

# **Emergency Management Performance Grant – American Rescue Plan Act** **EMPG-ARPA Funding Allocation Methodology**

## **I. Program Overview**

The Emergency Management Performance Grant (EMPG) provides federal funding to assist states, Tribes, and local governments with all hazards emergency preparedness. The American Rescue Plan Act (ARPA) provided additional funding to the U.S. Department of Homeland Security for the annual EMPG 2021 cycle on a population-share basis. Participating states then distribute these funds for reimbursement of applicable state, Tribal, and local emergency management program expenses. Through this EMPG-ARPA funding opportunity, the New Mexico Department of Homeland Security and Emergency Management (DHSEM) will award up to \$990,000 in federal funding to eligible applicants for planning, equipment, training, and exercises. All planning, equipment, training, and exercise activities eligible under EMPG 2021, are also eligible for EMPG-ARPA funding.

Eligible Sub-grant applicants are Tribes, Pueblos, Nations, counties, and municipalities, located within the State of New Mexico that are implementing the National Incident Management System (NIMS). Eligible Sub-grant applicants must:

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

For communities that do not yet have all the above, EMPG-ARPA funds may be used to meet the requirements. However, a NIMS adoption resolution (or similar) is required to be submitted with the Application.

## **II. Purpose of the Methodology**

This Methodology describes the steps taken by DHSEM to allocate EMPG-ARPA 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.

## **III. Funding Strategy**

Eligible activities must be one of the planning, equipment, training, or exercise categories. Because EMPG-ARPA is a one-time allocation, salary or benefits (although eligible under the federal NOFO) will not be funded by DHSEM.

- All application questions must be answered for each requested activity, as the individual activities will be scored separately.
- If the applicant submits more than one activity for consideration, the applicant must assign priority order to all activities.
- Applicants are encouraged to include a scaled approach for each activity so that a portion of funding can be allocated if there isn't sufficient funding to cover the complete activity.

- Activities must contribute to sustainment or gaps identified in the THIRA, Stakeholder Preparedness Review (SPR), IPP, Mitigation Plan, After Action Reports, or similar. An activity will score higher if there is a strong narrative description linking to sustainment or an identified gap. Supporting documentation will be considered if the narrative clearly identifies the specific location of the referenced information.

State allocation will be based on the following priorities:

Priority 1; Distribution Management Plan creation or up-date. This highest priority is based on the one federal mandate from the national priorities, the requirement for all EMPG recipients to develop and maintain a Distribution Management Plan (DMP) as an annex to the EOP. Having Tribal and local DMPs will provide DHSEM with the detailed information to integrate into the State-level DMP.

Priority 2; Each applicant's highest priority activity will be considered next. Based on the number of applicants and the amount requested, DHSEM will allocate reasonable amount to support each applicant's highest priority activity. If there is not sufficient funding for all applicants' highest priority activities, DHSEM will allocate based on the scaled information presented in the applications.

Priority 3; Planning to maintain the following EMPG requirements will be considered next: EOP, THIRA, and Continuity of Operations. An up-dated IPP must include any plans being requested for funding.

Priority 4; Planning to create the following EMPG requirements will be considered next: EOP, THIRA, and Continuity of Operations.

Priority 5; Activities that work towards achieving National Qualification System status for Emergency Operations Center positions will be considered next. FEMA's EOC Position Description Task Books and other guidance is available at [National Qualification System Supplemental Documents | FEMA.gov](#) . An up-dated IPP must include any training or exercises being requested for funding. All exercises must be HSEEP compliant.

Priority 6; Training, exercises, or equipment that support NIMS Typed Team sustainment will be considered next. An up-dated IPP must include any training or exercises being requested for funding. All exercises must be HSEEP compliant. All equipment must have the Authorized Equipment List number included in the application. Equipment maintenance is not an eligible activity.

Priority 7; Training, exercises, or equipment that support building capability for a NIMS Typed Team will be considered next. An up-dated IPP must include any training or exercises being requested for funding. All exercises must be HSEEP compliant. All equipment must have the Authorized Equipment List number included in the application. Equipment maintenance is not an eligible activity.

Priority 8; All other eligible activities will be considered next.

#### **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 September 30, 2021 and will then be available at <https://www.nmdhsem.org/administrative-services-bureau/administrative-services-bureau-grants/empg-arpa-application-materials/>
- B. Read the Federal NOFO. It was made available April 12, 2021 and is available on the DHSEM link above.
- C. Read the FEMA Preparedness Grants Manual (dated February 2021). It is available on the DHSEM link above. The EMPG-specific section is found in Appendix H.
- D. Participate in the October 7, 2021 Application Webinar at 2pm for review of the State Funding Announcement, Allocation Methodology, and the Application. Zoom information is below.  
<https://us06web.zoom.us/j/86201245470?pwd=b1N0R0JLZ0pVRzJlZWVTVERSbEpiQT09>  
Meeting ID: 862 0124 5470  
Passcode: 739866  
Dial by your location  
    +1 346 248 7799 US (Houston)  
    +1 720 707 2699 US (Denver)
- E. Review the recorded Application Webinar which will be posted October 12, 2021 at the DHSEM link above.
- F. Submit questions to [DHSEM.LocalPrepared@state.nm.us](mailto:DHSEM.LocalPrepared@state.nm.us) by October 15, 2021 as established in the State Funding Announcement. Coordinated and consistent responses will be posted to the DHSEM link above by October 22, 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 Preparedness Bureau Chief.
- H. Prepare and submit application and all supporting information by November 19 2021.
  1. The following items are required:
    - a. Signed Application Cover Sheet (page one of the Application);
    - b. Project/Activity Description for each activity (Application Questions 1-6);
    - c. Budget Worksheet for each activity;
    - d. Signed Grant Cover sheet (note: may be submitted as a separate pdf);
    - e. NIMS Assessment/Certification (proof of submittal to DHSEM by September 30, 2021 is acceptable) or NIMS Adoption resolution for applicants building a program;
    - f. Approved THIRA date;
    - g. Approved EOP date;
    - h. IPP;
    - i. NM SHARE Vendor Number, DUNS Number, and Employer Identification Number (EIN);
    - j. Environmental and Historic Preservation Form, if required for the proposed activity (see page 34 of the 2021 FEMA Preparedness Grants Manual plus EHP Form on DHSEM website); and
    - k. Any documents required by the Federal NOFO, Grants Preparedness Manual, or DHEM policy/procedure.

2. If funding is being requested to build a new emergency management program, submit a NIMS adoption resolution (or similar). Include a timeline for completion of required eligibility materials. Contact your Local Preparedness Coordinator for assistance with developing the timeline.
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 Preparedness Bureau Chief 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; and
    - d. IPP.
  2. For a community that is applying for the first time, eligibility is determined by the NIMS adoption resolution and working with an LPC to document a timeline for completion of eligibility materials.
  3. Completeness is determined based on the following:
    - a. Signed Application Cover Sheet (page one of the Application);
    - b. Project/Activity Description for each activity (Application Questions 1-5);
    - c. Budget Worksheet for each activity;
    - d. Signed Grant Cover sheet (note: may be submitted as a separate pdf);
    - e. NIMS Assessment/Certification (proof of submittal to DHSEM by September 30, 2021 is acceptable) or NIMS Adoption resolution for applicants building a program;
    - f. Approved THIRA date;
    - g. Approved EOP date;
    - h. IPP;
    - i. NM SHARE Vendor Number, DUNS Number, and EIN;
    - j. Environmental and Historic Preservation Form, if required for the proposed activity and;
    - k. Any documents required by the Federal NOFO, Grants Preparedness Manual, or DHEM policy/procedure.
  4. Justification of activity contributing to sustainment or gaps identified in the THIRA, SPR, IPP, Mitigation Plan, After Action Reports, or similar. An activity will score higher if there is a strong narrative description linking to sustainment or an identified gap.
  5. For the application, electronic certified signature is acceptable. Scan of hard copy wet ink signatures are also acceptable.
  6. Eligible activities and funding priorities are described above in ‘III. Funding Strategy’.
  7. Successful completion of previous year’s Work Plan and timeline is taken into consideration when analyzing the application. Consideration is given to extenuating circumstances such as the COVID pandemic, disaster declaration and/or large scale crisis that prevented completion of milestones.

8. 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.
9. DHSEM Training and Exercise Program will determine if the applicant's IPP is current and includes requested training and exercises. If exercise activities are being requested, Training and Exercise Program will confirm that the work plan follows HSEEP compliance. Review comments are summarized in the Application Check List.
10. 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 is conducted as part of the Sub-grant creation process.
11. Based on the outcome of the Application Check List and the ASB review, the Review Panel prioritizes activities for allocation recommendation to the Cabinet Secretary. The Review Panel will be facilitated by the Local Preparedness Program. Panel members will represent the following: NIMS/THIRA Program, Training and Exercise Program, Response and Recovery Bureau, and the Administrative Services Bureau.
12. 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.
13. Cabinet Secretary provides input on recommended priority activities and approves the final allocation.
14. Award letters are sent to applicants that are allocated funding. It is anticipated that the award letters will be sent by December 30, 2021.
15. 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 December 30, 2021.
16. 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 complete grant funding to the State; the distribution date is anticipated by January 30, 2021.