



NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

State Homeland Security Grant Program (SHSGP) 2024 Funding Announcement and Allocation Methodology

A. Purpose

The State Homeland Security Grant Program (SHSGP) provides federal funding to assist states, tribes, and local governments for protection against terrorism attacks. The SHSGP is supported by the Department of Homeland Security/Federal Emergency Management Agency's (DHS/FEMA) and focuses on enhancing the ability of state, local, and tribal governments, to prevent, prepare, protect, and respond to potential terrorist attacks. This grant program is part of a comprehensive set of measures authorized by Congress and implemented by DHS to help strengthen the nation's communities against potential terrorist attacks and other hazards. Funds can be utilized for Planning, Organizing, Equipping, Training, and Exercising (POETE).

B. Objectives

SHSGP offers financial support to state, local, and tribal jurisdictions. Its aim is to help these jurisdictions build, sustain, and enhance the capabilities needed to prevent, prepare for, protect against, and respond to terrorist attacks. Addresses core capability gaps identified in the jurisdictions' Threat and Hazard Identification Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR), all while working towards achieving the National Preparedness Goal. A key focus and requirement of SHSGP is the criticality of information sharing and to prepare the nation for collaboration to building a culture of preparedness and protecting against terrorism and other threats to our national security. When applicable, funding should support deployable assets that can be used anywhere in the nation through automatic assistance and mutual aid agreements, including, but not limited to, the Emergency Management Assistance Compact (EMAC). SHSGP supports investments that improve the ability of jurisdictions nationwide to:

- Prevent a threatened or an actual act of terrorism;
- Protect citizens, residents, visitors, and assets against the threats that pose the greatest risk to the security of the United States;
- Mitigate the loss of life and property by lessening the impact of future catastrophic events;
- Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident;

C. Priorities

Due to the unique threats that the nation faces in 2024, DHS/FEMA has determined that subrecipients should allocate a total of 30% of their SHSP and award funds across six priority areas. As indicated below, only one of the priorities has a minimum spending requirement totaling 3% of SHSP awards. Subrecipients will have the flexibility to allocate the remaining 25% across the priorities. The following are the six priority

areas for FY 2024, along with the minimum corresponding percentage of SHSGP funds that each recipient will be required to allocate:

1. **Enhancing the Protection of Soft Target/Crowded Places (no minimum percent):** Considering terrorists and other violent extremists increasingly using less sophisticated methods to cause harm in public spaces, it is crucial for the public and private sectors to work together to improve security in places like transportation hubs, parks, restaurants, shopping centers, event venues, polling stations, and similar sites. Although not mandatory, applicants are encouraged to propose investments aimed at safeguarding soft targets and crowded places. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) for more information.
2. **Enhancing Information and Intelligence Sharing (no minimum percent):** Cooperation and information sharing among state, local, tribal, territorial, and federal partners across all areas of the homeland security enterprise, including counterterrorism, while upholding privacy, civil rights, and civil liberties protections, is critical to homeland security operations and the prevention of, preparation for, protection against, and response to acts of terrorism, and other threats to life and criminal acts of targeted violence. Counterterrorism includes both international and domestic terrorism, cybersecurity, border security, transnational organized crime, immigration enforcement, economic security, and other areas. Applicants must justify persuasively how they will contribute to the information sharing and collaboration purposes of the investment and a culture of national preparedness. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) for more information.
3. **Combating Domestic Violent Extremism (no minimum percent):** Domestic violent extremism continues to pose a significant threat to national security. Domestic violent extremists exploit social and political tensions, leading to an increased threat environment. They use social media and other technologies to promote violent ideologies, incite violence, and influence actions within the United States. Although not mandatory, applicants are encouraged to propose initiatives aimed at addressing the rise, influence, and dissemination of domestic violent extremism. These efforts may include developing, implementing, and executing prevention-focused programs and initiatives. Examples include threat assessment and management programs designed to identify, evaluate, and analyze indicators and behaviors associated with terrorism and targeted violence. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) for more information.
4. **Enhancing Cybersecurity (no minimum percent):** While not required, applicants are encouraged to submit an investment related to their ongoing or near-term high priority cybersecurity projects. Cybersecurity investments must support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) for more information.
5. **Enhancing Community Preparedness and Resilience (no minimum percent):** Community organizations, such as homeless shelters, food banks, public libraries, faith-based institutions, and nonprofit medical providers must have the capabilities to withstand acts of terrorism and provide essential services, especially to members of underserved communities, in the aftermath of an attack. In addition, individual citizens and volunteer responders, such as Community Emergency Response Teams, are often the first on the scene after a terrorist attack. The ability of these volunteers to provide assistance to their fellow citizens prior to the arrival of professional first responders is paramount to a community's resilience. In addition, the COVID-19 pandemic has placed a significant burden on community-based organizations such as homeless shelters, food

banks, public libraries, faith-based institutions, and nonprofit medical providers to continue to provide key services during and after disasters, including acts of terrorism. This National Priority Area will bolster community preparedness and resilience by investing in local, community-driven capabilities. Additionally, 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. To that end, applicants are encouraged to explore how SHSP funded activities can address the needs of underserved, at-risk communities to help ensure consistent and systematic, fair, just, and impartial treatment of all individuals before, during, and after a disaster. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) for more information.

6. **Enhancing Election Security (3%):** Securing election infrastructure, ensuring its continued operation in the face of threats and harassment, advancing the safety of election officials, and ensuring an election free from foreign interference are national security priorities. Threats to election systems are constantly evolving, so defending these systems requires constant vigilance, innovation, and adaptation. As such, at least one (1) investment must be in support of the state's and high-risk urban area's efforts to enhance physical election security and/or cyber election security. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) for more information.

Law Enforcement Terrorism Prevention Activities Allowable Costs. *Each year FEMA provides states with the smallest percent to meet the Law Enforcement Terrorism Prevention Activities (LETPA) set-aside requirement. During FY24, 35% of all funding must be in support of LETPA projects.* When identifying and selecting projects to meet the Law Enforcement Terrorism Prevention Activities (LETPA) set-aside requirement, subrecipients are strongly encouraged to consult with the law enforcement community and to consider the capabilities and resource requirements of law enforcement agencies and their unique and central role in preventing and protecting against acts of terrorism. In particular, subrecipients should consider investing in projects such as:

- Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism.
- Support for coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events.
- Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability deployment, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology.
- Implementation of the "If You See Something, Say Something®" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations.
- Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure sites or at-risk nonprofit organizations.
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative.

- Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection, evaluation, and assessment of suspicious activity reports, tips/leads, and online/social media-based threats.
- Development of countering violent extremism programs, projects, and initiatives, addressing prevention, intervention, and diversion efforts, including training on roles of law enforcement and how to effectively partner with law enforcement; developing and promoting training specifically for law enforcement executives and frontline officers on potential behaviors and indicators of violent extremism and how to appropriately analyze and report them; supporting community and law enforcement engagement strategies such as table top exercises, roundtable events, town hall meetings, and peer to peer activities; funding for existing and/or expansion of law enforcement community relations efforts, support for the development of community engagement plans, and joint projects to increase the awareness of violent extremist threats and community mitigation solutions.

D. Eligibility Criteria

The New Mexico Department of Homeland Security and Emergency Management (DHSEM) invites our stakeholders and partners 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 a local 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.
- Must Submit an Integrated Preparedness Plan (IPP) Multi-year Schedule to the DHSEM State Exercise Coordinator.
- Comply with rules and regulations of CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- All assets supported in part or entirely with FY2024 SHSGP funding must be readily deployable to support emergency or disaster operations per existing mutual aid agreements such as the EMAC and the Intrastate Mutual Aid System (IMAS) guidelines.

E. Funding Methodology

This Methodology describes the steps taken by DHSEM to allocate SHSGP funding to stakeholders. It identifies the priorities for funding so that subrecipients 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 SHSGP have a Sub-grant Period of Performance that runs from January 1, 2025, to June 30, 2026.

F. Funding Restrictions

All costs charged to awards covered under the DHS NOFO Fiscal Year 2024 Homeland Security Grant Program must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, the terms and conditions of the award, or the [Preparedness Grants Manual - 2024](#) including Appendix.

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

Build America, Buy America Act: None of the funds provided under this program may be used for a project for infrastructure unless the iron and steel, manufactured products, and construction materials used in that infrastructure are produced in the United States. The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Emergency Communications Investments: All emergency communications investments must describe how such activities align with needs identified in their Statewide Communication Interoperability Plan (SCIP). Recipients must coordinate with their Statewide Interoperability Coordinator (SWIC) and/or Statewide Interoperability Governing Body (SIGB) when developing an emergency communications investment prior to submission to ensure the project supports the statewide strategy to improve emergency communications and is compatible and interoperable with surrounding systems. Effective project alignment will require advance coordination with the SWIC and consultation with governing bodies such as the SIGB or Statewide Interoperability Executive Committee, as they serve as the primary steering group for the statewide interoperability strategy. Additionally, recipients should consult subject matter experts serving on governance bodies, such as broadband experts, chief information officers, representatives from utilities, or legal and financial experts, when developing proposals. The investment name must include the words "emergency communications" to easily identify any emergency communications investments.

G. Allowable Costs

Planning, organization, equipment, training, exercise, domestic travel, critical emergency supplies, secure identification costs, maintenance and sustainment-related costs are allowable under this program. Refer to the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#) and the [Preparedness Grants Manual - 2024](#) including Appendix A. Additionally, the following applies to allowable costs.

General Purpose Equipment. Expenditures on general purpose equipment are allowed if they align to and support one or more core capabilities identified in the National Preparedness Goal and has a nexus to terrorism preparedness. General purpose equipment must be sharable through EMAC or IMAS.

- Emergency medical services equipment and vehicles;
- Fire service equipment and vehicles, to include hose, pump accessories, and foam concentrate for specialized chemical/biological/radiological/nuclear/explosive (CBRNE) response;

- Interoperability of data systems, such as computer aided dispatch (CAD) and record management systems (RMS); and
- Office equipment for staff engaged in homeland security program activity.

Personnel. Personnel overtime and backfill expenses are permitted under this grant to perform allowable SHSGP planning, organization, training, exercise, and equipment activities. All subrecipients of SHSGP funds may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA through DHSEM. For more information on the 50% personnel cap, please see FEMA [IB 421b: Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 \(Public Law 110-412 - The PRICE Act\)](#). Please see the [Preparedness Grants Manual - 2024](#) for more information.

Operational Overtime: Prior to use of funds for operational overtime, subrecipients must receive approval from DHS/FEMA through DHSEM. Operational overtime costs are also subject to the 50% personnel cap. Operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. Funds may be used to support select operational expenses associated with increased security measures in the authorized categories outlined in the [Preparedness Grants Manual - 2024](#) including Appendix A and [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#).

Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.

Construction and Renovation. Construction and renovation costs to achieve capability targets related to preventing, preparing, protecting, or responding to acts of terrorism are allowed under this program. For construction and renovation costs to be allowed, they must be specifically approved by DHS/FEMA through DHSEM in writing prior to the use of any program funds. Limits on the total amount of grant funding that may be used for construction or renovation may apply. Additionally, subrecipients are required to submit SF-424C and SF-424D. All proposed construction and renovation activities must undergo an Environmental Planning and Historic Preservation (EHP) review, including approval of the review from FEMA, prior to undertaking any action related to the project. Failure of a grant recipient to meet these requirements may jeopardize Federal funding. Please see the [Preparedness Grants Manual - 2024](#) including Appendix A and the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#).

Allowable Planning Costs

- Developing hazard/threat-specific annexes
- Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives
- Developing related terrorism and other catastrophic event prevention activities
- Developing and enhancing plans and protocols
- Developing or conducting assessments
- Hiring of full- or part-time staff or contract/consultants to assist with planning, engagement, and volunteer management activities
- Materials required to conduct planning, engagement, and volunteer management activities

- Travel/per diem related to planning, engagement, and volunteer management activities
- Overtime and backfill costs (in accordance with operational Cost Guidance)
- Issuance of Western Hemisphere Travel Initiative-compliant Tribal identification cards
- Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs
- Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs
- Update governance structures and processes and plans for emergency communications
- Development, and review and revision of continuity of operations plans
- Development, and review and revision of the THIRA/SPR and continuity of operations plans
- Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities

Allowable Organizational Activities. Personnel hiring, overtime, and backfill expenses are permitted under this grant only to the extent that such expenses are for the allowable activities within the scope of the grant.

- Program management
- Development of whole community partnerships
- Structures and mechanisms for information sharing between the public and private sector
- Implementing models, programs, and workforce enhancement initiatives
- Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors
- Operational support
- Utilization of standardized resource management concepts
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs resulting from a National Special Security Event
- Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50% of the allocation)
- Overtime for information, investigative, and intelligence sharing activities (up to 50% of the allocation)
- Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50% of the allocation).
- Hiring or maintaining staff positions/contractors/consultants at state, local and tribal levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions, and local businesses.
- Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT
- Cost of migrating online services to the “.gov” domain.

Allowable Equipment Categories

- Personal Protective Equipment
- Explosive Device Mitigation and Remediation Equipment
- CBRNE Operational Search and Rescue Equipment
- Information Technology

- Cybersecurity Enhancement Equipment
- Interoperable Communications Equipment
- Detection
- Decontamination
- Medical countermeasures
- Power (e.g., generators, batteries, power cells)
- CBRNE Reference Materials
- CBRNE Incident Response Vehicles
- Terrorism Incident Prevention Equipment
- Physical Security Enhancement Equipment
- Inspection and Screening Systems
- Animal Care and Foreign Animal Disease
- CBRNE Prevention and Response Watercraft
- CBRNE Prevention and Response Unmanned Aircraft
- CBRNE Aviation Equipment
- CBRNE Logistical Support Equipment
- Intervention Equipment (e.g., tactical entry, crime scene processing)
- Critical emergency supplies
- General use vehicle acquisition, lease, and rental
- Specialized vehicle acquisition, lease, and rental
- Other Authorized Equipment

Allowable Training Costs

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training
- Training workshops and conferences
- Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency
- Full- or part-time staff or contractors/consultants
- Travel
- Supplies
- Instructor certification/re-certification
- Coordination with Citizen Corps Councils and CERT in conducting training exercises
- Preparedness training for community preparedness initiatives and programs
- Interoperable communications training
- Activities to achieve planning inclusive of people with limited English proficiency
- Immigration enforcement training

Allowable Exercise Related Costs

- Design, Develop, Conduct, and Evaluate an Exercise
- Full- or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercises
- Implementation of HSEEP

- Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs
- Travel
- Supplies
- Interoperable communications exercises
- Activities to achieve planning inclusive of people with limited English proficiency

LETPA Costs

- Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,
- Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism
- Coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events
- Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability development, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology
- Coordination between fusion centers and other operational analytic, and investigative efforts
- Implementation, maintenance, and sustainment of the Nationwide Suspicious Activity Reporting Initiative
- Implementation of the "If You See Something, Say Something®" campaign
- Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure locations

H. Unallowable Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds;
- Grant funds may not be used for the purchase of equipment not approved by FEMA. Grant funds must comply with [FEMA Policy 207-22-0002: Prohibited or Controlled Equipment Under FEMA Awards](#), and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed;
- Unauthorized exercise-related costs include:
 - Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances); and
 - Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

I. Developing Investment Justifications

Applications must include one investment justification (IJ) and at least one respective project for the one National Priority Area with a minimum spend requirement (Enhancing Election Security). This IJ must also meet or exceed the minimum percent spend requirement based on the subrecipient's SHSP allocation. **All projects associated with the minimum spend of a National Priority Area *must* be submitted in the same IJ.**

Each IJ **must demonstrate** how proposed investments:

- Support terrorism preparedness; and
- Support building capability and/or closing capability gaps or sustaining capabilities identified in the community's THIRA and SPR process.

Each IJ **must explain** how the proposed investments will support the subrecipient's efforts to:

- Prevent a threatened or an actual act of terrorism;
- Prepare for all hazards and threats, while explaining the nexus to terrorism preparedness;
- Protect citizens, residents, visitors, and assets against the greatest threats and hazards, relating to acts of terrorism; and/or
- Respond quickly and equitably to save lives, protect property and the environment, and meet basic human needs in the aftermath of an act of terrorism or other catastrophic incidents.

Investments and Projects:

- Applicants must propose at least one (1) investment correlating to the one respective national priority with a maximum of seven (7) investments.
- Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP funds.
- Required National Priority Area IJs must include the name of the priority in the investment name for easy identification.
- All requested funding must be associated with specific projects. For each project, several pieces of information must be provided to submit the project for consideration in the application, including:
 - Project name;
 - Project description;
 - Project location (zip code of the primary location of the project);
 - Primary core capability the project supports;
 - Whether the project activities are shareable and deployable; and
 - Which National Priority Area (if any) the project supports.
- Projects should describe how the proposed investment supports building capability and/or closing capability gaps or sustaining capabilities identified in the local THIRA and SPR process.

J. Submitting the Application

1. Read the DHSEM Funding and Allocation Methodology. Review the DHSEM Application. You will receive an email from DHSEM Grants Management Bureau dhsem-grantsmanagement@state.nm.us when these documents are uploaded to the website.
2. Read the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program](#)
3. Read the [Preparedness Grants Manual - 2024](#) including Appendix A.
4. Participate in the 2024 SHSGP Application Webinar scheduled for 10:00 am on May 3, 2024 where we will review the State Funding Announcement and Allocation Methodology and the Application. Webinar will be hosted via Zoom.
5. To join the SHSGP Application Webinar Zoom Meeting use the information below:
<https://us06web.zoom.us/j/81766252754?pwd=MUNQfFbKOTljgdKQZy4beXsO4P8bU.1>
Meeting ID: 817 6625 2754
Passcode: 265520
For audio-only dial 720 707 2699

6. Review the recorded Application Webinar. You will receive an email from DHSEM Grants Management Bureau dhsem-grantsmanagement@state.nm.us when this is uploaded to the website.
7. Submit your questions related to the SHSGP 2024 grant to DHSEM Grants Management Bureau dhsem-grantsmanagement@state.nm.us by May 7, 2024. Coordinated and consistent responses will be posted to the DHSEM website. You will receive an email from the DHSEM Grants Management Bureau when this document is uploaded to the website.
8. If beneficial for your community, request technical assistance from the DHSEM Grants Management Bureau dhsem-grantsmanagement@state.nm.us . Be sure to include **SHSGP 2024 Grant Program** in the subject line of your email.
9. Prepare and submit the application and all supporting documentation no later than May 20, 2024. The following items are required to be submitted with your application:
 - Signed Coversheet and can be sent in PDF format
 - Portfolio Information
 - Investment Information
 - Applicants must propose at least one (1) investment correlating to the one respective national priority with a maximum of seven (7) investments.
 - Project Information
 - Within each investment, applicants must propose at least one project to describe the activities they plan to implement with SHSP funds.
 - Work Plan detailing each investment activity / milestones
 - If there are extenuating circumstances that do not allow for the submittal deadline to be met, request a written extension with justification for the delay. The request should be addressed to the DHSEM Grants Management dhsem-grantsmanagement@state.nm.us. Be sure to include **SHSGP 2024 Grant Program** in the subject line. The extension must be submitted no later than May 15, 2024. The maximum extension will be one week and if approved, the extension deadline would then be May 24, 2024. Extension requests will be granted only due to compelling operational challenges.

K. DHSEM Review and Recommendation to Cabinet Secretary

1. The DHSEM's Grants Management Bureau reviews all applications for eligibility, completeness and to validate compliance with both the Federal NOFO and State Funding Announcement. The Committee's review comments are summarized in the SHSGP Application Checklist.
2. Applicant eligibility is determined based on supporting documentation showing:
 - NIMS compliance
 - Acknowledgement of intent to work towards achieving NQS compliance
 - Approved THIRA
 - Approved SPR
 - IPP Multi-year Schedule
3. For jurisdictions applying for the first time, eligibility is determined by:
 - Demonstrable efforts made toward achieving NIMS compliance
 - Demonstrable efforts made toward achieving NQS compliance
 - Participation in developing the IPP Multi-year Schedule
 - Working with a Local Preparedness Coordinator to document and seek technical support to become funding eligible.
4. Completeness is determined based on the following:

- Completed application,
 - Signed Grant Cover sheet,
 - NM SHARE Vendor Number,
 - SAMS Number, (previously DUNS Number)
 - Investment and Project Worksheets detailing activities, and
 - Justification of activity by identifying national priorities, capability gaps identified in the local THIRA and SPR, and the IPP Multi-year Schedule.
5. For the application, an electronic certified signature is acceptable. Scan of hard copy wet ink signatures is also acceptable.
 6. The successful completion of previous Work Plan's and timeline are required for future funding. Consideration is given to extenuating circumstances such as disaster declaration, and/or large-scale crisis that prevented the completion of milestones.
 7. 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.
 8. The DHSEM State Exercise Coordinator will determine if the applicant's IPP Multi-year Schedule is current and if the exercise activities being requested are HSEEP compliant.
 9. 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.
 10. The SHSGP Application Review Committee convenes to determine allocation recommendations and submits its recommendations to the Cabinet Secretary or designee for final approval.
 11. The Cabinet Secretary or designee reviews the allocation recommendations and approves or denies the final allocations.
 12. 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 within 45 – 60 days of DHSEM's receipt of the SHSGP award.
 13. For those communities that are allocated funding, a 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 will be within 45 – 60 days of DHSEM's receipt of the SHSGP award.

L. Important Dates

- No later than March 31, 2024 – Subrecipient Risk Assessments completed by DSHEM staff
- April 22, 2024; Release of SHSGP 2024 State Funding Announcement and Allocation Methodology, and Application
- April 22, 2024; SHSGP 2024 State Funding Announcement and Allocation Methodology and Application posted on the DHSEM website
- April 26, 2024; Local Jurisdiction IPP Multi-year Schedule submittal deadline to DHSEM
- May 3, 2024; Application Webinar at 10:00 am (to be recorded and posted)
- May 7, 2024 Question submittal deadline to DHSEM
- May 8, 2024 - Subrecipient Risk Assessment results distributed to subrecipients
- May 10, 2024; DHSEM response to questions released
- May 20, 2024; Applications due to the State

- May 21-24, 2024; DHSEM Review of applications and Request for Information (RFI) process
- June 4, 2024; SHSGP Application Review Committee
- June 11, 2024; SHSGP Application Review Committee's Recommendation for Allocations submitted to the Cabinet Secretary or designee
- June 24, 2024; State SHSGP application due to FEMA
- 45 to 60 days following FEMA's award of funds to State; award and denial letters sent to applicants
- 45 to 60 days following FEMA's award of funds to State; Sub-grants awarded to applicants (Sub-grants will be sent only after FEMA awards the grant to State)

Contact Information:

EOP: Cynthia Holmes, Preparedness Bureau Chief, cynthia.holmes@dhsem.nm.gov

Grants: Leah Baldonado, Grants Manager, leah.baldonado@dhsem.nm.gov

IPP Multi-year Schedule: Federico Hernandez, State Training and Exercise Unit Manager, federico.hernandez@dhsem.nm.gov

NIMS/NQS Compliance: Lisa Coleman, State NIMS Coordinator, lisa.coleman@dhsem.nm.gov

THIRA and SPR: Robert Eggiman, State THIRA and SPR Coordinator, Robert.eggiman@dhsem.nm.gov