



**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**Emergency Management Performance Grant (EMPG) 2022  
Funding Announcement and Allocation Methodology**

**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 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.

The EMPG funds are used to implement the National Preparedness System and to support the National Preparedness Goal of a secure and resilient nation. To that end, program objectives include closing capability gaps that are identified in the state's most recent Stakeholder Preparedness Review (SPR) and building or sustaining those capabilities that are identified as a high priority through the Threat and Hazard Identification and Risk Assessment (THIRA)/SPR process. 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 FY2022 EMPG program is one of the grant programs that constitute DHS/FEMA's focus on all-hazards emergency preparedness, including the evolving threats and risks associated with climate change. 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>.

**Equity:** 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 strongly encouraged to explore how EMPG Program-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. To the extent possible, equity considerations should be factored into all FY 2022 EMPG Program-funded investments across all national priority areas. This will be a requirement for FY 2023.

**Climate Resilience:** 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 of major disasters. As the frequency of these disasters accelerates, the Agency 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. Climate resilience considerations will be a continued area of focus for FY 2023.

**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.

## **B. Matching Funds**

The EMPG is a cost match program, meaning participating jurisdictions are required to provide at least 50% in matching funds for expenses covered through EMPG. For every dollar of federal EMPG grant funding provided, the sub-grantee 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. Back-up documentation is required for all matches (both cash and non-cash).

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

## **C. Eligible Applicants for Sub-grants**

The 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 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 outlined in the current version of the Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101;
- C. have a Threat Hazard Identification and Risk Assessment (THIRA) that meets the criteria outlined in the current Threat Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, CPG 201;
- D. have an Integrated Preparedness Plan (IPP) Multi-year Schedule, like what was previously called the Multi-Year Training and Exercise Plan (MYTEP).

For communities that do not yet have all the above, EMPG Program funds may be used to

meet the requirements.

#### D. **Eligibility Criteria**

- Eligible activities must be one of the Planning, Organization, Equipment, Training, Exercise (POETE) Categories.
- 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 FY2022 EMPG funding must, where applicable, be readily deployable to support emergency or disaster operations per existing Emergency Management Assistance Compact (EMAC and Intrastate Mutual Aid System (IMAS) guidelines.

#### E. **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 EMPG have a Sub-grant Period of Performance that runs from July 1, 2022, to June 30, 2023 (State Fiscal Year 2023).

#### F. **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. The narrative must be included for each requested activity; activities must contribute to priorities/goals identified in the local THIRA, IPP Multi-year Schedule, Mitigation Plan, or similar.

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

Priority 3; EMPG eligibility criteria planning – NIMS, EOP, THIRA, IPP Multi-year Schedule. 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 – Equity, Climate Resilience, and Readiness. If a community funds salary and benefits through another source and there is sufficient EMPG funding, efforts for building and/or sustaining these national planning priorities will be the next priority for funding.

Priority 5; Training activities that contribute to closing a gap identified in the local THIRA, IPP Multi-year Schedule, Mitigation Plan, or similar is the next priority.

Priority 6; Exercise activities that contribute to closing a gap identified in the local THIRA, IPP Multi-year Schedule, Mitigation Plan, or similar that are HSEEP compliant is the next priority

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

Please keep the following in mind when preparing work plans for the July 2022 to June 2023 funding cycle, EMPG Program sub-grantees are encouraged to begin planning for the implementation of the National Qualification System (NQS). Sub-grantees should begin working on identifying frequently deployed positions and developing an NQS Implementation Plan for these positions. Sub-grantees should work toward achieving, each of the activities listed below:

- Ensuring that incident personnel qualifying for a position meet the minimum training requirements from the Job Title/Position Qualification for that position.
- Developing organizational qualification procedures in alignment with the NIMS Guideline for NQS. These procedures include:
  - Qualification, certification, and credentialing processes for incident management and emergency management personnel.
  - Qualification review board, or equivalent review processes for incident management and emergency management personnel qualifications.
  - Individual and team coach and evaluation processes for incident management and emergency management personnel qualifications.

#### **G. Steps for Applicant to Submit Application**

1. Read the DHSEM Funding and Allocation Methodology. Review the DHSEM Application. All information will be released by email on April 19, 2022 and will then be available on the DHSEM website. You will receive an email from the Local Preparedness Unit when these documents are uploaded to the website.
2. Read the Federal NOFO dated April 13, 2022. This can be found at <https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-22-nofo>

3. Read the 2021 FEMA Preparedness Grants Manual and the updated Appendix H. These are located at <https://www.fema.gov/grants/preparedness/manual> and the updated Appendix H is found at <https://www.fema.gov/grants/preparedness/emergency-management-performance/fy-22-appendix-h>
4. Participate in the 1:30 pm April 21, 2022, Application Webinar where we will review the State Funding Announcement and Allocation Methodology, and the Application. Zoom information is below.
5. Join Zoom Meeting  
<https://us06web.zoom.us/j/86994112414?pwd=T0FsMGJuME1vWGwrcC8vdTJaMWpJZz09>  
 Meeting ID: 869 9411 2414  
 Passcode: 926845  
 For audio-only dial 720 707 2699
6. Review the recorded Application Webinar. You will receive an email from the Local Preparedness Unit when this is uploaded to the website.
7. Submit your questions related to the EMPG 2022 funding program to [dhsem.localprepared@state.nm.us](mailto:dhsem.localprepared@state.nm.us) by April 28, 2022. Coordinated and consistent responses will be posted to the DHSEM website. You will receive an email from the Local Preparedness Unit when this document is uploaded to the website.
8. 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.
9. Prepare and submit the application and all supporting documentation no later than May 20, 2022.
  1. The following items are required:
    - a. Completed Application
    - b. Work Plan detailing each activity
    - c. Signed Grant Coversheet (note: may be sent as a separate pdf)
    - d. NIMS Assessment/Certification (September 30, 2021, with up-date to be submitted September 30, 2022)
    - e. Approved THIRA date and identification of the gap in the local THIRA that will be addressed with the implementation
    - f. Approved EOP date
    - g. The IPP Multi-year Schedule
    - h. NM SHARE Vendor Number
    - i. SAMS Number (previously DUNS Number)
    - j. Job description for each staff person being requested for EMPG funding AND job description for a position that is used as a 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 before the submittal deadline established in the State Funding Announcement. The maximum extension will be one week. Extension requests will be granted only due to compelling operational challenges.

#### **H. DHSEM Review and Recommendation to Cabinet Secretary**

The local Preparedness Program reviews all applications for eligibility and completeness.

1. Applicant eligibility is determined based on supporting documentation showing:
  - a. NIMS compliance
  - b. Approved EOP
  - c. Approved THIRA
  - d. IPP Multi-year Schedule
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 Multi-year Schedule, 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 Number,
  - d. SAMS Number, (previously DUNS Number)
  - e. Work Plan detailing each activity, and
  - f. Justification of activity by identifying priorities from the local THIRA, IPP Multi-year Schedule, Mitigation Plan, or similar.
4. For the application, an electronic certified signature is acceptable. Scan of hard copy wet ink signatures is also acceptable.
5. Activity eligibility is determined based on the POETE elements. Each activity is assigned a priority number as described above in Section F Overall Funding Strategy.
6. Successful completion of the 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 the completion of milestones.
7. The Local Preparedness Coordinator 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. Sub-grant Analysts and Local Preparedness Coordinators will conduct 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 Checklist.
9. DHSEM Training and Exercise Program will determine if the applicant's IPP Multi-year Schedule is current and if the exercise activities being requested are HSEEP compliant. Review comments are summarized in the Application Checklist.
10. Based on the outcome of the Application Check List, the Local Preparedness Program prioritizes activities for allocation recommendations to the Cabinet Secretary or designee.
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 or designee provides input on recommended priority activities and approves the final allocation.
13. 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 by June 30, 2022.
14. 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 29, 2022.

I. **Important Dates**

- April 19, 2022; Release of State Funding Announcement and Allocation Methodology, and Application
- April 19, 2022; Local Jurisdiction IPP Multi-year Schedule submittal deadline to DHSEM
- April 21, 2022; Application Webinar at 12:30 pm (to be recorded and posted)
- April 26, 2022; Local Area IPP Multi-year Schedule distributed to Preparedness Areas from DHSEM
- April 28, 2022; Question submittal deadline to DHSEM
- May 2, 2022; DHSEM response to questions released
- May 20, 2022; Applications due to the State
- May 23 – 31, 2022; DHSEM Review of applications and Request for Information (RFI) process
- June 6, 2022; EMPG Application Review Board
- June 30, 2022; Anticipated award and denial letters sent to applicants
- July 29, 2022; Anticipated date for Sub-grants to be awarded to applicants (Sub-grants will be sent only after FEMA awards the grant to State)

Please keep the following in mind when preparing work plans for the July 2022 to June 2023 funding cycle, EMPG Program sub-grantees are encouraged to be planning for implementation of the National Qualification System (NQS). Sub-grantees should begin working on identifying frequently deployed positions and developing an NQS Implementation Plan. Sub-grantees should work toward achieving, each of the activities listed below:

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  - Qualification, certification, and credentialing processes for incident management and emergency management personnel.
  - Qualification review board, or equivalent review processes for incident management and emergency management personnel qualifications.

- Individual and team coach and evaluation processes for incident management and emergency management personnel qualifications.
- Conducting exercises following Homeland Security Exercise and Evaluation Program (HSEEP) guidance.
- For the July 2023 to June 2024 funding cycle, FEMA intends to implement the NQS a requirement for EMPG Program funding.