

Emergency Management Performance Grant 2021

Funding Allocation Methodology

I. Program Overview

The Emergency Management Performance Grant (EMPG Program) is one part of a comprehensive set of measures authorized by Congress to prepare the nation for all hazards. It supports the goal to strengthen national preparedness and resilience. 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:

- A. be compliant with the National Incident Management System (NIMS);
- B. have an All Hazards Emergency Operations Plan (EOP) that meets the criteria set forth in CPG 101;
- C. have a Threat Hazard Identification and Risk Assessment (THIRA) that meets the criteria set forth in CPG 201;
- D. have an Integrated Preparedness Plan (IPP), similar to what was previously called Multi-Year Training and Exercise Plan (MYTEP).

Applicants that are building a new program can be funded to meet these four criteria.

DHSEM encourages applicants to consider their most vulnerable populations when developing application activities. Examples of vulnerable populations include people with disabilities, aging, homeless, those without transportation and/or people without access to technology.

II. Purpose of the 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 EMPG have a Sub-grant Period of Performance that runs from July 1, 2021 to June 30, 2022 (State Fiscal Year 2022).

III. Overall Funding Strategy

Local communities and Tribes are eligible to apply. Eligible activities must be one of the Planning, Organization, Equipment, Training, Exercise (POETE) Categories. In general, salary and benefits will be funded first, according to the priorities listed below.

If a community funds salary and benefits through another source and sufficient funding allows Priorities 3 through 7 will be considered. As funding allows, each community's highest priority activity will also be taken into consideration. Narrative must be included for each requested activity; activities must contribute to priorities/goals identified in the local THIRA, Stakeholder Preparedness Review, IPP, Mitigation Plan or similar.

Priority 1; Salary and benefits to maintain current emergency management programs will be funded as the first priority. If sufficient funding is available, salary and benefits would continue for currently funded EMPG staff.

- 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. DHSEM now has more flexibility in interpretation of this requirement.
- 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.
- If a raise has been approved in the past fiscal year by the applicant, DHSEM will consider potential funding. Increases for the coming year will not be funded.
- As in the past few years, administrative positions will not be funded.

Priority 2; Salary and benefits to create a new emergency management program will be funded second. Funding would be provided for a partial or full time staff person depending on funding availability.

Priority 3; EMPG eligibility criteria planning – NIMS, EOP, THIRA, IPP. If a community funds salary and benefits through another source and there is sufficient EMPG funding, maintaining these EMPG required plans will be the next priority for funding.

Priority 4; National planning priorities - Distribution Management Planning, Evacuation Plan/Annex, Disaster Financial Management, Catastrophic Disaster Housing and Resilient Communications. If a community funds salary and benefits through another source and there is sufficient EMPG funding, maintaining/creating these nationally identified important plans will be the next priority for funding.

Priority 5; Training activities are the fifth funding priority. Training activities will be prioritized that contribute to closing a gap identified in the local THIRA, Stakeholder Preparedness Review, IPP, Mitigation Plan or similar.

Priority 6; HSEEP compliant exercises are the sixth funding priority. Exercise activities will be prioritized that contribute to closing a gap identified in the local THIRA, Stakeholder Preparedness Review, IPP, Mitigation Plan or similar.

Priority 7; Equipment purchase is the seventh funding priority. It must be demonstrated that equipment is based on improving capability.

IV. Steps for Applicant to Submit Application

- A. Read the Funding Announcement and this Allocation Methodology. Review the Application. All information will be released by email on April 2, 2021 and will then be available at <https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/2021-empg-application-materials/>
- B. Read the Federal NOFO. It was made available February 25, 2021 and can be found at https://www.fema.gov/sites/default/files/documents/FEMA_FY2021-EMPG-NOFO_02-19-21.pdf.
- C. Read the FEMA Preparedness Grants Manual (dated February 2021). It can be found at https://www.fema.gov/sites/default/files/documents/FEMA_2021-Preparedness-Grants-Manual_02-19-2021.pdf. The EMPG-specific section is found in Appendix H.
- D. Participate in the 12:30pm April 15, 2021 Application Webinar where we will review the State Funding Announcement, Allocation Methodology, and the Application. Zoom information is below.

Join Zoom Meeting

<https://zoom.us/j/93154796330?pwd=TmZjK3lrWHpsbmNHRko5WjhDcWlPQT09>

Meeting ID: 931 5479 6330

Passcode: 479485

For audio only dial 346-248-7799 or 669-900-9128

- E. Review the recorded Application Webinar which will be posted April 16, 2021 at <https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/2021-empg-application-materials/>
- F. Submit questions to dhsem.localprepared@state.nm.us by April 22, 2021 as established in the State Funding Announcement. Coordinated and consistent responses will be posted to the DHSEM website April 29, 2021.
- G. If beneficial for your community or Tribe, request technical assistance from your assigned Local Preparedness Coordinator. All technical assistance will be consistent and will be managed by the Local Preparedness Program Manager and Preparedness Bureau Chief.
- H. Prepare and submit application and all supporting June 1, 2021.
 - 1. The following items are required;
 - a. Completed Application
 - b. Work Plan detailing each activity
 - c. Signed Grant Cover sheet (note: may be sent as a separate pdf)
 - d. NIMS Assessment/Certification (September 30, 2020 with up-date to be submitted September 30, 2021)
 - e. Approved THIRA date and identification of the gap in the local THIRA that will be addressed with implementation
 - f. Approved EOP date
 - g. Approved IPP copy
 - h. NM SHARE Vendor Number
 - i. DUNS Number
 - j. Job description for each staff person being requested for EMPG funding AND job description for a position that is used as match.
 - 2. If funding is being requested to create a new emergency management program, provide justification and a timeline for completion of required eligibility materials.
 - 3. 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 Local Preparedness Program Manager and must be submitted no later than one week prior to submittal deadline established in the State Funding Announcement. The maximum extension will be one week due to the tight turn-around for allocation, sub-grant creation and the start of the period of performance. Extensions requests will be granted only due to compelling operational challenges.

V. DHSEM Review and Recommendation to Cabinet Secretary

- A. Local Preparedness Program reviews all applications for eligibility and completeness. Review comments are summarized in the Application Check List.
 - 1. Applicant eligibility is determined based on supporting documentation showing:
 - a. NIMS compliance
 - b. Approved EOP
 - c. Approved THIRA
 - d. Approved IPP

2. For a community that is applying for the first time, eligibility is determined by the NIMS tracking compliance, the participation in developing the IPP and working with an LPC to document and seek technical support to become funding eligible.
3. Completeness is determined based on the following:
 - a. Completed application,
 - b. signed Grant Cover sheet,
 - c. NM SHARE Vendor,
 - d. DUNS Number,
 - e. Work Plan detailing each activity, and
 - f. Justification of activity by identifying priorities from the local THIRA, Stakeholder Preparedness Review, IPP, Mitigation Plan or similar.
4. For the application, electronic certified signature is acceptable. Scan of hard copy wet ink signatures are also acceptable.
5. Activity eligibility is determined based on the POETE elements. Each activity is assigned a priority number as described above in 'III. Overall Funding Strategy'.
6. Successful completion of previous year's Work Plan and timeline is required for future funding. Consideration is given to extenuating circumstances such as the COVID pandemic, disaster declaration and/or large scale crisis that prevented completion of milestones.
7. The Local Preparedness Coordinator will contact each applicant that needs to submit additional 'proof' or 'back-up'. In order to meet the requirement for grant award, there is a 72-hour turn-around required for submittal of these materials.
8. Administrative Services Bureau conducts a financial and grant management review for all applications deemed eligible by the Local Preparedness Program to validate compliance with both the Federal NOFO and State Funding Announcement. Review comments are summarized in the Application Check List.
9. DHSEM Training and Exercise Program will determine if the applicant's IPP is current and if exercise activities being requested are HSEEP compliant. Review comments are summarized in the Application Check List.
10. Based on the outcome of the Application Check List, the Local Preparedness Program prioritizes activities for allocation recommendation to the Cabinet Secretary.
11. 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. DHSEM may also 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.
12. Cabinet Secretary provides input on recommended priority activities and approves the final allocation.
13. Award letters are sent to applicants that are allocated funding. It is anticipated that the award letters will be sent by June 30, 2021.
14. Letters will also be sent to applicants that do not receive funding. Included in this letter will be a description of why any activities were not selected for funding. It is anticipated that these award letters will be sent by June 30, 2021.
15. 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 is anticipated by July 30, 2021.