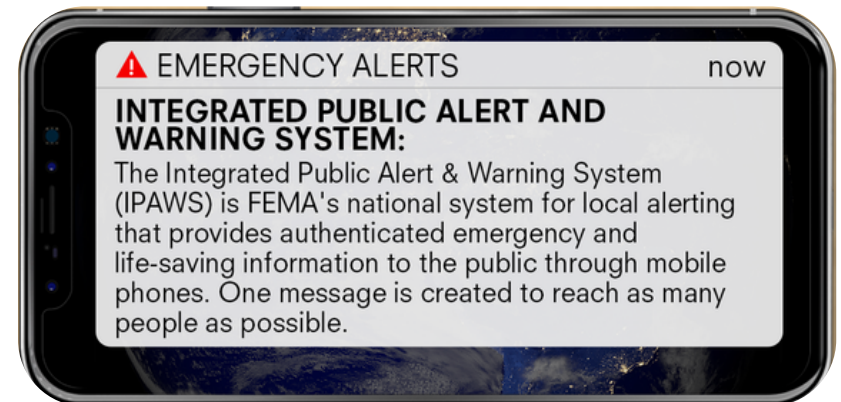
See [Goal 1: Instill Equity as a Foundation of Emergency Management](#) of the [2022-2026 FEMA Strategic Plan](#) for additional information on this topic.

Equity in emergency management requires proactively prioritizing actions that reinforce cultural competency, accessibility, and inclusion, as well as reflect the historical context of specific groups of people.

# Public Alert and Warning Preparedness

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- Subrecipients must include exercise objectives centered on practicing and validating their plans and procedures for sending emergency alerts to the public through the FEMA Integrated Public Alert and Warning System (IPAWS)



# Eligible Applicants must.....

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Be compliant with the National Incident Management System (NIMS)  
POC, Lisa Coleman, State NIMS Coordinator, at [lisa.coleman@dhsem.nm.gov](mailto:lisa.coleman@dhsem.nm.gov)



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);

# Eligible Applicants must.....

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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.

# National Qualification System (NQS) Requirements

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- Acknowledgement of intent to work towards achieving NQS compliance
- The NQS Certification Requirements 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.

# Are you applying for the first time?

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1. For first time applicants, 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.



# DHSEM Funding Strategy

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## ❖ **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.
- Salary increases may be considered for this fiscal year if funding is available.
  - Documentation must be provided to support the salary and benefits increase.
- Administrative positions will not be funded.

# DHSEM Funding Strategy

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- ❖ **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.

## EMPG - Fiscal Year 2024

### Sub-grant Period of Performance

- July 1, 2024, to June 30, 2025 (State Fiscal Year 2025)

# Subrecipient Period of Performance

# Okay, Now what do I do next?

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- 1) First, take the time to read Notice of Funding Opportunity located 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) Review the on-line application website:
  - [Emergency Management Performance Grant Application](#)

# Submittable Platform

<https://nmdhsem.submittable.com/submit>



Home

English ▼ 🗨 View Your Submissions



## New Mexico Department of Homeland Security and Emergency Management

The New Mexico Department of Homeland Security and Emergency Management (DHSEM), also recognized as the State Administering Agency (SAA), administers two categories of federal grant funding:

- 1) Disaster grants enable state, tribal, and local governments, as well as certain non-profit organizations, to respond and recover from major disasters and emergencies as quickly as possible. Typically, these grants are only available after the President of the United States declares a major disaster and authorizes the grants.
- 2) Non-Disaster grants are primarily designed to enhance the capacity of state and local emergency responders to prevent and mitigate the effects of various hazards, such as wildfires, drought, flash flooding, and domestic violent extremism. These grants can address a wide variety of preparedness efforts, including public awareness campaigns, repairs of critical infrastructure, and improvements to emergency response systems, among others.

DHSEM coordinates around the mission areas of the National Preparedness Goal: prevention, protection, mitigation, response, and recovery from all hazard types.

This application is supported with funding provided by the U.S. Department of Homeland Security.

### 2024 Emergency Management Performance Grant (EMPG)

Ends on Mon, Jun 10, 2024 5:00 PM

Guidelines ▼

Submit

# Create your account



## New Mexico Department of Homeland Security and Emergency Management

Sign Up

Sign In

### Welcome!

Create your free Submittable account to get started.

Email

Confirm email

Password

Confirm password

First name

Last name

Sign Up

By signing up you agree to our [Terms of Service](#) and [Privacy Policy](#).

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# Enter your Unique Entity ID (UEI)



## New Mexico Department of Homeland Security and Emergency Management



### 2024 Emergency Management Performance Grant (EMPG)

Ends on Mon, Jun 10, 2024 5:00 PM

The Emergency Management Performance Grant (EMPG) provides state, local, tribal, and territorial emergency management agencies with the resources required for implementation of the National Preparedness System and works toward the National Preparedness Goal of a secure and resilient nation.

The EMPG's allowable costs support efforts to build and sustain core capabilities across the prevention, protection, mitigation, response, and recovery mission areas.

#### First, let's find your organization

All applicants must apply on behalf of a registered organization. [Learn more about organization registration requirements](#)

Organization UEI \*

*e.g. ABCDE1234567 for UEI.*

Search organizations

# How do I get a UEI?

Home Search Data Bank Data Services Help

Sign In

**SAM.GOV**

Official U.S. Government Website  
100% Free

**The Official U.S. Government System for:**

- Contract Opportunities**
- Contract Data**  
(Reports ONLY from fpds.gov)
- Wage Determinations**
- Federal Hierarchy**  
Departments and Subtiers
- Assistance Listings**
- Entity Information**  
Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov)
- Entity Reporting**  
SCR and Bio-Preferred Reporting

Are you searching for Federal Acquisition Supply Chain Security Act (FASCSA) orders? [View FASCSA Orders](#)

**Register Your Entity or Get a Unique Entity ID**

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

[Check Entity Status](#)

Already know what you want to find?

Select Domain... e.g. 1606N020Q02

# Application Content

## Applying on behalf of:



**New Mexico Department of Homeland Security and Emergency Management**

UEI: QP9HTCEPN9K6

Address: 13 BATAAN BLVD, SANTA FE, NM 87508, USA

[Change organization](#)

[Learn how to manage organization details](#)

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### APPLICANT NAME: \*

Limit: 300 characters

### AGENCY/DEPARTMENT: \*

### THE ADDRESS IS LOCATED IN: \*

- County
- Tribe

### EMPG FEDERAL GRANT FUNDS REQUESTED: \*

Please list dollars and cents \$1,000.00

### EMPG LOCAL MATCH FUNDS: \*

Please list dollars and cents \$1,000.00

### TOTAL EMPG COST (GRANT + MATCH) FUNDS: \*

# Application Content

## APPLICANT POINT OF CONTACTS:

### PROGRAM POINT OF CONTACT (POC): \*

First Name

Last Name

### TITLE: \*

### THE POC ADDRESS IS LOCATED IN: \*

- Tribal Jurisdiction  
 County

### PHONE: \*



### EMAIL: \*

email@example.com

### IS THE APPLICANT OR THE MAIN POINT OF CONTACT (POC) THE SAME AS THE FISCAL POINT OF CONTACT (FPOC)? \*

- Yes  
 No

# Application Content

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PHONE: \*



EMAIL: \*

email@example.com

Agency Federal Tax Identification Number: \*

New Mexico SHARE Vendor #: \*

Agency SAM Number: \*

This is the UEI Number.

Date of completed required registration/annual update in Systems Award Management (SAM): \*

# Application Content

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Date of completed required registration/annual update in Systems Award Management (SAM): \*

- My jurisdiction has a property/equipment tracking and monitoring system in place that complies with the requirements set forth in § 200.313 Equipment.
  
- An Environmental Historic Preservation (EHP) screening form is included for any activities that may require EHP review.
  
- I understand that 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. Supplanting (using federal funds to purchase items previously budgeted for with state, local, and tribal funds) is unallowable.

# Application Content

## 2024 EMPG SUB-GRANT APPLICATION CERTIFICATION

### EMERGENCY MANAGEMENT PROGRAM STATUS \*

- Established EM Program Requesting Funding
- New Program (Non-Existent Program Requesting Funding)
- Established Program (No Changes to Current Funded Personnel)
- Established Program (Additional Personnel Funding)Established Program (Additional Funding Requested)

• 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% cost share 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% cost share match). Examples would include code enforcement, information technology, or non-emergency management supervisory duties.

### List all program participants in your emergency management program. \*



	A	B
1	Name of Participants	Third party In-Kind Match
2		
3		
4		
5		

Identify any participants that will benefit from your EMPG program. Include all In-Kind Match participants. In-Kind Match is considered donated time, volunteer time, or the value of salary/benefits. If the applicant is utilizing another position to match the EMPG funded position, the applicant must submit a job description for the cost-match position.

# Application Content

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## 2024 EMPG SUB-GRANT APPLICATION DETAILED BUDGET

Select the funding options you will be applying for: \*

- approved job description is 100% related to emergency management
- approved job description is less than 100% emergency management

- 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% cost share 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% cost share match). Examples would include code enforcement, information technology, or non-emergency management supervisory duties.
- 
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# Application Content

## 2024 EMPG SUB-GRANT APPLICATION NARRATIVE

Provide a brief description of the jurisdiction's emergency management priorities and initiatives that will be addressed with EMPG funds.

### 1. Overview of the risk profile resulting from the jurisdiction's current THIRA. \*

Limit: 1500 words

An overview of the risk profile identified in the current Threat Hazard Identification Risk Assessment (THIRA) and how EMPG funding will address the gap(s) identified in the current Stakeholders Preparedness Report.

### 2. Emergency management priorities and areas of focus for current budget year identified through vulnerability assessment processes such as local Stakeholder Preparedness Report (SPR), hazard mitigation plan, hazard identification and risk assessment (HIRA), tactical interoperable communications plans, and/or after-action reports and improvement plans. \*

Limit: 1500 words

### 3. Describe work plan activities that will be taken to address the priorities and areas of focus identified in #2 above. \*

Limit: 1500 words

### 4. Detailed Budget Narrative justifying the requested funding for the identified work plan activities. \*

Limit: 1500 words

### 5. Detailed description of how the work plan activities support the building or sustainment of the core capability gaps identified in your local SPR, hazard mitigation plan, hazard identification and risk assessment (HIRA), tactical interoperable communications plans, and/or after-action reports and improvement plans. \*

Limit: 1500 words

# Application Content

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## 2024 EMPG SUB-GRANT APPLICATION SUPPORTING DOCUMENTATION

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Please upload any needed documents supporting your application. \*

Choose File

Select up to 20 files to attach. No files have been attached yet. You may add 20 more files.

Acceptable file types: .csv, .doc, .docx, .odt, .pdf, .rtf, .txt, .wpd, .wpf, .gif, .jpg, .jpeg, .png, .svg, .tif, .tiff

You can refer to the **FY 2024 EMPG NOFO** to determine the documents you need to upload.

Save Draft

Submit

Drafts may be visible to the administrators of this program.

# Important Dates to Remember

DATE	GRANT ACTIVITY
May 9, 2024	Release of FY 2024 Emergency Management Performance Grant Notice of Funding Opportunity (NOFO) and Allocation Methodology
May 10, 2024	State Funding Announcement and Allocation Methodology posted on the DHSEM website.
May 16, 2024	FY 2024 EMPG ZOOM Webinar at 9:00 am (to be recorded and posted on the DHSEM website)
May 17, 2024, at 5:00 p.m.	Question and Answer submittal deadline to DHSEM
May 22, 2024, at 5:00 p.m.	IPP submittal deadline to DHSEM Training program for pre-approval
May 24, 2024	DHSEM response to questions released
June 10, 2024	<b>Local/Tribal Jurisdictions Applications due to DHSEM at Close of Business, No later than 5:00 p.m.</b>
June 11 – 12, 2024	DHSEM Review of applications and Request for Information (RFI) process
<i>The following dates are provided as target dates. You will be notified if these dates change.</i>	
June 13 - 21, 2024	EMPG Application Review Committee
June 19 - 21, 2024	EMPG Application Review Committee's Recommendation for Allocations submitted to the Cabinet Secretary or designee
June 24, 2024	<b>DHSEM Application Due to FEMA</b>
June 30, 2024	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)



# SESSION

# THANK YOU!

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Marcella Benton  
Grants Manager  
DHSEM Grants Management Bureau

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[Dhsem-grantsmanagement@state.nm.us](mailto:Dhsem-grantsmanagement@state.nm.us)