

Hazardous Materials Emergency Performance Grant (HMEP)

FFY2021 Funding Selection Methodology

I. Purpose of the Methodology

This Methodology describes the steps taken by DHSEM to allocate HMEP 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 \$180,000 in federal funding. HMEP selection methodology will be needs based; each activity requested for funding must include a justification of need. Rural Opportunities to Use Transportation Economic Success (ROUTES) Initiative communities and first time HMEP applications will be prioritized. After these two priorities, planning, training and then exercise will be prioritized.

Eligible Sub-grant applicants are counties, municipalities, Local Emergency Planning Committees (LEPCs), Tribes, Pueblos and Nations located within the State of New Mexico.

III. Priorities

A. DHSEM priorities for HMEP funding are;

1. Activities that support the DOT/HMEP Rural Opportunities to Use Transportation Economic Success (ROUTES) Initiative is the first priority. Rural communities will receive an additional 5 points on each activity scoring sheet. The Census Bureau defines rural as any population, housing, or territory NOT in an urban area.
2. First time DOT/HMEP Applicants are the second highest priority. First time applicants will receive an additional 5 points on each activity scoring sheet.
3. Plan Development is the third priority. The following plan types will be assigned 5 points. All other eligible plans will be scored 3 points.
 - a. Commodity Flow Study creation
 - b. LEPC Hazardous Materials Response Plan creation
 - c. LEPC Hazardous Materials Response Plan up-date
4. Training development and planning is the fourth priority. Any training activity that includes both development and planning will receive 5 points.
5. Training participation activities are the fifth priority and is not scored. The number of participants requested for each training activity must be justified. The number of participants approved will be based on the merit of the justification, the available funding and the registration/travel costs. Applicants are instructed to provide a scalable request for two participants up to the total number preferred.
6. Exercise development and planning is the sixth priority. Any training activity that includes both development and planning will receive 5 points.
7. Exercise participation activities are the seventh priority and is not scored. The number of participants requested for each exercise activity must be justified. The number of participants approved will be based on the merit of the justification, the available

Hazardous Materials Emergency Performance Grant (HMEP) **FFY2021 Funding Selection Methodology**

funding and the registration/travel costs. Applicants are instructed to provide a scalable request for two participants up to the total number preferred.

IV. Steps to Submit Application

- A. Read the Federal NOFO which was made available April 26, 2019.
- B. Read the State Funding Announcement, Application, DHSEM Scoring Sheet, and this Methodology.
- C. Participate in the application review webinar to be held April 8, 2021 from 12:30 to 2:00 pm; the webinar will be recorded and posted on the DHSEM website for reference.
- D. Submit questions to julie.jolly@state.nm.us by April 14, 2021. Answers to questions will be provided posted to the DHSEM website on April 16, 2021.
- E. Prepare the application and all supporting documentation. Submit all materials by April 30, 2021 at 5:00 pm, as identified in the State Funding Announcement. The following items are required for hard copy and digital submittal;
 1. Hard Copy submittal
 - a. For all activities combined, include one of the following;
 - i. Cover Sheet (must include three signatures, contact information, list of activities in priority order) – page 2 of the Application
 - ii. Certification - page 3 of the Application
 - iii. Section 4 Budget and Match - page 7 of the Application
 - iv. SF424A
 - b. For each activity complete and attach the appropriate Section sheets, depending on the activity type
 - i. Section 1 of the Application is for Planning (i.e., Commodity Flow Surveys, Regional Hazard Analysis) - page 4 of the Application
 - ii. Section 2 of the Application is for Training (i.e., Hot Zone Conference, Hazmat Technician Refresher) - page 5 of the Application
 - iii. Section 3 of the Application is for Exercise (i.e., Full Scale Hazmat Exercise) - page 6 of the Application
 - iv. Include Scope of Work Narrative for each activity (Word format—See Appendix C for requirements and Example)
 - v. Include Budget Narrative for each activity (Word format—See Appendix D for requirements and Example)
 - vi. Include a Budget for each Activity (Excel format—See Appendix D for requirements and Example)
 - c. Submit all hard copy materials to Julie Jolly, Hazardous Materials Coordinator, at one of the addresses below.
 - i. Fed Ex or UPS: NM DHSEM, 13 Bataan Santa Fe, Blvd., NM 87508
 - ii. US Postal Service: NM DHSEM, PO Box 27111, Santa Fe, NM 87502

Hazardous Materials Emergency Performance Grant (HMEP)
FFY2021 Funding Selection Methodology

2. Digital submittal
 - a. All Narratives and Budget Narratives as Word documents
 - b. All spreadsheets as Excel files
 - c. Full application as one pdf
 - d. Submit to julie.jolly@state.nm.us

V. DHSEM Review and Recommendation to Cabinet Secretary

- A. 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. Another example is DUNS/SAMS suspension or debarment. 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.
- B. Hazardous Materials Coordinator and Administrative Services Bureau review all applications for eligibility and completeness. Scoring Sheet requirements are determined for each activity. Comments are summarized on an Activity Scoring Sheet.
 1. Applicant eligibility is determined based on supporting documentation.
 2. Activity eligibility is determined based on grant eligibility as summarized in the Sub-grant Application Appendicies A – B.
 3. Successful completion of previous Sub-grant Work Plan and timeline, if applicable, is required for HMEP 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.
 4. The Hazardous Materials Coordinator will coordinate, schedule and implement the Review Panel Meeting. An Observer will be present for the Panel Review Meeting; they will not score the applications.
 - a. The Review Panel will use the following for reference; 2020 DOT/HMEP Expenditures guide; DOT Route initiative maps; 2019 DOT/HMEP NOFO; and the 2021 HMEP Guidance (PowerPoint presentation).
 - b. At the Review Panel Meeting, the Hazardous Material Coordinator will provide a brief for each application and activity individually.
 - c. During the scoring process any technical questions from the Review Panel will be resolved by the Hazardous Material Coordinator.
 - d. As scoring is completed, the Hazardous Materials Coordinator will enter the score for each activity into the Score Sheet and a summary Excel spreadsheet.
 - e. To determine eligibility for each activity, the Scoring Sheet Section 1 questions will be answered and recorded. A yes answer to any Section 1 questions means the activity will not be considered for funding.
 - i. Application submitted late. Required documents not submitted?

Hazardous Materials Emergency Performance Grant (HMEP)
FFY2021 Funding Selection Methodology

- ii. Activity costs disallowed or stated as ineligible as per the “2020 HMEP Expenditures Guide”?
- iii. Are any expenses for the activity not allowed as per the “2020 HMEP Expenditures Guide”?
- iv. Are any expenses claimed and or reimbursed by another program?
- v. Are any expenses counted as match funds toward another Federal program?
- vi. Do any of these expenses supplant existing operational funds/programs.
- vii. Does the activity contain activities that do not align with the 2021 HMEP Sub-Grant Application appendices?
- viii. Is the detailed breakdown of cost, match, and timeline for the proposed activity missing from the application?
- f. For activities that meet all requirements in Section 1, the Review Panel will complete Section 2 of the Scoring Sheet. The Panel will discuss and score each activity between 1 – 5 points for the items below. Five points represents well developed application response, 3 points represents moderate application response and 1 point represents the minimum necessary to meet eligibility requirements.
 - i. Does the activity appear to be allowable, necessary and reasonable?
 - ii. Does the activity adequately describe the proposed activities?
 - iii. Does application provide a description of the monitoring and evaluation of the proposed activity?
- g. For activities that meet all requirements in Section 1, the Review Panel will complete Section 3 of the Scoring Sheet. The Panel will discuss programmatic priorities listed here below and assign points as identified.
 - i. Is this a first time DOT/HMEP Applicant? If yes, then activity will receive 5 points
 - ii. Did the Applicant request the funds for a Commodity Flow Study, LEPC Hazardous Materials Response Plan creation or LEPC Hazardous Materials Response Plan up-date? If yes, then activity will receive 5 points. All other eligible plans will be scored 3 points.
 - iii. Is this a training activity that includes both development and planning? If yes, will receive 5 points.
 - iv. Is this an exercise activity that includes both development and planning? If yes, will receive 5 points.
 - v. Is this application considered under the DOT/HMEP ROUTES initiative? If yes, then activity will receive 5 points.
- h. The Hazardous Materials Coordinator will facilitate the Review Panel discussion to prioritize the activities based on the outcome of the point tally for each activity, the associated cost, the available funding, priorities as identified in Section III above and the priorities identified by the Applicant.

Hazardous Materials Emergency Performance Grant (HMEP)
FFY2021 Funding Selection Methodology

- C. If sufficient requests are not submitted for the available funding, DHSEM reserves the right to provide consistent technical assistance to all applicants and accept revised applications by a due date to be announced to all applicants that met the April 1, 2021 deadline.
- D. The Hazardous Materials Coordinator prepares and submits the recommendation for allocation to the Cabinet Secretary.
- E. Cabinet Secretary provides input on recommended allocation. Hazardous Materials Coordinator adjusts the allocation as required. Cabinet Secretary approves the final selection.
- F. After US DOT awards DHSEM the funding, a Sub-grant Agreement is sent along with an accompanying Budget Worksheet. Anticipated date is October 2021.
- G. Applicants that were not selected for funding will receive email notification from the Grants Unit.