March 29, 2020

George A. Robinson

Regional Administrator

FEMA Region VI

800 N Loop 288

Denton, TX 76209

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

RE: Request for Approval of Non-Congregate Sheltering Activities

FEMA- 3460- EM- New Mexico

Subrecipient: *The Requestor*

Mr. Administrator Robinson:

*The Requestor,* requests the approval for emergency non-congregate sheltering activities under FEMA- 3460- EM- New Mexico- COVID-19 to respond to the Coronavirus Disease 2019 (COVID-2019) and in accordance with the Public Assistance program.

*The Requestor*, requests approval of the activities as eligible emergency protective measures that may be reimbursed under Public Assistance category B – Emergency Protective Measures is necessary to save lives or protect public health and safety. This request is being made to ensure *1-2 high-level points about urgency, rationale, point of funding request (i.e. overwhelmed, out of hospital bed space, etc…)*

**Background:**

*Requestor to provide key information to describe contextual and geographic details, include numbers of people affected or in need of the sheltering, the specific situation that warrants the non-congregate shelter, and other implementation options that were assessed and justification for the option ultimately selected.*

* *Provide & describe the official* order signed by a state, local, tribal, public health official.
* *Describe the population being sheltered – for example, the general public in quarantine, first responders, homeless individuals, etc.*
* *Explain considered assessed options addressing the problem, and the justification for the option selected.*

**Cost Analysis:**

Pursuant to the Public Assistance Program and Policy Guide (PAPPG), Chapter 2: VI.B.10.b *Sheltering,* the Requestor finds that non-congregate sheltering is the best available option for meeting the urgent needs of individuals displaced by COVID-19 and to protect health and safety in the community. Initially, the sheltering will not extend beyond the incident period of the Public Health Emergency, which will be determined by the New Mexico Governor Michelle Lujan Grisham, and the PAPPG guidance. As the situation evolves, we will communicate with FEMA regarding any potential need for extension.

*Describe key financial considerations.*

Therefore, the costs associated with the use of non-congregate shelter option selected, i.e. hotel rooms for emergency sheltering from initial dates of expected sheltering support for # people at $XX.

*Insert Table with financial information to include at minimum: number of people supported, cost per hotel room, number of days needed, and total costs estimated*

**Conclusion:**

*Provide summary version of critical context that should be taken into consideration*

Requestor actively chose non-congregate sheltering to address the immediate public health and safety needs of individuals that were displaced. Requestor conducted assessments to review best alternative possibilities. However, due to quick points of context to justify this option, shelter option, i.e. hoteling for the affected population is ultimately the best way forward to preserve the health and safety of the community.

We confirm our review of the Regional Administrator’s Memo re: Non-Congregate Sheltering Delegation of Authority and accept all criteria. Specifically, Requestor confirms that funding to support non-congregate sheltering has not been received by any other federal agency insert any relevant information if needed. Requestor will follow FEMA’s Procurement under Grants Conducted under Exigent or Emergency Circumstances guidance; and include a termination for convenience clause in contracts. Any applicable Environmental and Historic Preservation laws, regulations, and executive orders will apply and be adhered to as a condition of assistance.

Thank you for your consideration of this request under Public Assistance Emergency Protective Measures.

If you have any questions, please contact Name, title at (xxx) xxx-xxxx or x@x.xxx.

Sincerely,

*Signature*

Requestor

Requestor Title

Requestor Agency

Attachments:

1. NM- 03-23-2020 – Public Health Emergency Order Closing All Businesses and Non-Profit Entities Except for those Deemed Essential and Providing Additional Restrictions on Mass Gatherings Due to COVID-19
2. Any other documentation supporting the request