

Emergency Management Performance Grant COVID-19 Supplemental Funding Selection Methodology

I. Purpose of the Methodology

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

II. Overall Funding Strategy

Through this funding opportunity, DHSEM will award up to \$100,000 in federal funding to no more than four applicants for COVID-19. The intent is to provide \$25,000 to each of the four selected applicants. EMPG-S selection methodology will be needs based, providing funding to those communities with the most urgent unfunded demand for COVID-19 mitigation, preparedness, response and recovery.

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

III. Priorities

DHSEM priorities for EMPG-S funding are planning, equipment and training. Organizational expenses, although eligible under the federal NOFO, will not be funded by DHSEM as salaries are funded through the annual EMPG. Exercises are not eligible as per the federal NOFO. Contracts and consultant expenses will not be funded based on the limited Period of Performance.

Needs based funding will be determined after review of the gap analysis described in the application. Each application will be ranked based on the narrative description and supporting data in the submitted application;

- Application – This should include a description of the activity or activities, responsible parties, and the implementation schedule with milestones. Description of integration and consistency with related State programs should be included in the narrative, as applicable.
- Needs Assessment - This can be a formal or informal narrative description. Supporting data will strengthen the ranking. Consider demographics of your community and the impact of COVID-19. Also consider vulnerable populations.
- Current Capacity - This can be a formal or informal narrative description. Supporting data will strengthen the ranking. Include human capital, funding and other available resources. If CARES Act funding was received, include the amount expended and budgeted, in addition to the activities funded.
- Gap Analysis - This can be a formal or informal narrative description.
- Integrate Disability and English as Second Language – The Federal NOFO encourages activities that integrate the needs of people with disabilities and with limited English proficiency. For example activities, see the Federal NOFO page 26.

Priority 1; Selection based on communities most in need as defined by the gap analysis in the submitted application. Supporting data for needs assessment, current capacity and gap analysis will strengthen the ranking.

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Priority 2; If there are more than four communities that submit for application and gap analysis cannot clearly identify the ranking, communities that did not receive CARES Act funding will be prioritized.

Priority 3; After priorities 1 and 2 are applied, communities that did not receive EMPG funding in the past three years will be prioritized.

Priority 4; After priorities 1 through 3 are applied, communities that did not receive EMPG funding in 2020 will be prioritized.

Priority 5; After priorities 1 through 4 are applied, communities that did receive EMPG funding in 2020 will be prioritized.

IV. Steps to Submit Application

- A. Read the Federal NOFO which was made available April 13, 2020 and can be found at <https://www.fema.gov/media-collection/fiscal-year-2020-emergency-management-performance-grant-program-covid-19> . The February 2020 version of the FEMA Preparedness Grants Manual is available at www.fema.gov/media-library/assets/documents/178291 . The EMPG-specific section is found in Appendix H.
- B. Read the State Funding Announcement, Application, DHSEM Scoring Sheet, and this Methodology.
- C. Participate in the application review webinar to be held September 10, 2020 from 1 to 2:30pm; the webinar will be recorded and posted on the DHSEM website for reference.
- D. Submit questions to dhsem.localprepared@state.nm.us by September 14, 2020 as established in State Funding Announcement. Coordinated and consistent responses will be provided by the Local Preparedness Programs by September 18, 2020. Answers to questions will be provided to all stakeholders so there is consistency in messaging.
- E. Prepare the application and all supporting documentation and submit all materials by October 1, 2020, as identified in the State Funding Announcement. The following items are required;
 1. Complete Application
 - a. signed cover page
 - b. narrative including COVID-19 needs assessment, capabilities and gap analysis
 - c. detailed budget
 2. Approved NIMS resolution
 3. NM SHARE Vendor Number
 4. SAM and DUNS Numbers

V. DHSEM Review and Recommendation to Cabinet Secretary

- A. Local Preparedness Program reviews all applications for eligibility and completeness. Comments are summarized in the Application Review Checklist.
 1. Applicant eligibility is determined based on supporting documentation showing that the community is implementing the National Incident Management System (NIMS).
 2. Completeness is determined based on items listed in **IV.F.** above.
 3. Activity eligibility is determined based on COVID planning, equipment or training. Each activity is assigned a priority number as described above in **III. Priorities.**
 4. Successful completion of previous Sub-grant Work Plan and timeline, if applicable, is required for EMPG-S funding. Consideration is given to extenuating circumstances such as a disaster declaration and/or large scale crisis that prevented the Sub-grantee from completing milestones.

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- B. Administrative Services Bureau (ASB) 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. ASB will confirm that each applicant has a valid NM SHARE Vendor Number, SAM Number and DUNS Number. Comments are summarized in the Application Review Checklist.
- C. Training and Exercise Unit will conduct a review for all training activities deemed eligible by the Local Preparedness Program to assure consistency in delivery and coordination with other state-wide training activities. Comments are summarized in the Application Review Checklist.
- D. Statewide Interoperable Coordinator (SWIC) will conduct a review for all communications activities deemed eligible by the Local Preparedness Program to assure consistency and coordination with other state-wide efforts. Comments are summarized in the Application Review Checklist.
- E. Based on the outcome of the Application Checklist, the Local Preparedness Program prioritizes communities and activities for selection recommendation to the Cabinet Secretary.
- F. 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.
- G. Cabinet Secretary provides input on recommended priority activities and approves the final selection.
- H. For those communities that receive funding, a Sub-grant Agreement is sent with an award cover letter. For applicants not selected, a cover letter is sent describing why they were not selected for funding based on the priorities identified above.