

City of Las Cruces[®]

PEOPLE HELPING PEOPLE

Council Action and Executive Summary

Item # 3

Ordinance/Resolution# 12-152

For Meeting of _____
(Ordinance First Reading Date)

For Meeting of March 5, 2012
(Adoption Date)

Please check box that applies to this item:

QUASI JUDICIAL

LEGISLATIVE

ADMINISTRATIVE

TITLE: A RESOLUTION TO ACCEPT GRANT FUNDING IN THE AMOUNT OF \$33,379.20 ON BEHALF OF THE CITY OF LAS CRUCES FIRE DEPARTMENT FROM THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY, OFFICE OF STATE AND LOCAL GOVERNMENT COORDINATION AND PREPAREDNESS THROUGH THE NEW MEXICO DEPARTMENT OF PUBLIC SAFETY, OFFICE OF EMERGENCY MANAGEMENT AND THE DOÑA ANA COUNTY / CITY OF LAS CRUCES OFFICE OF EMERGENCY MANAGEMENT, AND TO ADJUST THE FY 2012 BUDGET.

PURPOSE(S) OF ACTION:

Accept grant funds and adjust the FY 2012 Budget.

COUNCIL DISTRICT: N/A		
<u>Drafter/Staff Contact:</u> S. Nicole Williams	<u>Department/Section:</u> Financial Services/Grants	<u>Phone:</u> 541-2716
<u>City Manager Signature:</u>		

BACKGROUND / KEY ISSUES / CONTRIBUTING FACTORS:

The United States Department of Homeland Security, Office of State and Local Government Coordination and Preparedness, through the Doña Ana County/City of Las Cruces Office of Emergency Management (DAC OEM), has offered the City of Las Cruces, on behalf of its Fire Department, grant funds under the 2009 State Homeland Security Grant Program: sub-grant number 2009-SS-T9-000030-DONA ANA. Initial grant funding was to be used for CBRNE Detection and support equipment totaling \$158,795.04; as listed in the Sub-Grant Amendment: Item 11: Project 3; Exhibit "A", attached hereto and made part of this resolution. All equipment purchases have been made leaving a balance of \$33,382.96.

On January 20, 2012, a request to reallocate the remaining balance of grant funds to cover Fire Department HazMat training costs, totaling \$33,379.20, was made by the Fire Department and subsequently approved by the DAC OEM, as listed in Exhibit "B", hereto and made part of this resolution.

SUPPORT INFORMATION:

1. Resolution.
2. Exhibit "A", NM Department of Homeland Security and Emergency Management Sub-Grant Amendment 2009 State Homeland Security Grant Program.
3. Exhibit "B", NM Department of Homeland Security and Emergency Management Request for Approval.
4. Exhibit "C", Budget Adjustment.

SOURCE OF FUNDING:

Is this action already budgeted?	Yes	<input type="checkbox"/>	See fund summary below
	No	<input checked="" type="checkbox"/>	If No, then check one below:
	<i>Budget Adjustment Attached</i>	<input type="checkbox"/>	Expense reallocated from:
		<input checked="" type="checkbox"/>	Proposed funding is from a new revenue source (i.e. grant; see details below)
		<input type="checkbox"/>	Proposed funding is from fund balance in the Fund.
Does this action create any revenue?	Yes	<input checked="" type="checkbox"/>	Funds will be deposited into this fund: 2761 in the amount of <u>\$33,379.20</u> for FY12.
	No	<input type="checkbox"/>	There is no new revenue generated by this action.

BUDGET NARRATIVE

Grant funding will be accounted for in Fund 2716: Other Operating Expenses. Draw-down will occur upon reimbursement request.

FUND EXPENDITURE SUMMARY:

Fund Name(s)	Account Number(s)	Expenditure Proposed	Available Budgeted Funds in Current FY	Remaining Funds	Purpose for Remaining Funds
Other Operating Expenses	27167010-610210-33013	\$33,379.20	\$33,379.20*	\$0	None

*Upon budget adjustment.

OPTIONS / ALTERNATIVES:

1. Vote "Yes"; this will accept the training reimbursement through the State Homeland Security Grant Program for FY 2009 and adjust the FY 2012 budget.
2. Vote "No"; this will reject the grant funding.

(Continue on additional sheets as required)

3. Vote to "Amend"; this is not an option as grant funding is specific to the Doña Ana County Office of Emergency Management grant agreement with the New Mexico Department of Homeland Security and Emergency Management.
4. Vote to "Table"; this is not an option as grant funding is specific to costs incurred for schedule training events.

REFERENCE INFORMATION:

N/A

RESOLUTION NO. 12-152

A RESOLUTION TO ACCEPT GRANT FUNDING IN THE AMOUNT OF \$33,379.20 ON BEHALF OF THE CITY OF LAS CRUCES FIRE DEPARTMENT FROM THE UNITED STATES DEPARTMENT OF HOMELAND SECURITY, OFFICE OF STATE AND LOCAL GOVERNMENT COORDINATION AND PREPAREDNESS THROUGH THE NEW MEXICO DEPARTMENT OF PUBLIC SAFETY, OFFICE OF EMERGENCY MANAGEMENT AND THE DOÑA ANA COUNTY / CITY OF LAS CRUCES OFFICE OF EMERGENCY MANAGEMENT, AND TO ADJUST THE FY 2012 BUDGET.

The City Council is informed that:

WHEREAS, the United States Department of Homeland Security, Office of State and Local Government Coordination and Preparedness, through the Doña Ana County/City of Las Cruces Office of Emergency Management, has offered grant funding to the City of Las Cruces, on behalf of its Fire Department; and

WHEREAS, grant funds are offered under the 2009 State Homeland Security Grant Program: sub-grant number 2009-SS-T9-000030-DONA ANA; and

WHEREAS, per the sub-grant amendment, grant funding was to be used for Project 3: CBRNE Detection and support equipment totaling \$158,795.04; Exhibit "A", attached hereto and made part of this resolution; and

WHEREAS, all equipment purchases have been made leaving a balance of \$33,382.96; and

WHEREAS, a request to reallocate the remaining balance of grant funds to cover Fire Department HazMat training costs totaling \$33,379.20 was made by the Fire Department and subsequently approved by the grantor; Exhibit "B", attached hereto and made part of this resolution.

NOW, THEREFORE, Be it resolved by the governing body of the City of Las Cruces:

(I)

THAT the City of Las Cruces is approved to accept grant funding, on behalf of its Fire Department, in the amount of \$33,379.20 from the Doña Ana County/City of Las Cruces Office of Emergency Management under the 2009 State Homeland Security Sub-Grant Program, sub-grant number 2009-SS-T9-000030-DONA ANA.

(II)

THAT the City of Las Cruces FY 2012 budget is hereby adjusted as designated in Exhibit "C", Budget Adjustment, attached hereto and made part of this resolution.

(III)

THAT City Staff is hereby authorized to do all deeds necessary in the accomplishment of the herein above.

DONE AND APPROVED this _____ day of _____, 20_____.

APPROVED:

Mayor

ATTEST:

City Clerk

(SEAL)

Moved by: _____

Seconded by: _____

VOTE:
Mayor Miyagishima: _____
Councillor Silva: _____
Councillor Connor: _____
Councillor Pedroza: _____
Councillor Small: _____
Councillor Sorg: _____
Councillor Thomas: _____

APPROVED AS TO FORM:

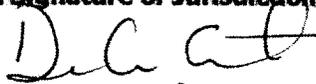
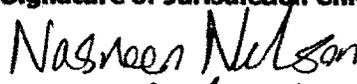
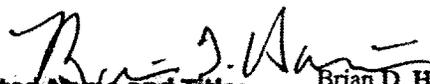

City Attorney



**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT**

Sub-Grant Amendment

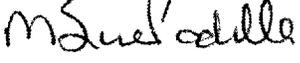
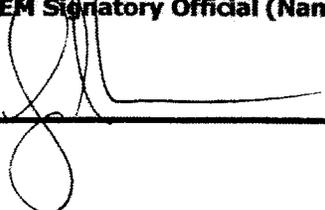
2009 State Homeland Security Grant Program

1. Sub-Grant No. 2009-SS-T9-000030-DONA ANA		2. Recipient DONA ANA COUNTY		3. Amendment Number 2009-SS-T9-000030-DONA ANA 03	
5. Recipient Address DONA ANA COUNTY 1170 NORTH SOLANO STE O LAS CRUCES, NM 88001			6. Issuing Office and Address New Mexico Department of Homeland Security & Emergency Management PO Box 27111 Santa Fe, NM 87502		
7. Effective Date of This Action: October 1, 2009			8. DHSEM Grant Specialist:		Phone: (505)476-0625 Fax: (505)476-9695 Email: suzanne.loera@state.nm.us
9. Termination Date: July 15, 2012			Susie Loera		
10. Award Amount: <p style="text-align: center;">\$602,398.00</p>					
11. Increase/Decrease: Project revision approved on all projects listed below: Project 1: AHEOP Planning Training Exercise \$56,110.00 Project 2: Bomb Squad Response Vehicle \$265,000.00 Project 3: CBRNE Detection & Support Equipment \$158,795.04 Project 4: PPE Project \$21,510.00 Project 5: EOC Enhancement \$66,000.00 Project 6: EM Conf Training \$1,600.00 Project 7: GSTT Training \$33,382.96 Project Budget Details are funding allocations, and are not to be construed as expenditure authorizations or approvals. Grant program guidelines and Federal, State, and local contracting and procurement compliance requirements apply.					
12. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.					
13. Signature of Jurisdiction Grant Specialist/Program Manager  Printed Name: Delia Cervantes			Date: 1-20-12 Phone: 575-647-7902 Fax: 575-647-7996 Email: deliac@donaanacounty.org		
14. Signature of Jurisdiction Chief Financial Officer  Printed Name: Bill Nolan			Date: 1-26-12 Phone: 575-647-7214 Fax: 575-525-8832 Email: billn@donaanacounty.org		
15. Signature of Jurisdiction Signatory Official  Printed Name and Title: Brian D. Haines, County Manager			Date: 1/26/12 Phone: 575-647-7201 Fax: 575-525-5952 Email: brianh@donaanacounty.org		
16. DHSEM Signatory Official (Name and Title)			Date		



**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT**

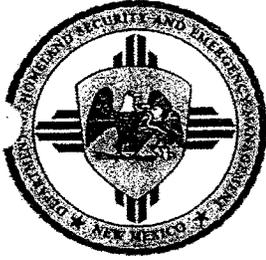
*Sub-Grant Amendment
2009 State Homeland Security Grant Program*

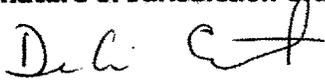
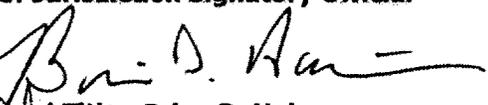
1. Sub-Grant No. 2009-SS-T9-000030-DONA ANA	2. Recipient DONA ANA COUNTY	3. Amendment Number 2009-SS-T9-000030-DONA ANA 03	
5. Recipient Address DONA ANA COUNTY 1170 NORTH SOLANO STE O LAS CRUCES, NM 88001		6. Issuing Office and Address New Mexico Department of Homeland Security & Emergency Management PO Box 27111 Santa Fe, NM 87502	
7. Effective Date of This Action: October 1, 2009	8. DHSEM Grant Specialist:	Phone: (505)476-0625 Fax: (505)476-9695 Email: suzanne.loera@state.nm.us	
9. Termination Date: July 15, 2012	Susie Loera		
10. Award Amount: <p align="center">\$602,398.00</p>			
11. Increase/Decrease: <p align="center">GRANT DATE EXTENSION ONLY</p>			
12. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.			
13. Signature of Jurisdiction Grant Specialist/Program Manager 		Date: 7-25-11 Phone: 575-647-7902 Fax: 575-647-7996 Email: deliac@donaanacounty.org	
Printed Name: Delia Cervantes			
14. Signature of Jurisdiction Chief Financial Officer 		Date: 8-2-11 Phone: 575-647-7214 Fax: 575-525-5832 Email: b.lln@donaanacounty.org	
Printed Name: William Nuñez, CFU			
15. Signature of Jurisdiction Signatory Official 		Date: 8/2/11 Phone: 575-647-7201 Fax: 575-525-5932 Email: suep@donaanacounty.org	
Printed Name and Title: Brian D. Haines, County Manager			
16. DHSEM Signatory Official (Name and Title) 		Date: 8-8-11	

**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT**

Sub-Grant Amendment

2009 State Homeland Security Grant Program

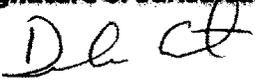
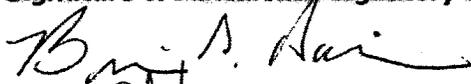
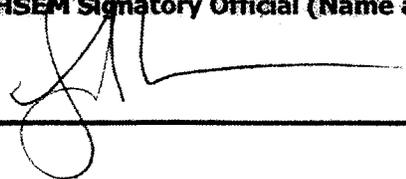


1. Sub-Grant No. <i>2009-SS-T9-000030-DONA ANA</i>	2. Recipient <i>DONA ANA COUNTY</i>	3. Amendment Number <i>2009-SS-T9-000030-DONA ANA 01</i>	
5. Recipient Address DONA ANA COUNTY 1170 NORTH SOLANO STE O LAS CRUCES, NM 88001		6. Issuing Office and Address New Mexico Department of Homeland Security & Emergency Management PO Box 27111 Santa Fe, NM 87502	
7. Effective Date of This Action: October 1, 2009	8. DHSEM Grant Specialist:	Phone: (505)476-0625 Fax: (505)476-9695 Email: suzanne.loera@state.nm.us	
9. Termination Date: September 30, 2011	Susle Loera		
10. Award Amount: <p align="center"><i>\$602,398.00</i></p>			
11. Increase/Decrease: <p align="center">GRANT DATE EXTENSION ONLY</p>			
12. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.			
13. Signature of Jurisdiction Grant Specialist/Program Manager 		Date: <u><i>2-14-11</i></u> Phone: 575-647-7902 Fax: 575-647-7996 Email: deliac@donaanacounty.org	
14. Signature of Jurisdiction Chief Financial Officer 		Date: <u><i>2/15/11</i></u> Phone: 575-647-7214 Fax: 575-525-5832 Email: billn@donaanacounty.org	
15. Signature of Jurisdiction Signatory Official 		Date: _____ Phone: 575-647-7201 Fax: 575-525-5952 Email: brianh@donaanacounty.org	
16. DHSEM Signatory Official (Name and Title) 		Date <p align="center"><i>3-3-11</i></p>	



**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT**

*Sub-Grant Amendment
2009 State Homeland Security Grant Program*

1. Sub-Grant No. 2009-SS-T9-000030-DONA ANA	2. Recipient DONA ANA COUNTY	3. Amendment Number 2009-SS-T9-000030-DONA ANA 01	
5. Recipient Address DONA ANA COUNTY 1170 NORTH SOLANO STE 0 LAS CRUCES, NM 88001		6. Issuing Office and Address New Mexico Department of Homeland Security & Emergency Management PO Box 27111 Santa Fe, NM 87502	
7. Effective Date of This Action: October 1, 2009	8. DHSEM Grant Specialist:	Phone: (505)476-0625 Fax: (505)476-9695 Email: suzanne.loera@state.nm.us	
9. Termination Date: March 31, 2011	Susie Loera		
10. Award Amount: <p align="center">\$602,398.00</p>			
11. Increase/Decrease: <p align="center">GRANT DATE EXTENSION ONLY</p>			
12. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.			
13. Signature of Jurisdiction Grant Specialist/Program Manager 		Date: 12-2-2010 Phone: 575-647-7902 Fax: 575-647-7993 Email: deliac@donaanacounty.org	
Printed Name: Delia Cervantes 14. Signature of Jurisdiction Chief Financial Officer 		Date: 12/6/10 Phone: 575-647-7214 Fax: 575-525-5832 Email: billn@donaanacounty.org	
Printed Name: Bill Noland 15. Signature of Jurisdiction Signatory Official 		Date: 12/6/10 Phone: 575-647-7201 Fax: 575-525-5952 Email: brianh@donaanacounty.org	
Printed Name and Title: Brian D. Haines 16. DHSEM Signatory Official (Name and Title) 		Date 12-21-10	

**NEW MEXICO DEPARTMENT OF HOMELAND SECURITY
& EMERGENCY MANAGEMENT**
Sub-Grant Agreement
2009 State Homeland Security Grant Program
2009 Federal Grant No. 2009-SS-T9-000030 CFDA No. 97 067



1. Sub-Grant No. <i>2009-SS-T9-000030- DONA ANA</i>	2. Recipient <i>DONA ANA COUNTY</i>	3. FIDUCIARY <i>DONA ANA COUNTY</i>	4. DFA VENDOR NUMBER 46539
5. Recipient Address DONA ANA COUNTY 1170 NORTH SOLANO STE. O LAS CRUCES, NM 88001		6. Issuing Office and Address New Mexico Department of Homeland Security & Emergency Management PO Box 27111 Santa Fe, NM 87502	
7. Effective Date of This Action October 1, 2009	8. DHSEM Grant Specialist: SUSIE LOERA Phone: 505-476-0625 Fax: 505-476-9695 Email: suzanne.loera@state.nm.us		
9. Termination Date September 30, 2010			
10. Grant Award and Terms and Conditions: <i>(see attached Grant Terms and Conditions)</i> Total Awarded Amount: \$602,398.00			
Project Budget Details are funding allocations, and are not to be construed as expenditure authorizations or approvals. Grant program guidelines and Federal, State, and local contracting and procurement compliance requirements apply.			
11. Grant Requirements, Assurances and Agreements: <i>(see attached Grant Requirements, Assurances and Agreements)</i> <i>The acceptance of a grant from the United States creates a legal duty on the part of the grantee to use the funds or property made available in accordance with the conditions of the grant through the State.</i>			
12. Special Conditions: Grant funds cannot be expended until these conditions have been met. Equipment purchased through SHSGP funds is considered a state asset during times of a disaster or emergency.			
13. Recipient is required to sign and return the original of this document, as well as the signed and accepted grant requirements, assurances and agreements to the Issuing Address in block 6, within 30 days from the date in block 17.			
14. Signature of Jurisdiction Grant Specialist/Program Manager <i>[Signature]</i> Printed Name: Delia Cervantes		Date: <u>11-30-09</u> Phone: 575-647-7902 Fax: 575-647-7993 Email: deliac@donaanacounty.org	
15. Signature of Jurisdiction Chief Financial Officer <i>[Signature]</i> Printed Name: William E. Volante		Date: <u>11/20/09</u> Phone: 575-525-5914 Fax: Email: billw@donaanacounty.org	
16. Signature of Jurisdiction Signatory Official <i>[Signature]</i> Printed Name and Title: Sue Padilla		Date: <u>11-30-09</u> Phone: 575-525-2193 Fax: Email: SueP@donaanacounty.org	
17. DHSEM Signatory Official (Name and Title) <i>[Signature]</i>		Date <u>12/10/09</u>	

Grant Terms and Conditions (continued from Section 1. Award)

The DONA ANA COUNTY has been awarded \$ 602,398.00 shall be used to support activities essential to the ability of states, territories, and urban areas to prepare for, prevent, and respond to terrorist attacks and other all-hazards events.

The scope of work is as follows:

- Project 1: AHEOP Planning Training Exercise \$145,220.00
- Project 2: Bomb Squad Response Vehicle \$265,000.00
- Project 3: CBRNE Detection & Support Equipment \$192,178.00

The performance period of this grant award is October 1, 2009 through September 30, 2010. DONA ANA COUNTY cannot sub-grant all or any part of this award to any other entity or organization. All awards require confirmation within the first reporting quarter that expenditures in the budget category toward projects will be made, or DHSEM will execute de-obligation of the funds.

(A) **Changes to Award:** All change requests must be submitted in writing, or electronically to the DHSEM grant specialist, accompanied by a justification narrative and budget/spending plan, for review and approval. Changes must be consistent with the scope of the project and grant guidelines. Requests for changes will be considered only if the reporting requirements are current, and if terms and conditions have been met at the time the request is made. Changes in the programmatic activities, or purpose of the project, changes in key persons specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions will result in an amendment to this award.

(B) **Reporting Requirements:** DONA ANA COUNTY shall submit timely quarterly *Narrative and Financial Progress Reports* to the Grant specialist at DHSEM. Instructions and blank forms are attached and are located electronically at www.nmdhsem.org, and may be reproduced. Jurisdictions must check the web site quarterly for most current forms. Use of outdated forms will not be accepted. Quarterly reports are due:

Number of Scheduled Reports Due	Jurisdiction Performance Period	Narrative and Financial Progress Report Due Dates
1	10/01/2009 – 12/31/2009	01/15/2010
2	01/01/2010 – 03/31/2010	04/15/2010
3	04/01/2010 – 06/30/2010	07/15/2010
4	07/01/2010 – 09/30/2010	10/15/2010
Final Report		11/15/2010

Invoices with progress reports shall be submitted to DHSEM by the due date as specified in the above schedule. Should the grant period be extended for any reason, a modified report schedule will accompany the award amendment.

Narrative Progress Reports shall describe the status of the project, compare actual accomplishments to the objectives established for the reporting period in the project timeline, report reasons for deviation and justification for timeline adjustment requests, and must support the *Financial Progress Reports*. Include any significant events or activities. Progress must be reported relative to the project timeline and milestones stated in the jurisdiction's application. *Financial Progress Reports* shall describe the status of the funds, show encumbrances, and receipts of program income, cash or in-kind contributions to the project, whether or not a local match is required. The *Final Progress Report* is a summary report, evaluating project activities and measuring performance against project goals and objectives for the entire performance period, and is required in addition to the last quarterly report.

(C) **Reimbursements:** Submit a *Request for Reimbursement* along with the *Financial Progress Report* form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and grant guidelines, and submission of timely quarterly *Narrative and Financial Progress Reports*. Payments may be withheld pending correction of deficiencies. Reimbursement of expenditures may be requested at any time within the performance period. Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.)

- **Personnel Costs:** FOR EMPG GRANTS ONLY - Payroll reports signed and certified by the chief financial officer that capture the employee name, position, coded allocation to the project, amount paid, are acceptable. Staff may not self-certify their own time and wages. DONA ANA COUNTY shall retain all supporting payroll records, including time and attendance records signed by the employee and supervisor and copies of warrants as per the recordkeeping requirements.
- **Contracts:** All sole-source procurements, single vendor response to a competitive bid, and contracts over \$100,000 require DHSEM pre-approval prior to implementation. Copies of all contracts required for submission to DHSEM with the request for reimbursement.
- **Local Match:** Local matching funds must clearly support the source, the amount, and the timing of all matching contributions
- **Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL) on the Responder Knowledge Base (RKB) at www.rkb.mint.org. Documentation required per instructions attached to DHSEM quarterly reports.
- **Travel:** All reimbursable travel must be pre-approved by DHSEM.

RECORDED 11/24/2009 DAC

- **Training:** Requires DHSEM pre-approval or to registering or participating in training activities.
- **Exercise:** Requires submission of an After-Action Report/Improvement Plan within 30 days after conduct of the exercise
- **Food and Beverages:** Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:
 - (1) 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
 - (2) Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
 - (a) The cost of the food and/or beverages provided is considered to be reasonable;
 - (b) The food and/or beverages provided are subject of a work-related event and work continues after meals are served;
 - (c) Participation by all participants is mandatory; and
 - (d) 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)

(D) Non-reimbursable Expenses:

- Transfer of funds between any programs (SHSP, LETPP, CCP, MMRS)
- Contracts, single vendor response to a competitive bid, and procurements > \$100,000 not pre-approved by DHSEM
- Sole source contracts and procurements not pre-approved by DHSEM
- Training and related travel costs not pre-approved by DHSEM
- Construction and renovation
- Indirect costs (p. 5, Financial Progress Report)
- Supplanting (using federal funds to purchase items previously budgeted for with state or local 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.
- Hiring of sworn public safety officers to fill traditional public safety duties or to supplant traditional public safety positions and responsibilities
- Weapons and ammunition
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel
- Travel insurance, visa, and passport charges
- Lodging costs in excess of Federal or State per diem, as appropriate
- Lunch when travel is wholly within a single day
- Stand-alone working meals
- Bar charges, alcoholic beverages
- Finance, 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.

(E) Property and Equipment Management: The sub-recipient 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* is available at www.nmdhsem.org and shall be submitted to DHSEM annually each January 15 with the *Financial Progress Report* during the performance period, and continued submission is required annually until final disposition of the equipment. The sub-recipient 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 DHSEM, prior to the jurisdiction's encumbrance or expenditure for that equipment.

(F) Procurement: Procurement shall comply with local procurement policies and procedures, and conform to applicable State and Federal law and the standards identified in the Procurement Standards Sections of 28 CFR Parts 66 and 70, and OMB Circular A-102 "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments." 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. Each sole-source procurement, single vendor response to a competitive bid, and all purchases require prior approval of DHSEM. DHSEM has provided a summary of documentation required for levels of procurement and attached it to the instructions on the quarterly *Financial Progress Reports*.

(G) Contracts: Any contract entered into during this grant period shall comply with local, State and Federal government contracting regulations. Contracts for professional and consultant services must include local, State and Federal government required contract language, a project budget, and require pre-approval by DHSEM 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 market place. Detailed invoices, and time and effort reports are required for consultants. A summary of documentation required for levels of contracting is attached to the instructions on the quarterly *Financial Progress Reports*.

(H) Publications: Publications created with funding under this grant shall prominently contain the following statement: *This Document was prepared under a sub-grant 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.*

Recorded 11/24/2009 DAC

(I) Audit Requirements: As the Federal recipient, the State of New Mexico require: recipient expending \$500,000 or more in Federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with *OMB Circular A-133*. DONA ANA COUNTY will permit the State of New Mexico Grant and Program officials and auditors to have access to the sub-recipient's and third-party contractors' records and financial statements as necessary for the State of New Mexico to comply with *OMB Circular A-133*. Copies of audit findings must be submitted to DHSEM within 30 days after DONA ANA COUNTY receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with *2 AAC 45.D10*. Include the Federal agency name, program, grant number, and year; the CFDA title and number; and the name of the pass-through agency.

(J) Recordkeeping Requirements: Grant financial and administrative records shall be maintained for a period of three (3) 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 (3) years following the final disposition, replacement or transfer of the property and equipment.

(K) Performance Measures: Quarterly *Progress Reports* shall demonstrate performance and progress relative to:

1. Acceptable performance on applicable critical tasks in Exercises using approved scenarios
2. Progress in achieving project timelines and milestones
3. Percent measurable progress toward completion of project
4. How funds have been expended during reporting period, and explains expenditures related to the project

(L) Sub-recipient Monitoring Policy: Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHSEM reserves the right to periodically monitor, review and conduct analysis of the financial, programmatic and administrative policies and procedures such as, accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting and procurement policies and records, payroll records and means of allocating staff costs, property/equipment management system(s), progress of project activities, etc. This may include desk and field audits. Technical assistance is available from DHSEM staff.

(M) Penalty 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. DHSEM 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. DHSEM shall notify the sub-recipient 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 sub-recipient must respond within 5 days of receipt of notification.

- a. Unwillingness or inability to attain project goals
- b. Unwillingness or inability to adhere to Special Conditions listed in Block 12
- c. Failure or inability to adhere to grant guidelines and federal compliance requirements
- d. Improper procedures regarding contracts and procurements
- e. Inability to submit reliable and/or timely reports
- f. Management systems which do not meet federal required management standards

(N) Termination for Cause: If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHSEM will provide 5 days notice to the sub-recipient stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHSEM will reimburse the sub-recipient 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 DHSEM until completion of a final DHSEM review. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

(O) Termination for Convenience: Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U S Department of Homeland Security (USDHS) and the DHSEM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

(P) Project Implementation: Due to the competitiveness of the Homeland Security grant program, approved projects shall be ready-to-go. Project implementation shall begin within the first reporting quarter.

- a. If a project cannot be operational within the first reporting quarter of the approved award date, the sub-grantee must submit a written statement signed by the signatory officials to DHSEM, justifying the implementation delay, expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the discretion of DHSEM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects.

Grant Requirements, Assurances and Agreements (continued from Section 11 of the Award)

(A) The performance period for this grant award is OCTOBER 1, 2009 through SEPTEMBER 30, 2010. Monies may not be obligated outside of this time period. 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 45 days of the end of the performance period when the Final Progress Reports are due.

(B) The sub-recipient shall comply with the requirements and restrictions of the FY2008 EMPG Program Guidance, State Guidelines, and the State Homeland Security Strategy. By signing this obligating award document, the sub-recipient certifies it has read, understood and accepted these documents as binding.

(C) The signature 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

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grant guidelines for this project. The sub-recipient shall follow the financial management regulations imposed on them by DHSEM, which includes the requirements of U S Department of Homeland Security

(D) The signature of the signatory officials on this award attests to DONA ANA COUNTY understanding, acceptance, and compliance with Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant State or local 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

(E) The DONA ANA COUNTY shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.

(F) The DONA ANA COUNTY 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, Americans with Disabilities Act of 1991. DONA ANA COUNTY 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

(G) The DONA ANA COUNTY certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (for USDHS/DOJ grants). An EEO is not required for recipients of less than \$25,000.00 or fewer than 50 employees.

(H) The DONA ANA COUNTY certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility

(I) It is the responsibility of DONA ANA COUNTY as the recipient of these federal funds to fully understand and comply with the requirements of:

- a. OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments at www.whitehouse.gov/omb/circulars/a102/a102.html
- b. OMB Circular A-87 Cost Principles for State, Local and Indian Tribal Governments at www.whitehouse.gov/omb/circulars/index.html
- c. OMB Circular A-110 Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html
- d. OMB Circular A-21 Cost Principles for Educational Institutions at www.whitehouse.gov/omb/circulars/index.html
- e. OMB Circular A-122 Cost Principles for Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html
- f. OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations at www.whitehouse.gov/omb/circulars/index.html
- g. CFR Title 48 Federal Acquisition Regulations Systems Chapter 1 Part 31 Contract Cost Principles and Procedures
- h. OMB Common Rule: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. Incorporated into individual Federal agency's Code of Federal Regulations.
- i. OGO Financial Guide www.dhs.gov/dhspublic/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf
- j. New Mexico State Procurement Code <http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-b.htm&2.0>
- k. New Mexico Administrative Code Title 2 - Public Finance [http://www.nmcpr.state.nm.us/NMAC/ title02/title02.htm](http://www.nmcpr.state.nm.us/NMAC/title02/title02.htm)

Recorded 11/24/2009 DAC

We certify we have read, understood, and accept the Grant Terms and Conditions, the Grant Requirements, and Assurances and Agreements, in accordance with this Award

[Signature]
Grant Specialist's/Program Manager's Signature
[Signature]
Chief Financial Officer's Signature

[Signature]
Signatory Official's Signature

COUNTY OF DONA ANA) RESOLUTION
STATE OF NEW MEXICO) ss PAGES: 7

I Hereby Certify That This Instrument Was Filed for Record On The 24TH Day Of November, 2009 at 04:05:48 PM And Was Duly Recorded as Instrument #0932090 Of The Records Of Dona Ana County

Witness My Hand And Seal Of Office
Lynn J. Ellins
Deputy *[Signature]* County Clerk, Dona Ana, NM



NM DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT

REQUEST FOR APPROVAL

Date: January 9, 2012

Requestor: Delia Cervantes, Dona Ana County

Grant Number: 2009-SS-T9-000030-DONA ANA

Vendor: City of Las Cruces

Address: P.O. Box 20000

Las Cruces, NM 88004

Phone: 575-528-3473

Fax: 575-528-4082

Type of Purchase: Actual Cost Reimbursement (contract, three quotes, etc)
City of Las Cruces will invoice Dona Ana County
After Completion of each Phase

AEL #	Description	Quantity	Unit Cost	Total
	California Specialized Training Institute (CSTI) Hazmat Technician Class Location: Las Cruces, NM Overtime/Backfill for Las Cruces Fire Department Personnel			
	January 30 - February 3, 2012 0800 - 1700 7 Students and 2 Instructors 40 hours @ 23.18/hour	1	\$ 8,344.80	\$ 8,344.80
	February 13 - 24, 2012 0800 - 1700 7 Students and 2 Instructors 80 hours @ 23.18/hour	1	\$ 16,689.60	\$ 16,689.60
	Phase 3 March 5 - 9, 2012 0800 - 1700 7 Students and 2 Instructors 40 hours @ 23.18/hour	1	\$ 8,344.80	\$ 8,344.80
	Total			\$ 33,379.20

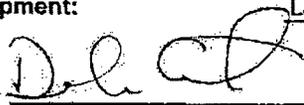
Relationship to NM State Strategy

Goal: #1, #5, #11

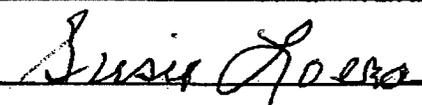
Objective: 1.1, 5.1, 11.3

Project: Project #7 - CSTI Training

Intended Location of Equipment: Las Cruces Fire Department

Jurisdiction Approval: 

Date: 1-9-12

NMDPS Approval: 

Date: 1/20/12

**CITY OF LAS CRUCES
ADOPTED BUDGET FY 2011/2012**

FUND	DIVISION		FUND TYPE	
Other Operating Grants Fund 2761	Finance		Special Revenue	
	FY 2010/11 Actual	FY 2011/12 Adopted	Adjustments	FY 2011/12 Adjusted
RESOURCES				
Beginning Balance	\$ 0	0		0
REVENUES				
16006 Resources for Children & Youth, Inc	0	0		0
21008 Early Literacy Pilot Program	4,158	5,842		5,842
25010 US Dept. of Agriculture	5,857	7,640		7,640
22007 Nanoscale Informal Science Education	10	3,000		3,000
22008 NASA 50 Years of Exploration	0	5,000		5,000
33005 DAC Homeland Security Fire Grant	2,095	33,377		33,377
33013 DAC Homeland Security Fire Grant	0	0	33,379	33,379
37021 National Night Out (Target Grant)	614	726		726
Total Revenues	\$ 12,734	55,585	33,379	88,964
Total Resources	\$ 12,734	55,585	33,379	88,964
EXPENDITURES				
16006 FYI Transitional Living Facility	\$ 0	0		0
21008 Early Literacy Pilot Program	4,158	5,842		5,842
25010 Green Infrastructure Planning	5,857	7,640		7,640
22007 Nanoscale Informal Science Education	10	3,000		3,000
22008 NASA 50 Years of Exploration	0	5,000		5,000
33005 DAC Homeland Security Fire Grant	2,095	33,377		33,377
33013 DAC Homeland Security Fire Grant	0	0	33,379	33,379
37021 National Night Out (Target Grant)	614	726		726
Total Expenditures	\$ 12,734	55,585	33,379	88,964
ENDING BALANCE	\$ 0	0	0	0