



Date: October 31, 2024


To: Governing Body

Via: Henri Hammond-Paul, Community Health and Safety Director
Paul Joye, Chief of Police


HENRI HAMMOND-PAUL (Nov 1, 2024 09:16 MDT)


Paul Joye (Oct 31, 2024 17:05 MDT)

From: Brian Williams, Office of Emergency Management Director


BRIAN WILLIAMS (Oct 31, 2024 15:50 MDT)

Subject: Grant Award Approval – 2024 State Homeland Security Grant Program

ITEM AND ISSUE:

The Office of Emergency Management respectfully requests your review and approval of a grant agreement in the total amount of \$283,975.00 for the purchase of emergency preparedness equipment, specialized training, and contracted support for The Office of Emergency Management and the Santa Fe Police Department for a term of 24 months with The New Mexico Department of Homeland Security and Emergency Management.

The Office of Emergency Management respectfully requests your review and approval of an FY25 BAR to budget \$283,975.00 in awarded Federal grant funds to the Office of Emergency Management.

Action Requested: Grant Approval, BAR Approval

BACKGROUND AND SUMMARY:

The City of Santa Fe applied for this 100% federally funded grant through the United States Department of Homeland Security, administered by the New Mexico Department of Homeland Security and Emergency Management to fund development and sustainment of emergency preparedness capabilities. Projects are competitively awarded by NM DHSEM in accordance with State and local funding priorities.

The Emergency Management Director is responsible for ensuring the conditions of this grant are met, including providing and receiving required training, citywide compliance with the National Incident Management System, conducting emergency response exercises, and developing and maintaining appropriate emergency management plans for the City. All expenditures must be pre-approved by the New Mexico Department of Homeland Security and Emergency Management.

The Office of Emergency Management and the Santa Fe Police Department collaborated to secure this grant for the following purchases:

Project 1. Replacement plate armor for all SFPD Officers (\$119,000)

Existing equipment has reached the end of its useful life, is outside of warranty, and needs replacement. This purchase will support the protection of soft targets and crowded places by providing all officers who may be the first on scene at a critical incident with reliable, up-to-date personal protective equipment.

Project 2. Mobile Broadband Kit for the Office of Emergency Management (\$11,000)

This purchase will allow City of Santa Fe public safety personnel to maintain efficient operational coordination, communication, and information sharing during emergencies by ensuring uninterrupted broadband access.

Project 3. Replacement ballistic helmets for all SFPD Officers (\$49,003)

Existing equipment has reached the end of its useful life, is outside of warranty, and needs replacement. This purchase will support the protection of soft targets and crowded places by providing all officers who may be the first on scene at a critical incident with reliable, up-to-date personal protective equipment

Project 4. Advanced SWAT Course for 8 SWAT Team Officers (\$14,494)

The Santa Fe Police Department currently maintains a NIMS Type II SWAT Team. Due to natural attrition from retirements or transfers to other departments, there is a shortage of SWAT operators with this high-level certification. This training will close the current training gap that exists and ensure that our Type II SWAT Team sustains their capabilities.

Project 5. SWAT Advanced Sniper Course for 2 SWAT Team Officers (\$3,010)

The Santa Fe Police Department currently maintains a NIMS Type II SWAT Team. Due to natural attrition from retirements or transfers to other departments, there is a shortage of SWAT operators with this high-level certification. This training will close the current training gap that exists and ensure that our Type II SWAT Team sustains their capabilities.

Project 6. SWAT Master Breacher Course for 4 SWAT Team Officers (\$22,310)

The Santa Fe Police Department currently maintains a NIMS Type II SWAT Team. Due to natural attrition from retirements or transfers to other departments, there is a shortage of SWAT operators with this high-level certification. This training will close the current training gap that exists and ensure that our Type II SWAT Team sustains their capabilities.

Project 7. ESRI Advantage Program subscription to support Emergency Management GIS capabilities (\$65,158)

This subscription service renewal will support the continuing development of an emergency management geospatial strategy to improve emergency planning, public information and warning, and operational coordination efforts.

The term of the grant ends on September 30, 2026.

PROCUREMENT METHOD:

N/A – Grant approval only

Chief Procurement Officer Approval: _____ **Date:** _____

Comment/Exceptions: _____

Supporting Information:

CONTRACT NUMBER:

The FY25 Project ledger numbers are: OEM2522104, OEM2522105, OEM2522106, OEM2522107, OEM2522108, OEM2522109, OEM2522110

SOURCE/REVENUE: Expense Revenue

The funding source is:

Fund Name/Number: Emergency Services/221

Munis Org Name/Number: Emergency Management/2212850

Munis Object Name/Number: Fed Grant/490610

If the project is grant funded? List grant award number: EMW-2024-SS-05231

Grant Manager / Accounting Officer Approval: Matthew Bonifer Date: 11/01/2024
Matthew Bonifer (Nov 1, 2024 09:36 MDT)

Comment/Exceptions: _____

Project Ledger #: OEM2522104, OEM2522105, OEM2522106, OEM2522107, OEM2522108, OEM2522109, OEM2522110

Budget Officer Approval: Andy Hopkins Date: 11/01/2024

Comment/Exceptions: _____

CAPITAL ASSET (will this procurement result in a tangible item that costs more than \$5,000?):

Yes | No

(if known): _____

Repair or Replacement of Existing Equipment:

Yes | No

If yes -> Repair | Replacement

Please explain: _____

Capital Project:

(New and improvement projects that are going to cost \$10,000 or more)

Yes | No

Project Ledger #: _____

Anticipated length of project: 24 months

Asset Manager Approval: _____ Date: _____

Comment/Exceptions: _____

Department Approvals:

IT Components: Yes | No

Vehicles: Yes | No

Facilities, Furniture, Fixtures, Equipment: Yes | No

Approval: _____ Title: _____ Date: _____

Approval: _____ Title: _____ Date: _____

Comment & Exceptions: _____

Department Contract Administrator Contact Info:

Justin Gonzales, jmgonzales@santafenm.gov

ATTACHMENTS:

FY25 BAR

FY24 Subrecipient Grant Agreement

Project Ledgers (7)

Log # {Finance use <i>only</i> }: _____
Journal # {Finance use <i>only</i> }: _____

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME Community Health and Safety / Emergency Management	DATE 10/29/2024
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
Operating Supplies	2212850	530200	OEM2522104	119,000	
Operating Supplies	2212850	530200	OEM2522106	49,003	
Equipment > \$5K	2212850	570500	OEM2522105	11,000	
Software Subscriptions > \$5K	2122850	570850	OEM2522110	65,158	
Registration	2212850	560700	OEM2522107	4,000	
Out of State Travel	2212850	560500	OEM2522107	3,425	
Out of State Per Diem	2212850	560200	OEM2522107	7,069	

REVENUES	ORG	OBJECT	PROJECT	INCREASE	DECREASE
				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522104	(119,000)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522106	(49,003)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522105	(11,000)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522110	(65,158)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522107	(4,000)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522107	(3,425)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522107	(7,069)	

JUSTIFICATION: *(use additional page if needed)*
--Attach supporting documentation/memo

\$ - \$ -

Appropriation of the 2024 State Homeland Security Grant Program (SHSGP) for various purposes.

See attached memo and documentation.

<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
Fund(s) Affected	Fund Balance Increase/(Decrease)
TOTAL:	0

[BAR p. 1 of 2]

Kyle Morgan Prepared By <i>{print name}</i>	10/29/2024 Date	<i>{Use this form for Finance Committee/ City Council agenda items ONLY}</i>	Andy Hopkins Budget Officer	11/01/2024 Date
Division Director Signature <i>{optional}</i>		CITY COUNCIL APPROVAL		
HENRI HAMMOND-PAUL (Nov 1, 2024 09:16 MDT)		City Council Approval Date	Finance Director <i>{≤ \$5,000}</i>	Date
11/01/2024 Department Director Signature		Agenda Item #:	City Manager <i>{≤ \$60,000}</i>	Date

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET AMENDMENT RESOLUTION (BAR)

DEPARTMENT / DIVISION NAME	DATE
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ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
EXPENDITURES				<i>{enter as <u>positive</u> #}</i>	<i>{enter as <u>negative</u> #}</i>
Registration	2122850	560700	OEM2522108	1,500	
Out of State Travel	2212850	560500	OEM2522108	1,000	
Out of State Per Diem	2212850	560200	OEM2522108	510	
Registration	2212850	560700	OEM2522109	11,500	
Out of State Travel	2122850	560500	OEM2522109	2,050	
Out of State Per Diem	2122850	560200	OEM2522109	8,760	
REVENUES				<i>{enter as <u>negative</u> #}</i>	<i>{enter as <u>positive</u> #}</i>
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522108	(1,500)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522108	(1,000)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522108	(510)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522109	(11,500)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522109	(2,050)	
US DEPARTMENT OF HOMELAND SECURITY	2212850	490610	OEM2522109	(8,760)	

JUSTIFICATION: *(use additional page if needed)*
 --Attach supporting documentation/memo

Appropriation of the 2024 State Homeland Security Grant Program (SHSGP) for various purposes. See attached memo and documentation. [BAR p. 2 of 2]	{Complete section below if BAR results in a net change to ANY Fund}												
	<table border="1" style="width: 100%;"> <tr> <th style="width: 70%;">Fund(s) Affected</th> <th style="width: 30%;">Fund Balance Increase/(Decrease)</th> </tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr> <td>TOTAL:</td> <td style="text-align: center;">0</td> </tr> </table>	Fund(s) Affected	Fund Balance Increase/(Decrease)									TOTAL:	0
Fund(s) Affected	Fund Balance Increase/(Decrease)												
TOTAL:	0												

Kyle Morgan Prepared By <i>(print name)</i>	10/29/2024 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	<i>Andy Hopkins</i> Budget Officer	11/01/2024 Date
Division Director Signature <i>(optional)</i> <i>Henri Hammond-Paul</i>		CITY COUNCIL APPROVAL		
HENRI HAMMOND-PAUL (Nov 1, 2024 09:16 MDT) Department Director Signature		City Council Approval Date: <input type="text"/>	Finance Director {≤ \$5,000}	
11/01/2024 Date		Agenda Item #: <input type="text"/>	City Manager {≤ \$60,000}	



State of New Mexico
DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
 P.O. Box 27111, Santa Fe, NM 87502

SUBRECIPIENT GRANT AGREEMENT
FY 2024 State Homeland Security Grant Program (SHSGP)
2024 Federal Grant No.: EMW-2024-SS-05231 Assistance Listing No.: 97.067

SUB GRANT RECIPIENT INFORMATION

SUBRECIPIENT NAME	City of Santa Fe	SUBGRANT NUMBER	SHSGP2024-Santa Fe City
FIDUCIARY NAME	City of Santa Fe	SUPPLIER ID NO.	54360
EIN NUMBER	85-6000168	CAGE CODE	4C987
SAM UEI #	QLN2YKMMJ8X6	REMIT ADDRESS	200 Lincoln Ave.
PHYSICAL ADDRESS	1600 Saint Michaels Dr. Bldg. 2 Santa Fe, NM 87505		Santa Fe, NM 87501

NMDHSEM INFORMATION

POINT OF CONTACT	Victoria Romero	PHONE NUMBER	(505) 219-5276
EMAIL ADDRESS 1	Victoria.Romero@dhsem.nm.gov	EMAIL ADDRESS 2	DHSEM-GrantsManagement@state.nm.us

SUBGRANT AWARD INFORMATION

PERIOD OF PERFORMANCE:

START DATE October 1, 2024 **END DATE** September 30, 2026

NAME OF PROJECT AWARD		AMOUNT AWARDED
1	SFPD PPE - Plate Armor	\$119,000.00
2	Mobile Broadband Kits	\$11,000.00
3	SFFD-RTF PPE -Helmets	\$49,003.00
4	Advanced SWAT Course	\$14,494.00
5	SWAT Advanced Sniper Course	\$3,010.00
6	SWAT Master Breacher Course	\$22,310.00
7	Community Resilience Mapping	\$65,158.00
8		
SHSGP TOTAL AWARDED AMOUNT		\$283,975.00

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WHEREAS, the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) has been designated by the United States Department of Homeland Security (USDHS) to serve as grantee and is thereby authorized to issue this agreement to the applicant, subrecipient, and subgrantee.

WHEREAS, funding has been obligated from the USDHS pursuant to a request by the applicant, subrecipient, and subgrantee.

NOW, THEREFORE it is mutually understood and agreed between the grantee, NMDHSEM, and subgrantee, **City of Santa Fe** hereinafter referred to as “subrecipient” as follows:

ARTICLE 1: SUBGRANT AGREEMENT DOCUMENTS

The following additional subgrant agreement documents are fully incorporated into this agreement and thereby constitute additional terms and conditions of this agreement:

This Agreement:

- [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#)
- Attachment 1: USDHS Standard Terms and Conditions (November 29, 2022) which are incorporated by reference into this Subgrant Agreement.
- Attachment 2: Reimbursement Checklist.
- Attachment 3: NQS Implementation Phase Objectives
- Attachment 4: Glossary and Definitions.
- Attachment 5: Acronyms.

ARTICLE 2: SCOPE OF WORK

As authorized by Section 2002 of the Homeland Security Act of 2002, as amended, (Pub. L. No. 107-296 as amended) (6 U.S.C Section 603), and the Department of Homeland Security Consolidated Appropriations Act, 2023 (Pub. L. No. 117-328), the subrecipient shall use State Homeland Security Grant Program (SHSGP) funds to support efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism. Specifically, these funds shall be utilized by the subrecipient for projects previously identified in the 2024 SHSGP Application and approved by the NMDHSEM Secretary or designee.

All work performed pursuant to this agreement must comply with the approved 2024 SHSGP Application. All work must be completed within the performance period, between **October 1, 2024**, and **September 30, 2026**. The subrecipient shall not subgrant any part of this award to any other entity or organization.

ARTICLE 3: PROJECT IMPLEMENTATION

Approved projects must commence within the first reporting quarter. If a project cannot commence and be operational within the first reporting quarter of the approved award date, the subrecipient must submit a written statement to the NMDHSEM Point of Contact as identified on page 1, of this document signed by the subrecipient signatory officials, justifying the delay in implementation, the expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the sole discretion of NMDHSEM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects. Applicants are strongly encouraged to begin planning to sustain existing capabilities through funding mechanisms other than DHS preparedness grants.

ARTICLE 4: REPORTING REQUIREMENTS

The subrecipient, shall submit timely **Quarterly Financial Progress Reports (FPR)** and **Performance Progress Reports (PPR)** to the **NMDHSEM Point of Contact** identified on page 1. Use of outdated forms will not be accepted. All quarterly reports are due: October 15, January 15, April 15, and July 15 within the Period of Performance (POP) beginning after the conclusion of the first quarter of grant activity. **Requests for payment will be processed ONLY if both quarterly reports are received on time.**

- **Final reports:** Due 15 days after the end of the POP. The Final Narrative Report will suffice as the final performance progress report.

The subrecipient must immediately report in writing to the NMDHSEM Point of Contact alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Subgrant Agreement. This requirement extends further to an obligation by the subrecipient to report any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

ARTICLE 5: REIMBURSEMENTS

Reimbursement shall be based upon authorized and allowable expenditures consistent with the project narrative, grant guidelines, and the submission of timely financial and performance progress reports. Payments may be withheld by NMDHSEM pending correction of deficiencies. Reimbursement of expenditures shall be requested at least quarterly for expenditures within the performance period. Expenditures must be supported with source documentation (e.g., copies of proof of payment, invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). The NMDHSEM staff will not process reimbursements if quarterly PPRs and FPRs are not submitted.

All reimbursements are contingent upon funds being allocated, budgeted, and encumbered for that purpose.

DELAYS AND DENIAL OF PAYMENT: Reduce delays in processing of payment requests by checking for accuracy prior to submission. Reasons for NMDHSEM declining payment requests include, but are not limited to, the following:

- The Period of Performance has expired;
- The amount exceeds the remaining funding available for disbursement prior to the final financial and program compliance reviews (the hold or funding retention amount);
- Request for Payment requires a state and/or budget amendment, and cannot be processed until the amendment request is received/approved;
- The reimbursement requested is for an activity outside of the approved scope of work;
- Forms are not signed by an authorized person, or are signed by only one signatory;
- Reimbursement of awarded funds have been suspended due to a non-compliance issue such as failure to submit quarterly reports; or
- Reimbursements of awarded funds have been suspended due to noncompliance activities.

CONTRACTS: All contracts must be submitted to the NMDHSEM Point of Contact for NMDHSEM review prior to implementation.

EQUIPMENT: [Per 2 CFR 200.1](#), equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the recipient or subrecipient for financial statement purposes, or \$10,000. Allowable equipment categories are listed on the web-based FEMA Authorized Equipment List (AEL): www.fema.gov/grants/tools/authorized-equipment-list. Screenshots of the AEL number and description are required to be submitted along with the Request for Approval (RFA). Some equipment items require prior approval from FEMA before obligation or purchase of the items. Please reference the AEL grant notes for each equipment

item to ensure prior approval is not required or to ensure prior approval is obtained if necessary. Subrecipients may purchase equipment not listed on the AEL, but **only** if they first seek and obtain **prior approval** from FEMA through NMDHSEM. Unless otherwise stated, all equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, subrecipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

TRAVEL: All reimbursable travel must be pre-approved by NMDHSEM 30 days prior to travel date.

PER DIEM: Reimbursements for state, local, tribal, and territorial jurisdictions cannot exceed the rates of the New Mexico Per Diem and Mileage Act, NMSA 1978, Section 10-8-4 (2021). Visit the [Department of Finance and Administration for the latest rates](#).

TRAINING: Requires NMDHSEM pre-approval 30 days prior to registering or participating in training opportunities.

EXERCISE: Requires submission of an After-Action Report/Improvement Plan (AAR/IP) within 60 days after conduct of an exercise. The AAR/IP must be submitted to NMDHSEM's Training and Exercise Unit.

FOOD AND BEVERAGES: Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:

- The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the NPD program guidelines; and
- Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
 - o The cost of the food and/or beverages provided is considered to be reasonable.
 - o The food and/or beverages provided are subject of a work-related event and work continues after meals are served.
 - o Participation by all participants is mandatory; and
 - o The food and/or beverages provided are not related directly to amusement and/or social event. (Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed).

NON-REIMBURSABLE EXPENSES:

- Grant funds must comply with [FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards](#), and may not be used for the purchase of firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed;
- Applying funds toward hiring full-time or permanent sworn public safety officers
- Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances); and
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).
- Transfer of funds between any programs.
- Contracts, single vendor response to a competitive bid, sole source contracts, and procurements greater than \$60,000 not pre-approved by NMDHSEM.
- Training and related travel costs not pre-approved by NMDHSEM.
- Construction and renovation.
- Indirect costs.
- Supplanting (using federal funds to purchase items previously budgeted for with state, local, tribal, and territorial funds).
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.
- Entertainment and sporting events.
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel, personal phone calls.
- Travel insurance, visa, and passport charges.

- Lodging costs in excess of state per diem, as appropriate.
- Food reimbursement when travel does not exceed 24 hours.
- Alcoholic beverages.
- Late fees, or interest charges.
- Lobbying, political contributions, legislative liaison activities.
- Organized fund-raising, including salaries of persons while engaged in these activities.
- Land acquisition.
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.
- Expenses not pre-approved by NMDHSEM via a RFA form.
- Operation Stonegarden (OPSG) Only
 - costs associated with evidence collection, arrest processing, prosecution, and Traffic/DUI checkpoints, such as evidence documentation cameras, fingerprinting supplies, alcohol breathalyzers, portable work lights, traffic barricades, and similar law enforcement expenses
 - costs associated with staffing and general IT computing equipment and hardware, such as personal computers, faxes, copy machines, modems, etc
 - hiring full-time or permanent sworn public safety officers
 - supplant inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies
 - construction and/or renovation costs are prohibited

ARTICLE 6: PERFORMANCE MEASURES

The quarterly PPR form shall demonstrate performance and progress relative to acceptable performance metrics identified in [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#) .

FY 2024 Performance Metrics:

- Percentage of funding allocated by the subrecipient to core capabilities to build or sustain national priorities identified in the HSGP FY 2024 NOFO.
- Percentage of funding and projects allocated by the subrecipient that align to capability gaps identified through the THIRA/SPR process.
- Percentage of projects identified by the subrecipient that address a capability gap in a core capability that has a target(s) rated as high.

ARTICLE 7: SUBRECIPIENT MONITORING POLICY

The NMDHSEM as the pass-through entity is responsible for monitoring their subrecipients in a manner consistent with the terms of the federal award at [2 C.F.R. Part 200](#), including [2 C.F.R. § 200.332](#). This includes the responsibility to monitor the activities of the subrecipient as necessary to ensure that the sub-award is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the sub-award; and that sub-award performance goals are achieved.

In terms of overall award management, subrecipient responsibilities include, but are not limited to accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, or other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or sub-award, as applicable, including the terms of [2 C.F.R. Part 200](#).

The NMDHSEM will conduct periodic monitoring as required to ensure that program goals, objectives, timelines, budgets, and other related program criteria are being met. The NMDHSEM will periodically monitor, review, and conduct analysis of financial, programmatic, and administrative policies, procedures, and practices. This monitoring may include review of accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting, procurement, records management, payroll, means of allocating staff costs, property and equipment management system, progress of project activities, etc. Monitoring may include desk and field audits. Technical assistance is available from NMDHSEM staff.

ARTICLE 8: FUNDING RESTRICTIONS; ALLOWABLE AND UNALLOWABLE COSTS; AND RECOVERY OF FUNDS

All costs charged to awards covered by the USDHS NOFO Fiscal Year 2023 Homeland Security Grant Program must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at [2 C.F.R. Part 200](#), unless otherwise indicated in the funding notice, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. See [2 C.F.R. § 200.403\(h\)](#) (referring to budget periods, which for FEMA awards under this award is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#), the terms and condition of an award, or other program materials, costs charged to awards covered by [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#) must be consistent with the Cost Principles for Federal Awards located at [2 C.F.R. Part 200, Subpart E](#). In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award. Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, and requirements in this notice as well as with the terms and conditions of the award. If FEMA and/or NMDHSEM staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA and/or NMDHSEM staff may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, subrecipients may only use federal funds for the purposes set forth in [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#) and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

See the Allowable Cost Matrix section in [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#) for allowable cost activities.

Equipment. The allowable prevention, protection, mitigation, response, and recovery equipment categories for SHSGP are listed on the FEMA Authorized Equipment List (AEL): <https://www.fema.gov/grants/tools/authorized-equipment-list>. Some equipment items require prior approval from FEMA through NMDHSEM before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary. Subrecipients may purchase equipment not listed on the AEL, but **only** if they first seek and obtain **prior approval** from FEMA through NMDHSEM. Allowable equipment

is listed on the FEMA Authorized Equipment List (AEL): <https://www.fema.gov/grants/tools/authorized-equipment-list>.

Unless otherwise stated, all equipment must meet all mandatory regulatory and/or FEMA-adopted standards to be eligible for purchase using these funds. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Investments in emergency communications systems and equipment must meet applicable guidance identified in the [SAFECOM Guidance on Emergency Communications Grants \(SAFECOM Guidance\)](#). Such investments must be coordinated with the New Mexico Statewide Interoperability Coordinator (SWIC) and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

Training. Allowable training-related costs under SHSGP include the establishment, support, conduct, and attendance of training specifically identified under the SHSGP program and/or in conjunction with emergency preparedness training by other federal agencies (e.g., Health and Human Services [HHS] and Department of Transportation [DOT]). Training conducted using SHSGP funds should address a performance gap identified through an Integrated Preparedness Plan (IPP) or other assessments (e.g., National Emergency Communications Plan [NECP] Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#) for further information on allowable costs under this category.

Some training activities require Environmental and Historic Preservation (EHP) Review, including exercises, drills or trainings that require any type of land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. Information on training requirements and EHP review can be found online at <https://www.fema.gov/media-library/assets/documents/90195>.

Exercises. Funding is allowable to design, develop, conduct and evaluate preparedness exercises. See the [The U. S. Department of Homeland Security \(DHS\) Notice of Funding Opportunity \(NOFO\) Fiscal Year 2024 Homeland Security Grant Program | FEMA.gov](#) for further information on allowable costs under this category. Exercises conducted with grant funding should be managed and conducted consistent with Homeland Security Exercise and Evaluation Program (HSEEP). The HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>.

Some exercise activities require EHP review, including exercises, drills or trainings that require any type of land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. Additional information on exercise requirements and EHP review can be found online at https://www.fema.gov/sites/default/files/documents/fema_gpd-ehp-policy-guidance.pdf.

Maintenance and Sustainment. Preparedness grant funds may be used to purchase maintenance contracts or agreements, warranty coverage, licenses, and user fees. These contracts may exceed the period of performance if they are purchased incidental to the original purchase of the system or equipment as long as the original purchase of the system or equipment is consistent with that which is typically provided for, or available through, these types of agreements, warranties, or contracts.

When purchasing a stand-alone warranty or extending an existing maintenance contract on an already-owned piece of equipment system, coverage purchased may not exceed the period of performance of the award used to purchase the maintenance agreement or warranty, and it may only cover equipment purchased with SHSGP funds or for equipment dedicated for SHSGP-related purposes. As with warranties and maintenance agreements, this extends to licenses and user fees as well.

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Except for maintenance plans or extended warranties purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan must not exceed the POP of the specific grant funds used to purchase the plan or warranty.

The policy set forth in FEMA's [Information Bulletin \(IB\) 379, Guidance to State Administrative Agencies to Expedite the Expenditure of Certain USDHS/FEMA Grant Funding](#), initially for FY 2007-2011, allows for the expansion of eligible maintenance and sustainment costs which must be in (1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the EMAC. Additionally, eligible costs may also be in support of equipment, training, and critical resources that have previously been purchased with either federal grant or any other source of funding other than FEMA preparedness grant program dollars.

Construction and Renovation. All construction and renovation projects require EHP review. Subrecipients proposing projects that have the potential to impact the natural or built environment, including, but not limited to, the construction of communication towers; modification or renovation of existing buildings, structures, and facilities; new construction, including replacement or relocation of facilities; and some training activities, must participate in the FEMA EHP review process. For the purposes of the limitations on funding levels, communications towers are not considered construction. All construction of communication towers requires EHP review. When applying for funds to construct communication towers, recipients and subrecipients must submit evidence that the Federal Communication Commission's Section 106 of the National Historic Preservation Act, Pub. L. No. 89-665, as amended, review process has been completed and submit all documentation resulting from that review to FEMA with a Grant Programs Directorate (GPD) EHP Screening Form and supporting materials for EHP review.

Written approval must be provided by FEMA through NMDHSEM prior to the use of any SHSGP funds for construction or renovation. When applying for construction funds, subrecipients must submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, subrecipients are required to submit a SF-424C form with budget detail citing the project costs, and an SF-424D Form for standard assurances for the construction project.

Unallowable Costs

- Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition is not allowed with SHSGP funds;
- Grant funds may not be used for the purchase of equipment not approved by FEMA. Grant funds must comply with [FEMA Policy 207-22-0002 Prohibited or Controlled Equipment Under FEMA Awards](#), and may not be used for the purchase of the following equipment: firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed;
- Unauthorized exercise-related costs include:
 - Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances); and
 - Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

ARTICLE 9: PROCUREMENT

Procurement shall comply with all federal, state, and local procurement requirements including [2 C.F.R. § 200.320](#) and the New Mexico Procurement Code for expenditure of funds under this Agreement. The subrecipient must conform to applicable state and federal law and the Procurement Standards Sections [2 C. F. R § 200.317 through 2 C.F.R. § 200.327](#), and [Appendix II to Part 200](#).

Contractors that develop or draft specifications, requirements, Statements of Work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition.

When procuring property and services under this agreement, the subrecipient will follow [2 C.F.R. § 200.318 through 2 C.F.R. § 200.327](#) and [Appendix II to Part 200](#). The subrecipient must use its own documented procurement procedures which reflect applicable state, local, tribal, and territorial laws, and regulations, provided that the procurements conform to applicable federal law and the standards identified in [2 C.F.R. 200](#). As such, the subrecipient must use one of the methods of procurement identified in [2 C.F.R. § 200.320](#). A RFA form must be approved by NMDHSEM staff prior to any-tangible expenditures.

Procurement Documentation: Per [2 C.F.R. § 200.318\(i\)](#), subrecipients are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, selection of contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per [2 C.F.R. § 200.403\(g\)](#). Examples of the types of documents that would cover this information include but are not limited to:

1. Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
2. Responses to solicitations, such as quotes, bids, or proposals;
3. Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
4. Contract documents and amendments, including required contract provisions; and
5. Other documents required by federal regulations applicable at the time a subgrant is awarded to a subrecipient.

Additional information on required procurement records can be found in the Procurement Disaster Assistance Team (PDAT) Field Manual, https://www.fema.gov/sites/default/files/documents/fema_PDAT-field-manual_102021.pdf.

Procurement from Minority Owned and Women Owned Business is encouraged and must be tracked and reported to NMDHSEM on the quarterly reports. Procurement transactions shall be conducted to provide maximum open and free competition. Each sole-source procurement single vendor response to a competitive bid, and all purchases require prior approval of NMDHSEM.

ARTICLE 10: COMPETITION AND CONFLICTS OF INTEREST

Among the requirements of [2 C.F.R. § 200.319\(b\)](#) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. The FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a subrecipient develop its grant application, project plans or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the subrecipient solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with [2 C. F. R § 200.317 through 2 C.F.R. § 200.327](#), federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs,

such as grant management fees. Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

Per [2 C.F.R. § 200.319\(c\)](#), the subrecipient must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, tribal, or territorial geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. **When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.**

Under [2 C.F.R. § 200.318\(c\)\(1\)](#), the subrecipient is required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, subrecipients entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity.

Under [2 C.F.R. § 200.318\(c\)\(2\)](#), if the subrecipient has a parent, affiliate, or subsidiary organization that is not a state, local, tribal or territorial government, the subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a relationship with a parent company, affiliate, or subsidiary organization, the subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or NMDHSEM in accordance with applicable FEMA policy.

ARTICLE 11: REQUIREMENTS FOR SMALL UNMANNED AIRCRAFT SYSTEM (sUAS)

All requests to purchase Small Unmanned Aircraft Systems (sUAS) with FEMA grant funding must comply [with FEMA Policy 207-22-0002, Prohibited or Controlled Equipment Under FEMA Awards](#), and also include a description of the policies and procedures in place to safeguard individuals’ privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the sUAS equipment. sUAS policies are not required at the time of application but must be received and approved by FEMA prior to obligating HSGP funds. All grant-funded procurements must be executed in a manner compliant with federal procurement standards at [2 C. F. R § 200.317 through 2 C.F.R. § 200.327](#). For recipients that use HSGP funds for sUAS, FEMA advises that there is a general privacy concern related to the use of this equipment if the data the devices collect is transmitted to servers not under the control of the operator. It has been reported that some manufacturers of sUAS encrypt data and send that data to

servers outside the United States. The U.S. Department of Homeland Security's Privacy Office suggests the recipient fully explore data transmission and storage issues with vendors to reduce the possibility of data breaches.

Additionally, the Joint Explanatory Statement (JES) accompanying the FY 2024 DHS Appropriations Act further requires recipients to certify they have reviewed the [Industry Alert on Chinese Manufactured Unmanned Aircraft Systems](#), and completed a risk assessment that considers the proposed use of foreign-made sUAS to ascertain potential risks (e.g., privacy, data breaches, cybersecurity, etc.) related to foreign-made versus domestic sUAS.

Acquisition and Use of Technology to Mitigate UAS (Counter-UAS)

In August 2020, FEMA was alerted of an advisory guidance document issued by DHS, the Department of Justice, the Federal Aviation Administration, and the Federal Communications Commission: [Interagency Legal Advisory on UAS Detection and Mitigation Technologies Homeland Security \(dhs.gov\)](#). The purpose of the advisory guidance document is to help non-federal public and private entities better understand the federal laws and regulations that may apply to the use of capabilities to detect and mitigate threats posed by UAS operations (i.e., Counter-UAS or C-UAS).

The Departments and Agencies issuing the advisory guidance document, and FEMA, do not have the authority to approve non-federal public or private use of UAS detection or mitigation capabilities, nor do they conduct legal reviews of commercially available product compliance with those laws. The advisory does not address state and local laws nor potential civil liability, which UAS detection and mitigation capabilities may also implicate.

It is strongly recommended that, prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, entities seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws. Entities should conduct their own legal and technical analysis of each UAS detection and/or mitigation system and should not rely solely on vendors' representations of the systems' legality or functionality. Please also see the DHS press release on this topic for further information: [Interagency Issues Advisory on Use of Technology to Detect and Mitigate Unmanned Aircraft Systems Homeland Security \(dhs.gov\)](#).

ARTICLE 12: GENERAL SERVICES ADMINISTRATION SCHEDULES

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing. Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at [GSA's Programs for State and Local Governments](#) and [State and Local Governments](#) webpages.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the subrecipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under [2 C.F.R. § 200.317 through 2 C.F.R. §200.327](#), such as solicitation of minority businesses, women's business enterprises, small businesses, or labor surplus area firms ([2 C.F.R. § 200.321](#)), domestic preferences ([2 C.F.R. § 200.322](#)), contract cost and price ([2 C.F.R. § 200.324](#)), and required contract provisions ([2 C.F.R. § 200.327](#) and [Appendix II to Part 200](#)).

Other Supply Schedules and Programs: For non-federal entities other than states (such as tribes, local governments, and nonprofits) that want to procure goods or services from a state supply schedule, cooperative purchasing

program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

1. The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
2. The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express purpose of making it available to the non-federal entity and other similar types of entities;
3. The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
4. The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at [2 C.F.R. § 200.317 through 2 C.F.R. §200.327](#); and
5. With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under [2 C.F.R. Part 200](#).

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the subrecipient discuss the procurement plans with its NMDHSEM Point of Contact.

ARTICLE 13: CONTRACTS

Contracts for professional and consultant services executed during this grant period must include federal, state, local, tribal, and territorial government required contract language, a project budget, and require pre-approval by NMDHSEM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the marketplace. Detailed invoices and time and effort reports are required for consultants. **All contracts must be submitted** to the NMDHSEM Point of Contact with a **completed NMDHSEM Procurement Checklist** for NMDHSEM review **prior** to implementation. See [2 C.F.R. § 200.1](#), and [2 C.F.R. 200 Appendix II to Part 200](#) for Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

ARTICLE 14: AUDIT REQUIREMENTS

As the federal grant recipient, the State of New Mexico requires a subrecipient expending \$1,000,000.00 or more in federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with [2 C.F.R. 200 Subpart F](#). The subrecipient will permit NMDHSEM staff and auditors to have access to the subrecipient's and third-party contractors' records and financial statements as necessary for the State of New Mexico to comply with [2 C.F.R. 200 Subpart F](#). Copies of audit findings must be submitted to the NMDHSEM Point of Contact within 30 days after the subrecipient receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier. Include the federal agency name, program, grant number, and year; the Assistance Listing title and number; and the name of the pass-through agency.

ARTICLE 15: PROPERTY AND EQUIPMENT MANAGEMENT

The subrecipient will follow the property standards articulated in [2 C.F.R. § 200.310 through 2 C.F.R. § 200.316](#). The subrecipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A Property Inventory Report shall be submitted to NMDHSEM annually each January 30 with the Financial Progress Report during the performance period, and continued submission is required annually until final disposition of the equipment. The

subrecipient shall, when practical, prominently display the following on any equipment purchased with award funds: Purchased with funds provided by the U.S. Department of Homeland Security. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from NMDHSEM, prior to the jurisdiction's encumbrance or expenditure for that equipment.

Any disposition of SHSGP/OPSG property or equipment must be in accordance with [2 C.F.R. 200.313\(e\)](#) and pre-approved by FEMA through NMDHSEM.

ARTICLE 16: NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)/ENVIRONMENTAL PLANNING AND HISTORIC PRESERVATION (EHP) COMPLIANCE

The subrecipient must provide information to FEMA of the legally required environmental planning and historic preservation (EHP) review and to ensure compliance with the applicable EHP laws and Executive Orders (EO). These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, E 11988 Floodplain Management, EO 11990 Protection of Wetlands, and EO 12898 Environmental Justice. The subrecipient must comply with all federal, state, local, tribal, and territorial EHP requirements and obtain applicable permits and clearances. See [FEMA Policy: Grant Program Directorate Environmental Planning and Historic Preservation, FEMA Policy #108-023-1, Revision 2](#) for more information.

Subrecipients shall not undertake any activity from the project that would result in ground disturbance, facility modification, or relates to the use of sonar equipment without the prior approval of FEMA. These include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings that are 50 years old or older, construction projects inside buildings less than 43 years old and exercises. The subrecipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. An EHP Screening Form does not need to be provided for those exercises that are planned to take place at previously approved facilities, such as, fire and police academies, search and rescue training facilities, and explosive testing centers. Any type of exercise that requires any type of land, water, or vegetation disturbance or building of temporary structures must undergo an EHP review.

Any change to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the subrecipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the subrecipient will immediately cease construction in that area and notify NMDHSEM, FEMA and the New Mexico Historic Preservation Division. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may result in ineligibility of grant funding.

ARTICLE 17: PUBLICATIONS

Publications created with funding under this grant shall prominently contain the following statement: "This Document was prepared under a subgrant from the U.S. Department of Homeland Security, and the New Mexico Department of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security or the State of New Mexico."

ARTICLE 18: RECORDKEEPING

The subrecipient will follow the record retention and access standards articulated in [2 C.F.R. § 200.333](#) through [2 C.F.R. § 200.337](#). The grant financial and administrative records shall be maintained for a period of three years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall

be maintained for a period of three years following the final disposition, replacement or transfer of the property and equipment.

ARTICLE 19: CHANGES TO AWARD

In keeping with [2 C.F.R. § 200.308](#), the subrecipient must report deviations from the approved budget, project or program scope, or objective(s) in accordance with [2 C.F.R. § 200.329](#). The subrecipient must request prior approvals for budget and program plan revisions in accordance with this section. The subrecipient must request prior written approval for the following program and budget-related reasons:

- (1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
- (2) Change in key personnel (including employees and contractors) that are identified by name or position in the Federal award.
- (3) The disengagement from a project for more than three months, or a 25 percent reduction in time and effort devoted to the Federal award over the course of the period of performance, by the approved project / program director.
- (4) The inclusion, unless waived by the Federal agency, of costs that require prior approval in accordance with [2 C.F.R. Subpart E](#) as applicable.
- (5) The transfer of funds budgeted for participant support costs to other budget categories.
- (6) Subaward activities not proposed in the application and approved in the Federal award or NMDHSEM subgrant agreement.
- (7) Changes in the total approved cost-sharing amount.
- (8) The need arises for additional Federal funds to complete the project.
- (9) Transferring funds between the construction and non-construction work under a Federal award.
- (10) A no-cost extension (meaning, an extension of time that does not require the obligation of additional Federal funds) of the period of performance

All change requests must be submitted either in writing or electronically to the NMDHSEM Point of Contact for review **90 days prior** to the termination of this agreement. All change requests must be accompanied by a justification narrative and a budget and spending plan. All change requests must be consistent with the scope of the project and grant guidelines. Change requests will be considered only if reporting requirements are current, and all other terms and conditions of this agreement have otherwise been met at the time of the request. If approved by NMDHSEM, changes in the programmatic activities, purpose of the project, key personnel specified on the grant award, contractual services for activities central to the purposes of the award, change in project site, or release of special conditions, may result in an amendment to this award. Requests for changes must be submitted using the Request for Budget-Project Revision form. **No more than two budget/project revisions will be considered per subgrant agreement.**

ARTICLE 20: EXTENSION REQUESTS

Extensions to the period of performance (POP) for this program are allowed. Extensions to the POP identified in the award will only be considered through formal, written requests and must contain specific and compelling justifications as to why an extension is required. Requests for extensions must be submitted using the Request for Subgrant Extension form.

Extensions due to exigent or emergency circumstances will be determined by NMDHSEM on a case-by-case basis. Applicants who experience technical issues must notify the NMDHSEM Point of Contact **within 90 days of the POP end date**. All extension requests must address the following:

1. The grant program, fiscal year, and award number;
2. Reason for the delay –including details of the legal, policy, or operational challenges that prevent the final outlay of awarded funds by the deadline;

3. Current status of the activity(ies);
4. Approved POP termination date and new project completion date;
5. Amount of funds drawn down to date;
6. Remaining available funds, both federal and, if applicable, non-federal;
7. Budget outlining how remaining federal and, if applicable, non-federal funds will be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and Certification that the activity(ies) will be completed within the extended POP without any modification to the original statement of work, as described in the Investment Justification (IJ) and as approved by FEMA.

Extension requests will be granted only due to compelling legal, policy or operational challenges. Extensions are typically granted for no more than a six-month period. Extension requests cannot extend past 12 months of the original subgrant agreement end date. Extension requests will only be considered for the following reasons:

1. Contractual commitments by the recipient or subrecipient with vendors prevent completion of the project, including delivery of equipment or services, within the existing POP;
2. The project must undergo a complex environmental review that cannot be completed within the existing POP;
3. Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
4. Where other special or extenuating circumstances exist.

All requests for Subgrant award extensions must be received at NMDHSEM **prior to the 90-day subgrant award termination date**. Requests for subgrant award extensions will only be considered for documented extenuating circumstances and will be reviewed by the NMDHSEM Point of Contact on a case-by-case basis.

ARTICLE 21: OTHER GENERAL PROVISIONS

- The performance period for this grant award is **October 1, 2024** through **September 30, 2026**. Further, all personnel related grant activity must be completed between **October 1, 2024** through **September 30, 2026**. Funds may not be obligated outside of these time periods. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. All obligated and encumbered funds must be liquidated within 15 days of the end of the performance period when the final performance progress and financial progress reports are due.
- The [FY 2024 SAFECOM Guidance on Emergency Communications Grants](#), in coordination with stakeholders and federal partners, and the National Emergency Communications Plan Goals, targets funding priorities to address:
 - Priority 1: Governance and Leadership
 - Priority 2: Planning and Procedures
 - Priority 3: Training, Exercises, and Evaluation
 - Priority 4: Activities that Enhance Communications Coordination
 - Priority 5: Standards-Based Technology and Infrastructure
 - Priority 6: Cybersecurity
- **Deployable / Shareable Assets:** All assets supported in part or entirely with non-disaster grant funding must be readily deployable to support emergency or disaster operations per existing Intrastate Mutual Aid System, (IMAS) and/or Emergency Management Assistance Compact (EMAC) and other mutual aid agreements. Assets that may not be physically deployable but support national response capabilities, such as interoperable communications systems and equipment, is considered shareable assets. Access to and use of these assets must be made readily available upon the request of NMDHSEM.

- The signatures of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The subrecipient shall follow the financial management requirements imposed on them by NMDHSEM, which includes the requirements of the USDHS.
- The signature of the signatory officials on this award attests to the subrecipient’s understanding, acceptance, and compliance with Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-free Workplace Requirements; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant state, local, tribal, and territorial funds. Federal funds must be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit.
- The subrecipient shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other state, local, tribal, and territorial agencies, and each award is accounted for separately.
- The subrecipient shall comply with Federal Civil Rights Laws and Regulations: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1991. The subrecipient will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.
- The subrecipient certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (EEOP) (for USDHS/DOJ grants). An EEOP is not required for subrecipients of less than \$25,000.00 or fewer than 50 employees.
- The subrecipient certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

ARTICLE 22: REMEDIES FOR NON-COMPLIANCE

For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. The NMDHSEM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior approvals. The NMDHSEM shall notify the subrecipient of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The subrecipient must respond within five days of receipt of notification. See [2 C.F.R. § 200.399](#).

- Unwillingness or inability to attain project goals.
- Unwillingness or inability to adhere to the Special Conditions section of this subgrant agreement.
- Failure or inability to adhere to grant guidelines and federal compliance requirements.
- Improper procedures regarding contracts and procurements.
- Inability to submit reliable and/or timely reports.

- Management systems which do not meet federal required management standards.
- Failure or inability to adhere to the terms and conditions of this agreement.

ARTICLE 23: TERMINATION

For Cause: In compliance with [2 C.F.R. § 200.340\(a\)\(1\)](#), if performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. The NMDHSEM will provide notice of five days to the subrecipient stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. The NMDHSEM will reimburse the subrecipient only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of NMDHSEM until completion of a final NMDHSEM review. Disposition of any equipment acquired under a terminated grant must be in accordance with 2 C.F.R. 200.313(e).

For Convenience: In compliance with [2 CFR § 200.340\(a\)\(4\)](#), this Agreement may be terminated without cause by the subrecipient upon written notice setting forth the reasons for such termination, and the effective date at least 30 days prior to the intended date of termination. A termination pursuant to this provision does not nullify a party's obligations for performance, or liabilities for failure to perform already incurred prior to the date of termination. Any project may be terminated upon convenience, in whole or in part, for the convenience of the subrecipient; though a partial termination notification must specify that portion of the project which is to be terminated. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Disposition of any equipment acquired under a terminated grant must be in accordance with [2 C.F.R. §200.313\(e\)](#).

ARTICLE 24: SPECIAL CONDITIONS

- **The Homeland Security Grant Program Notice of Funding Opportunity Requirements** – All of the instructions, guidance, limitations, and other conditions set forth in the USDHS Preparedness Grants Manual and the NOFO for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the USDHS Preparedness Grants Manual and the NOFO.
- The grant award amount is a funding allocation and is not to be interpreted as expenditure authorizations or approvals. Pre-approval from the Grants Management Bureau is required for all purchases regardless of any application review.
- All awarded projects must be planned for, conducted, budgeted, and expended within the designated performance period. Furthermore, at least **25%** of the grant award must be expended in the first quarter for each project; some exceptions and/or extenuating circumstances may apply.
- **Request for Approval** - Pre-approval from NMDHSEM staff is required for all purchases regardless of any application review. The grant award amount is a funding allocation and is not to be interpreted as expenditure authorizations or approvals. A Request for Approval (RFA) form must be approved prior to any tangible expenditures.
- **National Incident Management System (NIMS)** - All subrecipients and beneficiaries must have a completed NIMS Assessment on or before September 30 of each year. All funded beneficiaries, to include but not limited to, first response agencies and special teams, must also complete a NIMS Assessment. Subrecipients must continue working on NIMS implementation objectives throughout the performance period of the grant and thereafter.

- **Threat Hazard Identification Risk Assessment (THIRA)** - All subrecipients must complete and/or revise their THIRA every three years and submit to NMDHSEM no later than October 31 of that year. www.fema.gov/sites/default/files/2020-04/CPG201Final20180525.pdf
- **Stakeholder Preparedness Report (SPR)** - All subrecipients must complete and/or revise their SPR every year and submit to NMDHSEM no later than October 31st of that year. www.fema.gov/sites/default/files/2020-04/CPG201Final20180525.pdf
- **Tactical Interoperable Communication Plan (TICP)** - All subrecipients must complete and/or revise their local and/or regional Tactical Interoperable Communication Plan every year and submit to the New Mexico Statewide Interoperability Coordinator (SWIC) and your Local Preparedness Coordinator.
- **Emergency Operations Plan (EOP)** - All subrecipients must have a current, fully promulgated All Hazards Emergency Operations Plan (EOP); compliant with Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, September 2021, Version 3.0; and approved by NMDHSEM and must update at least once every two years. Sub-recipients are required to complete and include the NMDHSEM provided EOP crosswalk when submitting their EOPs to their Local Preparedness Coordinator for approval.
- **National Qualification System (NQS) - National Qualification System (NQS)** - All subrecipients and their beneficiaries must achieve Phase 3 NQS Implementation Objectives outlined on Attachment 3. Subrecipients must have issued PTBs to incident workforce personnel, which they designate, and ensure incident workforce personnel show progress in working towards task endorsements and minimum training requirements.
- **Integrated Preparedness Plan (IPP)** - Subrecipients must have a current multi-year Integrated Preparedness Plan that identifies preparedness priorities and activities. The current multi-year IPP must be submitted to the NMDHSEM Training and Exercise Unit before April 1 of each year.
- All subrecipients are required to conduct one exercise to test the capabilities of equipment purchased with past or current federal preparedness grants. All AAR/IP and/or AAR/IP input forms must be sent to the NMDHSEM Training and Exercise Unit no later than 60 days after the exercise. Contact the DHSEM Point of Contact for more information.
- All SHSGP performance activities will be monitored by the assigned point of contact on a quarterly basis or as needed to ensure subrecipients are conducting progressive activities to ensure project completion within the specified performance period.
- Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, organization, training, exercise, and equipment activities. All subrecipients of HSGP funds, including SHSGP, UASI, and OPSG allocations, may not use more than 50% of their awards to pay for personnel activities unless a waiver is approved by FEMA through NMDHSEM. For more information on the 50% personnel cap, please see FEMA IB 421b, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412) https://www.fema.gov/sites/default/files/2020-04/Price_Wavier_Act_Clarification_IB_421A_Final_06-04-19.pdf.
- **Program Performance Reporting Requirements (PPR) and Financial Progress Reports (FPR)** – Subrecipients are responsible for providing performance reports to the State Administrative Agency, NMDHSEM, on a quarterly basis. Final financial reports are due 15 days after the end of performance period. The PPR and

FFR shall be submitted to the point of contact and Grants Management Bureau at DHSEM-GrantsManagement@state.nm.us .

PERFORMANCE PERIOD	REPORT DUE DATE	LOCAL REPORT DUE
July 1 – September 30	October 15	Quarterly PPR & FPR
October 1 – December 31	January 15	Quarterly PPR & FPR
January 1 – March 31	April 15	Quarterly PPR & FPR
April 1 – June 30	July 15	Final PPR & FPR

- All revision requests must be reviewed and approved by the Grants Management Bureau. All requests must meet the original scope of the project and may result in a subgrant amendment.
- A revision of a project’s scope of work must be pre-approved by the Grants Management Bureau before the jurisdiction can proceed with the request for approval process. Additional documentation may be requested from the subrecipient prior to a recommendation to NMDHSEM Leadership for final approval.
- Annual external audit reports must be submitted to NMDHSEM within 30 days of receipt by subrecipients.
- Contracts for professional and consultant services that have been executed without written pre-approval from NMDHSEM are **not eligible** for reimbursement. The subrecipient will be responsible for all costs associated with services rendered under the unapproved contract.
- The beneficiary of this award is solely responsible for all expenditures that are incurred outside of the award performance period. All expenditures that are incurred above and beyond the amount of this subgrant agreement are the sole responsibility of the subrecipient of this award.
- Upon completion of all awarded projects, any remaining funds will be de-obligated and reverted back to NMDHSEM.
- Extensions due to exigent or emergency circumstances will be determined by NMDHSEM on a case-by-case basis. Applicants who need to request an extension, must notify their NMDHSEM Point of Contact within 90 days of the POP end date.
- Grant funds may not be used for the following:
 - Unallowable Equipment: Grant funds must comply with [FEMA Policy 207-22-0002 Prohibited or Controlled Equipment Under FEMA Awards](#), and may not be used for the purchase of firearms, ammunition, grenade launchers, bayonets, or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
 - Expenditures for weapons systems and ammunition.
 - Costs used to support the hiring of any personnel to fulfill traditional public health and safety duties nor to supplant traditional public health and safety positions and responsibilities.
 - Costs associated with hiring, equipping, training, etc. sworn public safety officers whose primary job responsibilities include fulfilling traditional public safety duties such as law enforcement, firefighting, emergency medical services, or other first responder duties.
 - Costs that supplant traditional public safety positions and responsibilities
 - Activities and projects unrelated to the completion and implementation of the SHSGP/OPSG Program.

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State of New Mexico
DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT
P.O. Box 27111
Santa Fe, NM 87502

SUBRECIPIENT GRANT AGREEMENT – STATE HOMELAND SECURITY GRANT PROGRAM EMW-2024-SS-05231

The acceptance of a grant from the United States and the State of New Mexico creates a legal duty and obligation on the part of the subrecipient to use the funds or property made available in accordance with the conditions of the grant as administered by and through the New Mexico Department of Homeland Security and Emergency Management.

Signature of Acceptance

JURISDICTION SIGNATURES
SIGNATURE OF STATE HOMELAND SECURITY GRANT PROGRAM MANAGER
OFFICIAL SIGNATURE: _____ DATE: _____
PRINTED NAME: _____
CONTACT NUMBER: _____ EMAIL ADDRESS: _____
SIGNATURE OF JURISDICTION CHIEF FINANCIAL OFFICER
OFFICIAL SIGNATURE: <i>Emily K. Oster</i> _____ DATE: <u>11/01/2024</u>
PRINTED NAME: <u>EMILY OSTER</u>
CONTACT NUMBER: _____ EMAIL ADDRESS: <u>ekoster@santafenm.gov</u>
SIGNATURE OF JURISDICTIONS GOVERNMENT SIGNATORY OFFICIAL
OFFICIAL SIGNATURE: _____ DATE: _____
PRINTED NAME: _____
CONTACT NUMBER: _____ EMAIL ADDRESS: _____
NMDHSEM SIGNATURES
NMDHSEM GRANTS MANAGEMENT BUREAU CHIEF
OFFICIAL SIGNATURE: _____ DATE: _____
PRINTED NAME: _____
CONTACT NUMBER: _____ EMAIL ADDRESS: _____
NMDHSEM DEPUTY CABINET SECRETARY
OFFICIAL SIGNATURE: _____ DATE: _____
PRINTED NAME: _____
CONTACT NUMBER: _____ EMAIL ADDRESS: _____

Print one original agreement, sign, and email to: DHSEM-GrantsManagement@state.nm.gov and the DHSEM Point of Contact.

IN WITNESS WHEREOF, the City of Santa Fe has agreed to this Sub-recipient Grant as of the date of the signature by the required approval authorities below.

ATTEST:

GERALYN CARDENAS, INTERIM CITY CLERK

CITY ATTORNEY'S OFFICE:

Marcos Martinez

Marcos Martinez (Oct 30, 2024 15:27 MDT)

SENIOR ASSISTANT CITY ATTORNEY

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ATTACHMENT 1
FY 2024 U.S. Department of Homeland Security Terms and Conditions
Version 3 dated November 29, 2022

The Fiscal Year (FY) 2024 Department of Homeland Security (DHS) Standard Terms and Conditions apply to all new federal awards of federal financial assistance (federal awards) for which the federal award date occurs in FY 2024 and flow down to subrecipients unless a term or condition specifically indicates otherwise. For federal awards that may involve continuation awards made in subsequent FYs, these FY 2024 DHS Standard Terms and Conditions will apply to the continuation award unless otherwise specified in the terms and conditions of the continuation award. The United States has the right to seek judicial enforcement of these terms and conditions.

All legislation and digital resources are referenced with no digital links. These FY 2024 DHS Standard Terms and Conditions are maintained on the DHS website at <https://www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions>.

A. Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

- I. Recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances – Non- Construction Programs, or OMB Standard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

B. General Acknowledgements and Assurances Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in effect as of the federal award date and located at 2 C.F.R. Part 200 and adopted by DHS at 2 C.F.R. § 3002.10

All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents, information, facilities, and staff pursuant to 2 C.F.R. § 200.337.

- I. Recipients must cooperate with any DHS compliance reviews or compliance investigations.
- II. Recipients must give DHS access to examine and copy records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel.
- III. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
- IV. Recipients must comply with all other special reporting, data collection, and evaluation requirements required by law, federal regulation, Notice of Funding Opportunity, federal award specific terms and conditions, and/or federal awarding agency program guidance.
- V. Recipients must complete the DHS Civil Rights Evaluation Tool within thirty (30) days of receiving the Notice of Award for the first award under which this term applies. Recipients of multiple federal awards from DHS should only submit one completed tool for their organization, not per federal award. After the initial submission, recipients are required to complete the tool once every two (2) years if they have an active federal award, not every time a federal award is made. Recipients must submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in these DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at <https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool>. [DHS Civil Rights Evaluation Tool | Homeland Security](#).

The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension to the 30-day deadline if the recipient identifies steps and a timeline for completing the tool. Recipients must request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

C. Standard Terms & Conditions

I. Acknowledgement of Federal Funding from DHS

Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal award funds.

II. Activities Conducted Abroad

Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

III. Age Discrimination Act of 1975

Recipients must comply with the requirements of the Age Discrimination Act of 1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

IV. Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

V. Best Practices for Collection and Use of Personally Identifiable Information

Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

VI. Civil Rights Act of 1964 – Title VI

Recipients must comply with the requirements of Title VI of the Civil Rights Act of 1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 7.

VII. Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No. 90-284 (codified as amended at 42 U.S.C. § 3601 *et seq.*) which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex, as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., the public and

common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)—be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

VIII. Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgement that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. § 200.315, a federal awarding agency reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work for federal purposes and to authorize others to do so.

IX. Debarment and Suspension

Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2 C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities

X. Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government-wide implementation (2 C.F.R. Part 182) of the Drug-Free Workplace Act of 1988 (41 U.S.C. §§ 8101-8106).

XI. Duplicative Costs

Recipients are prohibited from charging any cost to this federal award that will be included as a cost or used to meet cost sharing or matching requirements of any other federal award in either the current or a prior budget period. (See 2 C.F.R. § 200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, or the federal financial assistance award terms and conditions.

XII. Education Amendments of 1972 (Equal Opportunity in Education Act) – Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. § 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17. Recipients of an award from the Federal Emergency Management Agency (FEMA) must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

XIII. E.O. 14074 – Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local, or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

XIV. Energy Policy and Conservation Act

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

XV. False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of the Energy Policy and Conservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. § 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

XVI. Federal Debt Status

All recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

XVII. Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives of the type described in Section 3(a) of E.O. 13513.

XVIII. Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certified air carriers can be found at: [Certificated Air Carriers List | US Department of Transportation, https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list](https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list)) for international air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

XIX. Hotel and Motel Fire Safety Act of 1990

Recipients must ensure that all conference, meeting, convention, or training space funded entirely or in part by federal award funds complies with the fire prevention and control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a.

XX. John S. McCain National Defense Authorization Act of Fiscal Year 2019

Recipients, subrecipients, and their contractors and subcontractors are subject to the prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute – as it applies to DHS recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

XXI. Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with Title VI of the Civil Rights Act of 1964, (42 U.S.C. § 2000d *et seq.*) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the [DHS Recipient Guidance](#) and additional resources on <http://www.lep.gov>.

XXII. Lobbying Prohibitions

Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file a lobbying certification form as described in Appendix A to 6 C.F.R.

Part 9 or available on Grants.gov as the Grants.gov Lobbying Form and file a lobbying disclosure form as described in Appendix B to 6 C.F.R. Part 9 or available on Grants.gov as the Disclosure of Lobbying Activities (SF-LLL).

- XXIII. National Environmental Policy Act
Recipients must comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321 *et seq.*) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.
- XXIV. Nondiscrimination in Matters Pertaining to Faith-Based Organizations
It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R. Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.
- XXV. Non-Supplanting Requirement
Recipients of federal awards under programs that prohibit supplanting by law must ensure that federal funds supplement but do not supplant non-federal funds that, in the absence of such federal funds, would otherwise have been made available for the same purpose.
- XXVI. Notice of Funding Opportunity Requirements
All the instructions, guidance, limitations, scope of work, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this federal award are incorporated by reference. All recipients must comply with any such requirements set forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shall be invalid to the extent of the inconsistency. The remainder of that condition and all other conditions set forth in the NOFO shall remain in effect.
- XXVII. Patents and Intellectual Property Rights
Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 *et seq.* and applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Awards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.
- XXVIII. Procurement of Recovered Materials
States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962) and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.
- XXIX. Rehabilitation Act of 1973
Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be

denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

XXX. Reporting of Matters Related to Recipient Integrity and Performance General Reporting Requirements: If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of the federal award, then the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated by reference.

XXXI. Reporting Subawards and Executive Compensation
For federal awards that equal or exceed \$30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated by reference.

XXXII. Required Use of American Iron, Steel, Manufactured Products, and Construction Materials
Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- a) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- b) all manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- c) all construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Waivers

When necessary, recipients may apply for, and the agency may grant, a waiver from these requirements. The agency should notify the recipient for information on the process for requesting a waiver from these requirements.

- a) When the Federal agency has determined that one of the following exceptions applies, the awarding official may waive the application of the domestic content procurement preference in any case in which the agency determines that:
 - 1) applying the domestic content procurement preference would be inconsistent with the public interest;
 - 2) the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or

- 3) the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

A request to waive the application of the domestic content procurement preference must be in writing. The agency will provide instructions on the format, contents, and supporting materials required for any waiver request. Waiver requests are subject to public comment periods of no less than 15 days and must be reviewed by the Made in America Office.

There may be instances where an award qualifies, in whole or in part, for an existing waiver described at ["Buy America" Preference in FEMA Financial Assistance Programs for Infrastructure | FEMA.gov.](#)

Definitions

The definitions applicable to this term are set forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

- XXXIII. **SAFECOM**
Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications. The SAFECOM Guidance is updated annually and can be found at [Funding and Sustainment | CISA.](#)
- XXXIV. **Terrorist Financing**
Recipients must comply with E.O. 13224 and applicable statutory prohibitions on transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible for ensuring compliance with the E.O. and laws.
- XXXV. **Trafficking Victims Protection Act of 2000 (TVPA)**
Trafficking in Persons.
Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of 2000, Pub. L. No. 106- 386, § 106 (codified as amended at 22 U.S.C. § 7104). The award term is located at 2 C.F.R. § 175.15, the full text of which is incorporated by reference.
- XXXVI. **Universal Identifier and System of Award Management**
Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which is incorporated reference.
- XXXVII. **USA PATRIOT Act of 2001**
Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c.
- XXXVIII. **Use of DHS Seal, Logo and Flags**
Recipients must obtain written permission from DHS prior to using the DHS seals, logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

- XXXIX. Whistleblower Protection Act
Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141
U.S.C. § 4712.

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ATTACHMENT 2 Reimbursement Checklist

Please Note: NMDHSEM reserves the right to update this check list throughout the life of the grant to ensure compliance with applicable state, local, tribal, and territorial rules, and regulations. Please only check the categories that apply to the reimbursement you are currently requesting.

EQUIPMENT

- Have all invoices been included?
- Has AEL # been identified for each purchase?
- If service/warranty expenses are listed, are they only for the performance period of the grant?
- Are expenditure(s) supported with source documentation (e.g., copies of proof of payment, invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, purchase order, etc.)
- Has proof of payment been included? (e.g., canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement)

CONSULTANTS/CONTRACTORS

- Does the amount billed by consultant add up correctly?
- Has all the appropriate documentation to denote hours worked been properly signed?
- Have copies of all planning materials and work products (e.g., meeting documents, copies of plans) been included? (If a meeting was held by recipient or contractor/consultant of recipient, an agenda and sign-up sheet with meeting date must be included).
- Has the invoice from consultant/contractor been included?
- Has proof of payment been included? (e.g., canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

SALARY POSITIONS

- Have the following been provided: signed time sheet by employee and supervisor and proof that employee was paid for time worked (statement of earnings, copy of payroll check or payroll register)?
- Has a time period summary sheet been included for the total claimed amount?
- Has a general ledger payroll report been included for the total claimed amount? Ensure this report includes both employee and employer payroll information (i.e., benefits/contributions).
- Does the back-up documentation include a copy of the check stub per employee for the period covered?
- Does the back-up documentation provided match the period for which reimbursement is being requested?

TRAINING

- Is the course DHS/FEMA approved? Is there a course or catalog number? If not, has NMDHSEM approved the non-DHS training request form? Is supporting documentation included your reimbursement request?
- Have sign-in sheets, rosters and agenda been provided?
- If billing for overtime and/or backfill, has a spreadsheet been if lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have printouts from entity's financial system been provided as proof attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who? Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
- Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
- Have any expenditures occurred in support of the training (e.g., printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and

equipment)? If so, receipts and proof of payment must be submitted. (e.g., system generated ledger, canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

OTHER:

- If EHP form needed – has copy of it and approval from USDHS/FEMA been included?

MATCHING FUNDS

- Contributions are from non-federal funding sources.
- Contributions are from cash.
- Contributions are from in-kind contributions which may include training investments.
- Contributions are not from salary, overtime, or other operational costs unrelated to EMPG eligible activities.

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ATTACHMENT 3

NQS IMPLEMENTATION PHASE OBJECTIVES	
PHASE 0: NQS IMPLEMENTATION OBJECTIVES FOR CY 2022	EXAMPLE INDICATORS
<ul style="list-style-type: none"> ▪ Only the 50 states, the District of Columbia and Puerto Rico shall work toward implementation of NQS by developing and Implementation Plan, using FEMA-provided two-page template. ▪ The Implementation Plan will identify a jurisdictions timeline for implementing NQS CY 2025. ▪ All other jurisdictions are encouraged to begin working toward identifying at a minimum, request deployed positions and implementation but will not be required until CY 2023. 	<ul style="list-style-type: none"> ▪ Completion of a jurisdiction implementation plan ▪ Identification of implementation challenges
PHASE 1: NQS IMPLEMENTATION OBJECTIVES FOR CY 2023	EXAMPLE INDICATORS
<ul style="list-style-type: none"> ▪ All jurisdictions shall work toward implementation of NQS by developing an Implementation Plan, using the FEMA provided two-page template. ▪ Jurisdictions that began implementation in CY 2022 shall have designed and adopted organizational qualifications system procedures, a certification program and credentialing standard for incident workforce personnel in alignment with the NIMS Guideline for the National Qualification System. 	<ul style="list-style-type: none"> ▪ Completion of a jurisdiction implementation plan ▪ Identification of implementation challenges ▪ Qualification policies and procedures approved by the jurisdiction. Procedures may include: <ul style="list-style-type: none"> • Establishment of a Qualification Review Board, or equivalent review processes for incident workforce personnel qualifications. • Individual and team coach and evaluation processes for incident workforce personnel qualifications.
PHASE 2: NQS IMPLEMENTATION OBJECTIVES FOR CY 2024	EXAMPLE INDICATORS
<ul style="list-style-type: none"> ▪ All jurisdictions shall have designed and approved organizational qualification system procedures, certification program and credentialing standards for incident workforce personnel in alignment with the NIMS Guideline for the NQS. ▪ Jurisdictions that began implementation of CY 2022 shall have issued position task books (PTBs) to incident workforce personnel, as designated by the jurisdiction, and ensure incident workforce personnel show progress in working towards task endorsements and minimum training requirements. ▪ IN CY 2024, all jurisdictions partially satisfy the requirement by ensuring incident workforce personnel, which they designate, meet the minimum training requirements from the Job Title. Position Qualifications. ▪ Jurisdictions shall use a resource management or qualification tool system to track the qualification, certification, and credentialing of incident workforce personnel. 	<ul style="list-style-type: none"> ▪ Qualification policies and procedures approved by the jurisdiction. ▪ Minimum criteria that trainees must meet to be qualified in a specific position is outlined in the NQS job Title/Position Qualification. ▪ PTB issuance and completion data. ▪ Adoption of a resource management system such as OneResponder which is a web-based application hosted in a cloud environment. It allows AHJs to manage qualifications of personnel.
PHASE 3: NQS IMPLEMENTATION OBJECTIVES FOR CY 2025	EXAMPLE INDICATORS
<ul style="list-style-type: none"> ▪ All jurisdictions shall have issued PTBs to incident workforce personnel, which they designate, and ensure incident workforce personnel show progress in working towards task endorsements and minimum training requirements. 	<ul style="list-style-type: none"> ▪ PTB issuance and completion data.

Reporting:

Data Collection and reporting on NQS implementation will be addressed via the following:

- NIMS secondary assessment on the URT, <http://www.preptoolkit.fema.gov/urt> . This involves reporting the status of the qualification system used within the jurisdiction.
- NIMS State Coordinator will review jurisdictions NIMS data at the end of September during the annual technical assistance visits with the sub recipients

ATTACHMENT 4 Glossary and Definitions

After–Action Report/Improvement Plan (AAR/IP): The AAR/IP is a document that generally includes an exercise overview, analysis of capabilities, and a list of corrective actions. The AAR/IP should include an overview of performance related to each exercise objective and associated capabilities. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Authorized Equipment List (AEL): The FEMA Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA’s preparedness grant programs.

Backfill: The act of filling a position left by another employee who has been moved to another role.

Conduct of Exercise: Involves activities such as preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities. For a discussion-based exercise, conduct entails presentation, facilitation, and discussion. For an operations-based exercise, conduct, encompasses all operations occurring between the designated Start of the Exercise (StartEx) and End of the Exercise (EndEx). Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Disallowed costs: Those charges to a federal award that the federal awarding agency or pass-through entity determines to be unallowable, in accordance with the applicable federal statutes, regulations, or the terms and conditions of the federal award. 2 C.F.R. 200.1 Disallowed costs.

Equipment: Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000. 2 C.F.R. 200.1 Equipment.

Exercise: An event or activity delivered through discussion or action to develop, assess, or validate capabilities to achieve planned objectives. Types of exercises are seminar, workshop, tabletop, full scale, and functional. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Expenditures: Charges made by a non-federal entity to a project or program for which a federal award was received. 2 C.F.R. 200.1 Expenditures.

Federal Award: The federal financial assistance that a recipient receives directly from a federal awarding agency or indirectly from a pass-through entity. 2 C.F.R. 200.1 Federal award.

Federal Share: The portion of the federal award costs that are paid using federal funds. 2 C.F.R. 200.1 Federal share.

Homeland Security Grant Program (HSGP): One of three grant programs that constitute the DHS/FEMA focus on enhancing the ability of state, local, tribal, and territorial governments, as well as nonprofits, to prevent, protect against, respond to, and recover from terrorist attacks. The HSGP program includes: State Homeland Security Program (SHSP); Urban Area Security Initiative (UASI); and Operation Stonegarden (OPSG).

Improvement Plan (IP): A document that includes a consolidated list of corrective actions, responsible parties, and a timeline for completion. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

Integrated Preparedness Plan (IPP): A document for combing efforts across components of the Integrated Preparedness Cycle to make sure that a jurisdiction/organization has the capabilities to handle threats and hazards. Homeland Security Exercise and Evaluation Program (HSEEP), January 2020.

NMDHSEM Request for Budget-Project Revision form: This form is used to request revision(s) to project(s) and/or budget(s) that are within the original scope of the project.

Notice of Funding Opportunity (NOFO): A formal announcement of the availability of federal funding through a financial assistance program from a federal awarding agency. The notice of funding opportunity provides information on the award, who is eligible to apply, the evaluation criteria for selection of an awardee, required components of an application, and how to submit the application. 2 C.F.R. 200.1 Notice of funding opportunity.

Operation Stonegarden (OPSG): Supports enhanced cooperation and coordination among Customs and Border Protection (CBP), United States Border Patrol (USBP), and federal, state, local, tribal, and territorial law enforcement agencies to improve overall border security. OPSG provides funding to support joint efforts to secure the United States' borders along routes of ingress/egress to and from international borders, to include travel corridors in states bordering Mexico and Canada, as well as states and territories with international water borders. SLTT law enforcement agencies utilize their own law enforcement authorities to support the border security mission and do not receive any additional authority as a result of participation in OPSG.

Pass-through Entity: A non-federal entity that provides a sub-award to a subrecipient to carry out part of a federal program. 2 C.F.R. 200.1 Pass through entity (PTE).

Performance Measure: A numerical expression that quantitatively conveys how well the organization is doing against an associated performance goal, objective, or standard.

Period of Performance (POP): The total estimated time interval between the start of an initial federal award and the planned end date, which may include one or more funded portions, or budget periods. 2 C.F.R. 200.1 Period of performance.

Preparedness: The actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. National Incident Management System, Third Edition, October 2017.

Quarterly Financial Progress Report: The information in this report is used by NMDHSEM to monitor subrecipient cash flow, performance, and project implementation to ensure proper use of federal funds.

Recipient: An entity, usually but not limited to non-federal entities that receives a federal award directly from a federal awarding agency. The term recipient does not include subrecipients or individuals that are beneficiaries of the award. 2 C.F.R. 200.1 Recipient.

Request for Approval Form (RFA): Used by subrecipient to request approval from NMDHSEM to expend funds for previously identified and approved projects. Approval must be received prior to expenditure.

Risk: Potential for an adverse outcome assessed as a function of threats, vulnerabilities, and consequences associated with an incident, event, or occurrence.

Stakeholder Preparedness Review (SPR): Annual three-step self-assessment of a community's capability levels based on the capability targets identified in the Threat and Hazards Identification and Risk Assessment (THIRA). Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide, CPG 201, 3rd Edition, May 2018.

State Homeland Security Grant Program (SHSGP): Assists state, local, tribal, and territorial efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.

Subrecipient: An entity, usually but not limited to non-federal entities, that receives a sub-award from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. 2 C.F.R. 200.1 Subrecipient.

Supplanting: When a state or unit of local government reduces state or local funds for an activity specifically because federal funds are available (or expected to be available) to fund that same activity. When supplanting is not permitted, federal funds must be used to **supplement** existing state or local funds for program activities and may not replace state or local funds that have been appropriated or allocated for the same purpose. Additionally, federal funding may not replace state or local funding that is required by law. If a question of supplanting arises, the applicant or grantee will be required to substantiate that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds. US Department of Justice Office of Justice Programs, Grants 101.

Threat: Information expressing intent to conduct illegal activity often derived from intelligence sources, the overall context, a specific event or series of events, or observation of suspicious activity.

Threat and Hazard Identification and Risk Assessment (THIRA): Standard process for identifying community-specific threats and hazards and setting targets for each core capability identified in the National Preparedness Goal. Threat and Hazard Identification and Risk Assessment (THIRA) and Stakeholder Preparedness Review (SPR) Guide, Comprehensive Preparedness Guide, CPG 201, 3rd Edition, May 2018.

Unity of Effort: Coordination and cooperation among all organizational elements, even though they may not be part of the same command structure, to achieve success.

Urban Area Security Initiative (UASI): The HSGP program that assists high-risk urban areas' efforts to build, sustain, and deliver the capabilities necessary to prevent, prepare for, protect against, and respond to acts of terrorism.

Vulnerability: The protective measures in place are less than the protective measures needed to mitigate risk.

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ATTACHMENT 5

Acronyms

AAR/IP: After–Action Report/Improvement Plan

AEL: FEMA Authorized Equipment List

CBP: Customs and Border Protection

C.F.R.: Code of Federal Regulations

CPG: Comprehensive Preparedness Guide

CONOP: Concept of Operations

DOT: US Department of Transportation

EHP: Environmental and Historic Preservation

EMAC: Emergency Management Assistance Compact

EOP: Emergency Operations Plan

FEMA: Federal Emergency Management Agency

FPR: Financial Progress Report

GSA: General Services Administration

GPD: Grant Programs Directorate

HHS: US Health and Human Services

HSGP: Homeland Security Grant Program

HSEEP: Homeland Security Exercise and Evaluation Program

IJ: Investment Justification

IMAS: Intrastate Mutual Aid System

IP: Improvement Plan

IPP: Integrated Preparedness Plan

LETPA: Law Enforcement Terrorism Prevention Activities

NECP: National Emergency Communications Plan

NMDHSEM: New Mexico Department of Homeland Security and Emergency Management

NOFO: Notice of Funding Opportunity

OPSG: Operation Stonegarden

POP: Period of Performance

PPR: Performance Progress Report

PTE: Pass-through entity

RFA: Request for Approval

RFP: Request for Proposals

SPR: Stakeholder Preparedness Review

SHSGP: State Homeland Security Grant Program

sUAS: Small Unmanned Aircraft System (sUAS)

SWIC: Statewide Interoperability Coordinator

THIRA: Threat and Hazard Identification and Risk Assessment

TICP: Tactical Interoperable Communication Plan

UASI: Urban Area Security Initiative

USDHS: United States Department of Homeland Security

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2024 SHSGP SGA Santa Fe City

Final Audit Report

2024-10-30

Created:	2024-10-30
By:	Amy Cawthon (amcawthon@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASxnsqN2A_tQGQHm54viOH5z1T2MNCa-8

"2024 SHSGP SGA Santa Fe City" History

-  Document created by Amy Cawthon (amcawthon@santafenm.gov)
2024-10-30 - 9:25:26 PM GMT- IP address: 63.232.20.2
-  Document emailed to Marcos Martinez (mdmartinez@santafenm.gov) for signature
2024-10-30 - 9:26:15 PM GMT
-  Email viewed by Marcos Martinez (mdmartinez@santafenm.gov)
2024-10-30 - 9:27:32 PM GMT- IP address: 63.232.20.2
-  Document e-signed by Marcos Martinez (mdmartinez@santafenm.gov)
Signature Date: 2024-10-30 - 9:27:44 PM GMT - Time Source: server- IP address: 63.232.20.2
-  Agreement completed.
2024-10-30 - 9:27:44 PM GMT

2024 SHSGP Project Ledger Matrix

Project #	Project Title	Amount	Org #	Object #	Object Name	Assigned PL
1	Plate Armor	\$ 119,000.00	2212850	530200	Operating Supplies	OEM2522104
2	Mobile Broadband Kits	\$ 11,000.00	2212850	570500	Equipment > \$5K	OEM2522105
3	Ballistic Helmets	\$ 49,003.00	2212850	530200	Operating Supplies	OEM2522106
4	Advanced SWAT Course	\$ 14,494.00				OEM2522107
	Registration		2212850	560700	Registration	
	Out of State Travel		2212850	560500	Out of Transportation	
	Per Diem		2212850	560200	Out of State Per Diem	
5	Advanced Sniper Training	\$ 3,010.00				OEM2522108
	Registration		2212850	560700	Registration	
	Out of State Travel		2212850	560500	Out of Transportation	
	Per Diem		2212850	560200	Out of State Per Diem	
6	Master Breacher Course	\$ 22,310.00				OEM2522109
	Registration		2212850	560700	Registration	
	Out of State Travel		2212850	560500	Out of Transportation	
	Per Diem		2212850	560200	Out of State Per Diem	
7	ESRI Advantage Program	\$ 65,158.00	2212850	570855	Software Subs > \$5K	OEM2522110



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/28/2024

Project Title: 2024 SHSGP - P1 - Plate Armor

Project Type: CIP Grant Internal Tracking

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Project ID: OEM2522104

Grant ID: F2518

Approved By: [Signature] 10/30/24

PL/CT (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: \$119,000

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: OP SUPPLIES MUNIS ORG: 2212850 MUNIS OBJ: 530200

Grants Only (list all grants if applicable):

Grantor Name: USDHS/NM DHSEM-EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department



Project Ledger Request Form

Date of Request: 10/28/2024

Project Title: 2024 SHSGP - P2 - Mobile Broadband Kit

Project Type: CIP Grant Internal Tracking

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Project ID: <u>OEM2522105</u>
Grant ID: <u>F2518</u>
Approved By: <u>[Signature]</u> <u>10/28/24</u>
PL/CT (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: 11,000

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: EQUIPT>5K MUNIS ORG: 2212850 MUNIS OBJ: 570500

Grants Only (list all grants if applicable):

Grantor Name: USDHS/NM DHSEM EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department



Project Ledger Request Form

Date of Request: 10/28/2024

Project Title: 2024 SHSGP - P3 - Ballistic Helmets

Project Type: CIP Grant Internal Tracking

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Project ID: <u>OEM2522106</u>
Grant ID: <u>F2518</u>
Approved By: <u>[Signature]</u> <u>10/30/24</u>
PL/CT (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: 49,003

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: OP SUPPLIES MUNIS ORG: 2212850 MUNIS OBJ: 530200

Grants Only (list all grants if applicable):

Grantor Name: USDHS/NM DHSEM-EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/28/2024

Project ID: OEM2522107

Project Title: 2024 SHSGP - P4 - Advanced SWAT Course

Grant ID: F2518

Project Type: CIP Grant Internal Tracking

Approved By: Gerrit Jujan 10/30/24
PL/CT (Finance Use Only)

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: 14,494

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase: EXPENSE: O/S TRANS-560500, O/S P.DIEM-560200

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: REGISTRATION MUNIS ORG: 2212850 MUNIS OBJ: 560700; 560500; 560200

Grants Only (list all grants if applicable):

Grantor Name: NM DHSEM EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/28/2024

Project ID: OEM2522108

Project Title: 2024 SHSGP - P5 - Advanced Sniper Course

Grant ID: F2518

Project Type: CIP Grant Internal Tracking

Approved By: [Signature] 10/30/24
 PL/CT (Finance Use Only)

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: 3,010

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase: O/S TRANS-560500, O/S P.DIEM-560200

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: REGISTRATION MUNIS ORG: 2212850 MUNIS OBJ: 560700 ; 560500 ; 560200

Grants Only (list all grants if applicable):

Grantor Name: USDHS/NM DHSEM EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects
 (Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
 (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/28/2024

Project Title: 2024 SHSGP - P6 - Master Breacher Course

Project Type: CIP Grant Internal Tracking

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Project ID: OEM2522109

Grant ID: F2518

Approved By: [Signature] 10/30/24

PL/CT (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: 22,310

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase: O/S TRANS-560500, O/S P.DIEM-560200

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: REGISTRATION MUNIS ORG: 2212850 MUNIS OBJ: 560700 ; 560500 ; 560200

Grants Only (list all grants if applicable):

Grantor Name: USDHS/NM DHSEM EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects (Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects (Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation



City of Santa Fe New Mexico

Finance Department

Project Ledger Request Form



Date of Request: 10/28/2024

Project Title: 2024 SHSGP - P7- ESRI AP

Project Type: CIP Grant Internal Tracking

Department: CH&S - OEM Project Manager: Kyle Morgan Ext: 6704

Project Date Range: 10/1/2024 to 9/30/2026 Create Fixed Asset

Project ID: OEM2522110

Grant ID: F2518

Approved By: [Signature] 10/28/24

PL/CT (Finance Use Only)

Multi-Funding (complete all funding sources, should equal 100%)

Funding Source: US DHS - NM DHSEM % of Funding: 100

MUNIS ORG: 2212850 MUNIS OBJ: 490610 Awarded Amount: 65,158

Funding Source: _____ % of Funding: _____

MUNIS ORG: _____ MUNIS OBJ: _____ Awarded Amount: _____

Expense String Phase:

A project must have at least one phase identified, this can be used as an additional level of tracking, for example, CIP - Design, Construction, etc. For Grants can be used as reimbursable types, such as transportation, salaries.

(You can create more than one phase and you can default MUNIS ORGs and OBJs, optional)

Phase: SOFTWARE SUB>5K MUNIS ORG: 2212850 MUNIS OBJ: 570855

Grants Only (list all grants if applicable):

Grantor Name: USDHS/NM DHSEM EMW-2024-SS-05231 Awarded Amount: 283,975.00

AR Charge Code: 2212850.490610 Grant funds multiple projects
(Complete a form for each project)

Grantor Id: 700034 Federal CFDA (if applicable): 97.067

Grantor Name: _____ Awarded Amount: _____

AR Charge Code: _____ Grant funds multiple projects
(Complete a form for each project)

Grantor Id: _____ Federal CFDA (if applicable): _____

(If grants please provide all grant award documents with form) Attached Grant Documentation












2024_SHSGP_Council_Packet_2024-10-31


Final Audit Report


2024-11-01


Created:	2024-10-31
By:	Justin Gonzales (jmgonzales@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKe46nTAVIM2nTdQ5wMDPBvhL39RxEoFN


"2024_SHSGP_Council_Packet_2024-10-31" History


-  Document created by Justin Gonzales (jmgonzales@santafenm.gov)
2024-10-31 - 9:40:01 PM GMT- IP address: 63.232.20.2
-  Document emailed to BRIAN WILLIAMS (bgwilliams@santafenm.gov) for signature
2024-10-31 - 9:47:27 PM GMT
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 Signer mtbonifer@santafenm.gov entered name at signing as Matthew Bonifer
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 Agreement completed.
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