

**ACTION SHEET
ITEM FROM FINANCE COMMITTEE MEETING OF 11/02/15
FOR CITY COUNCIL MEETING OF 11/10/15**

ISSUE:

14. Request for Approval of Sub-Grant Agreement and Award – 2015 State Homeland Security Grant Program for Police and Fire Departments; New Mexico Department of Homeland Security & Emergency Management and Approval of Budget Increase in the Amount of \$199,000. (David Silver)

FINANCE COMMITTEE ACTION:

Approved as Consent item.

FUNDING SOURCE: 22836.570500

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	Absent		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ,			

4-13-15

City of Santa Fe, New Mexico

memo

Date: October 22, 2015

To: Public Safety Committee

Finance Committee

City Council

From: David Silver, Emergency Manager *DS*

Subject: 2015 State Homeland Security Sub-Grant Agreement

Item:

Attached is the 2015 State Homeland Security Grant Program (SHSGP) Sub-grant agreement, awarded on October 14, 2015, covering the period between October 1, 2015 and March 31, 2017. The Budget Adjustment Request is also attached. This sub-grant provides \$99,500.00 for equipment purchases for the Santa Fe Fire and Police Departments. There is no local match requirement for this grant. Below is an outline of the project to be funded through this sub-grant:

Project	Amount	Bus. Unit/Line Item
1. SWAT & EOD Team Equipment	\$29,500.00	22836.570500
		22836.752400
2. HazMat Team / Tech Rescue Team Equipment	\$70,000.00	22836.570500
		22336.572400

Committees/Council Dates:

- Finance: November 2, 2015
- Public Safety: November 17, 2015
- City Council: December 9, 2015

Background:

The City of Santa Fe applied for this reimbursable Federal Preparedness Grant through the United States Department of Homeland Security and the Federal Emergency Management Agency, and administered by the New Mexico Department of Homeland Security and Emergency Management (NM DHSEM) to fund development and sustainment of emergency response and recovery capabilities.

The Emergency Manager is responsible for ensuring the conditions of this grant are met, including providing and receiving required training, city-wide 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.

If you have any questions, please do not hesitate to contact me at dmsilver@santafenm.gov, 505-955-6537 (w), 505-629-3958 (c).



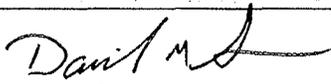
NEW MEXICO DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
Sub-Grant Agreement

2015 State Homeland Security Grant Program
2015 Federal Grant No. EMW-2015-SS-00110 CFDA No. 97.067

1. SUB-GRANT NO.		2. RECIPIENT		3. FIDUCIARY	
EMW-2015-SS-00110-City of Santa Fe		City of Santa Fe		City of Santa Fe	
4. STATE DFA VENDOR NUMBER		5. DUNS NUMBER		6. CAGE NUMBER	
54360		069420818		4C987	
7. RECIPIENT PHYSICAL ADDRESS		8. RECIPIENT BILLING ADDRESS		9. ISSUING OFFICE AND MAILING ADDRESS	
City of Santa Fe P.O. Box 909 Santa Fe, New Mexico 87504		City of Santa Fe P.O. Box 909 Santa Fe, New Mexico 87504		New Mexico Department of Homeland Security & Emergency Management P.O. Box 27111 Santa Fe, NM 87502	
10. EFFECTIVE DATE OF THIS ACTION		11. DHSEM Grant Specialist:		Meg Burger	
October 1, 2015		<i>Desk Phone:</i>		505-476-9614	
12. TERMINATION DATE		<i>Fax Number:</i>		505-476-9695	
March 31, 2017		<i>Email:</i>		dhsem.grants@state.nm.us	
13. FUNDING	Total Federal Awarded Amount:			\$99,500.00	
14. GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS: <i>(See 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 of New Mexico.</i>					
14a. SPECIAL CONDITIONS: <u>Grant funds cannot be expended until these conditions have been met.</u>					
<ul style="list-style-type: none"> a) The grant award amount is a funding allocation, and is not to be construed as expenditure authorizations or approvals. Pre-approval from DHSEM's LPP and ASB is required for all purchases regardless of any application review. b) Procurement from Minority Owned and Women Owned Business is encouraged, and must be tracked and reported to DHSEM on the quarterly reports. c) All equipment must be purchased and deployed in accordance with the jurisdictions FY 2015 SHSGP Application. d) Quarterly financial and progress reports are due on January 30, April 30, July 30, and October 30, of each award year. e) Financial and program performance reports must be submitted to DHSEM to process requests for reimbursement. All expenses on both the quarterly financial report and the request for reimbursement must correlate to the specific performance period of the sub-grant agreement. f) Request for reimbursement will not be processed if quarterly financial and program reports are delinquent. g) Federal and State grant program guidance and/or requirements apply. Please refer to Section H for detailed grant award requirements. h) The beneficiary of this award is responsible for all expenditures that are incurred outside of the award performance period. i) The FEMA approved National Environmental Protection Agency-Environmental Historic Preservation (NEPA/EHP) must be submitted prior any ground disturbance, modification to buildings, etc. For detailed information please refer to Section B in the Grants Terms & Conditions j) The accounting system and financial capability questionnaire must be completed by the sub-recipient and DHSEM grant staff within 60 days of the sub-grant dissemination and prior to funds being released. k) All project initiatives must be conducted, budgeted, and expended within the designated performance period of this grant award. Annual external audit reports must be submitted to DHSEM within 30 days of receipt by sub-recipients l) All Contracts and Scope of Work must be pre-approved by DHSEM prior to obtaining vendor and signatures. All contracts, to include the project scope of work, must be reviewed and approved by DHSEM's Local Preparedness Program (LPP) and Administrative Services Bureau (ASB) before execution to include signing of contract between parties. m) DHSEM Programmatic and Grant pre-approvals are required for all equipment, training, planning, and exercise obligations regardless of any application review. 					

- n) Communication Equipment: If a revision of scope of work is requested it must be approved by SICWG, DHSEM Grant Staff as well as Program Staff before the jurisdiction can proceed with procurement processes.
- o) All SHSGP sub-grantees must be NIMS compliant. A NIMS Assessment will be conducted on or before September 30 of each year. All funded beneficiaries, to include but not limited to, first response agencies and special teams, must be NIMS compliant.
- p) DHSEM's NIMS Resource Typing Database (E-Team) must be updated quarterly to reflect the jurisdictions resource capability that was a beneficiary to this grant award.
- q) Each jurisdiction is required to conduct one operations-based exercise to test the capabilities of equipment purchased with past or current federal preparedness grant within the January-December 2016 Training and Exercise Plan (TEP) year. The operations-based exercise must be a Homeland Security Exercise and Evaluation Program (HSEEP) compliant exercise. Documents are to include the After-Action Report/Improvement Plan (AAR/IP) must be submitted to the State Exercise Officer within 60 days following the end of the exercise.
- r) All awarded projects must be planned for and budgeted within the designated performance period. At least 25% of the Grant Award must be expended in the first quarter for each project; some exceptions may apply, and will be reviewed by the Local Preparedness Program on a case-by-case basis.
- s) Sub-grant extensions will only be considered for documented extenuating circumstances and will be reviewed by the Local Preparedness Program on a case-by-case basis. Any or all remaining balances will be reviewed and may be re-allocated to other jurisdictions.
- t) All Budget Revisions must be reviewed and approved by the Local Preparedness Program to ensure that the proposed project meets all federal and state eligibility requirements. Budget Revisions must meet the original scope of the project. All Project Revision requests must be reviewed and approved by the Local Preparedness Program Manager and/or the Preparedness Bureau Chief.
- u) Upon completion of all awarded projects, any remaining funds will be de-obligated and reverted back to NMDHSEM.
- v) All cost over-runs will be the responsibility of the jurisdiction.

15. The 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 9, within 30 days from the date in block 19.

16. Signature of Jurisdiction Grant Specialist/Program Manager	DATE	10/20/15
 Printed Name: David M Silver	PHONE	505 955 6537
	EMAIL	dmsilver@santafenm.gov

17. Signature of Jurisdiction Chief Financial Officer	DATE	
Printed Name:	PHONE	
	EMAIL	

18. Signature of Jurisdiction Signatory Official	DATE	
Printed Name:	PHONE	
	EMAIL	

19. DHSEM Signatory Official (Name and Title)	DATE	
Printed Name: M. Jay Mitchell, DHSEM Cabinet Secretary		

GRANT TERMS AND CONDITIONS

Grant Terms and Conditions (continued from Section 14 of the Sub-Grant Agreement)

The CITY OF SANTA FE has been awarded \$99,500.00 which shall be used to support HSGP efforts to build and sustain core capabilities across the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery based on allowable costs.

The Sub-Grantee's SHSGP scope of work is as follows:

The CITY OF SANTA FE has been awarded the following projects:

Project 1: SWAT & EOD Team Equipment Interoperable Communications, Santa Fe Police Department, \$29,500.00.

Project 2: HazMat Team / Tech Rescue Team Equipment, Santa Fe Fire Department, \$70,000.00.

NOTE: Project 1 was modified from the original application. Some items from the original project have been removed and/or reduced which reflects the approved items set forth in the sub grant agreement and/or attached budget worksheet. Project 2 was funded for Equipment only.

The performance period of this SHSGP grant award is **October 1, 2015 to March 31, 2017**. The CITY OF SANTA FE 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 approved 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. 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) NEPA/EHP Compliance: The recipient must provide information to NMDHSEM to assist with 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 recipient must comply with all Federal, State and Local EHP requirements and obtain applicable permits and clearances.

Recipients 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. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's 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 recipient

must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may not be eligible for grant funding.

(C) Reporting Requirements: CITY OF SANTA FE shall submit timely quarterly *Financial Progress Reports* to the Grant Specialist at DHSEM. For grant awards, the sub-recipient is required to submit a quarterly Performance Report to the Program Specialist within the Preparedness Bureau. Quarterly reports are due: January 30, April 30, July 30, and October 30 for each calendar year the grant is open. The final report is due the following quarter after all funds have been reimbursed to the jurisdiction. *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 Narrative 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. Jurisdictions may submit their quarterly reports via email to dhsem.grants@state.nm.us and/or dhsem.localprepared@state.nm.us.

(D) Additional Reporting Requirements: The applicant must immediately report in writing to the DHSEM Grant Specialist any alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Sub-Grant Agreement. This extends to reporting any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

(E) Reimbursements: Submission of a request for reimbursement must be accompanied by a financial report form. Reimbursement shall be based upon authorized and allowable expenditures consistent with project narrative and grant guidelines, and submission of timely *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.). Grant staff will not process reimbursement, until performance/fiscal quarterly reports are submitted.

- **Contracts:** All sole-source procurements, single vendor response to a competitive bid, and contracts over \$100,000 require DHSEM pre-approval prior to implementation. Requests for reimbursement for contractual services must be accompanied by the relevant contract.
- **Local Cost Match:** Local cost 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) <http://www.fema.gov/media-library/assets/documents/101566>. It is recommended that sub-grantees provide a "print screen" to document the AEL is valid at the time of the Request for Approval (RFA).
- **Travel:** All reimbursable travel must be pre-approved by DHSEM 30 days prior to travel date.
- **State Per Diem Rate / Actual Cost Rate:** Reimbursements for local jurisdictions cannot exceed the rates of the New Mexico Mileage and Per Diem Act. DHSEM reserves the right to reimbursement travel and lodging expenses at either the State Per Diem rate or Actual Cost rate.
- **Training:** Requires DHSEM pre-approval 45 days prior to registering or participating in training opportunities.
- **Exercise:** Requires submission of an After-Action Report/Improvement Plan within 60 days after conduct of the exercise.
- **Food and Beverage:** 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).

(F) Non-reimbursable Expenses:

- Transfer of funds between any programs (SHSP, LETPA, CCP)
- 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, personal phone calls
- 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.

(G) 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* and a *Grant Funded Typed Resource Report* shall be submitted to DHSEM bi-annually each June 30 and December 30 with the *Financial Progress Report* during the performance period, and continued submission is required bi-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.

(H) 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 2 CFR Part 215 "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*.

(I) 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*.

(J) 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.*

(K) Audit Requirements: As the Federal grant recipient, the State of New Mexico requires a sub-recipient expending \$750,000 or more in Federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with *OMB Circular A-133*. **CITY OF SANTA FE** 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 **CITY OF SANTA FE** receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with *2 AAC 45.010*. Include the Federal agency name, program, grant number, and year; the CFDA title and number; and the name of the pass-through agency.

(L) 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.

(M) Performance Measures: Quarterly *Progress Reports* shall demonstrate performance and progress relative to: Acceptable performance on applicable critical tasks in Exercises using approved scenarios

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, 2015 to March 31, 2017. Funds 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 FY2015 State Homeland Security Grant Guidance, State Guidelines. 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 grant guidelines for this project. The sub-recipient shall follow the financial management requirements 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 CITY OF SANTA FE 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 CITY OF SANTA FE 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 CITY OF SANTA FE 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*. CITY OF ALBUQUERQUE 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 CITY OF SANTA FE certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (for USDHS/DOJ grants). An EEOP is not required for recipients of less than \$25,000.00 or fewer than 50 employees.

(H) The CITY OF SANTA FE 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 CITY OF SANTA FE as the recipient of these federal funds to fully understand and comply with the requirements of:

- (a) 2CFR Part 215, *Grants and Cooperative Agreements with State and Local Governments* at www.whitehouse.gov/omb/circulars/a102/a102.html.
- (b) 2 CFR Part 225 *Cost Principles for State, Local and Indian Tribal Governments* at www.whitehouse.gov/omb/circulars/index.html.
- (c) 2 CFR Part 215 *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) 2 CFR Part 220 *Cost Principles for Educational Institutions* at www.whitehouse.gov/omb/circulars/index.html
- (e) 2 CFR Part 230 *Cost Principles for Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html
- (f) 44 CFR Emergency Management and Assistance
- (g) OMB Circular A-133 *Audits of States, Local Governments and Non-Profit Organizations* at www.whitehouse.gov/omb/circulars/index.html
- (h) CFR Title 48 Federal Acquisition Regulations Systems Chapter 1 Part 31 *Contract Cost Principles and Procedures*
- (i) 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*.
- (j) OGO *Financial Guide*
www.dhs.gov/dhspublic/interweb/assetlibrary/Grants_FinancialManagementGuide.pdf
- (k) New Mexico State Procurement Code
<http://www.conwaygreene.com/nmsu/lpext.dll?f=templates&fn=main-h.htm&2.0>
- (l) New Mexico Administrative Code Title 2 – Public Finance
http://www.nmcpr.state.nm.us/NMAC/_title02/title02.htm

SIGNATURE OF CONCURRENCE

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.



Grant Specialist's/Program Manager's Signature

10/20/15

Date

Chief Financial Officer's Signature

Date

DHSEM Signatory Official's Signature

Date

Attachment: Required Reimbursement Checklist

Attachment I
Required Reimbursement Checklist

Please Note: DHSEM reserves the right to update this check list throughout the life of the grant to ensure compliance with applicable federal and state rules and regulations.

Please only check the categories that apply to the reimbursement you are currently filing.

Equipment

1. Have all invoices been included?
2. Has an AEL # been identified for each purchase?
3. If service/warranty expenses are listed, are they only for the performance period of the grant?
4. 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)
5. If EHP form needed – has copy of it and approval from DHS been included?

Consultants/Contractors

1. Does the amount billed by consultant add up correctly?
2. Has all appropriate documentation to denote hours worked been properly signed?
3. Have copies of all planning materials and work product (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).
4. Has the invoice from consultant/contractor been included?
5. 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 (Note: this applies to positions billed under M&A)

1. 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)?
2. Has a time period summary sheet been included for total claimed amount?
3. Has a general ledger payroll report been included for total claimed amount? Ensure this report includes both employee and employer payroll information (i.e. benefits/contributions).
4. Does the back-up documentation include a copy of the check stub per employee for the time period covered?
5. Does the back-up documentation provided match the time period for which reimbursement is being requested?

Training

1. Is the course DHS approved? Is there a course or catalog number? If not, has DHSEM approved the non-DHS training? Is supporting documentation included your reimbursement request?
2. Have sign-in sheets, rosters and agenda been provided?
3. If billing for overtime and/or backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have print outs 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?
4. 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?
5. Has 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. 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).

Matching Funds

1. Contributions are from Non Federal funding sources.
2. Contributions are from cash or in-kind contributions which may include training investments.
3. Contributions are not from salary, overtime or other operational costs unrelated to training.

NEW MEXICO DEPARTMENT OF HOMELAND SECURITY EMERGENCY MANAGEMENT

2015 STATE HOMELAND SECURITY GRANT PROGRAM (SHSPG) APPLICATION

EQUIPMENT - NARRATIVE BUDGET WORKSHEET

Applicant: City of Santa Fe
 Name of Project: Project 1 - SWAT & EOD Team Equipment and Training

Provide a detailed description and utilization of the equipment listed below.
 This amended equipment list was modified from the original application. Some items from the original equipment list have been removed and/or reduced which reflects the approved items set forth in the sub grant agreement.

List all equipment that will be purchased per project. **PLEASE NOTE:** Equipment listed in the AEL is not automatically approved for funding under Federal preparedness grants. The AEL list is located by clicking this link: https://www.llis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf

AUTHORIZED EQUIPMENT LIST (AEL) NUMBERS	NAME OR TYPE OF EQUIPMENT	AMOUNT TO BE PURCHASED	COST PER ITEM	TOTAL
1	03OE-01-CTA Direct-link Bridge Series Video Throw Phone and Tactical Remote Unit	1	\$ 25,000.00	\$ 25,000.00
2	03OE-01-CTA Practice Throw Phone	1	\$ 500.00	\$ 500.00
3	20TE-00-NTRY Breacher Starter Kit	4	\$ 1,000.00	\$ 4,000.00
4				\$ -
5				\$ -
6				\$ -
7				\$ -
8				\$ -
9				\$ -
10				\$ -
11				\$ -
12				\$ -
13				\$ -
14				\$ -
15				\$ -
16				\$ -
17				\$ -
18				\$ -
19				\$ -
20				\$ -
21				\$ -
22				\$ -
23				\$ -
24				\$ -
25				\$ -
GRAND TOTAL:				\$ 29,500.00

NEW MEXICO DEPARTMENT OF HOMELAND SECURITY EMERGENCY MANAGEMENT

2015 STATE HOMELAND SECURITY GRANT PROGRAM (SHSPG) APPLICATION

EQUIPMENT - NARRATIVE BUDGET WORKSHEET

Applicant: City of Santa Fe
 Name of Project: Project 2 - Hazardous Materials Team/Technical Rescue Team Equip

Provide a detailed description and utilization of the equipment listed below.
 This amended equipment list was modified from the original application. Some items from the original equipment list have been removed and/or reduced which reflects the approved items set forth in the sub grant agreement.

List all equipment that will be purchased per project. **PLEASE NOTE:** Equipment listed in the AEL is not automatically approved for funding under Federal preparedness grants. The AEL list is located by clicking this link: https://www.lis.dhs.gov/sites/default/files/AEL_PDF_Complete.pdf

AUTHORIZED EQUIPMENT LIST (AEL) NUMBERS	NAME OR TYPE OF EQUIPMENT	AMOUNT TO BE PURCHASED	COST PER ITEM	TOTAL
1	06CP-03-ICOM CeoTronrcs Command DECT PLUS Command Unit with 2way radio interface, Bluetooth	1	\$ 12,000.00	\$ 12,000.00
2	06CP-03-ICOM CeoTronics DECT Plus Multi Wireless Digital Duplex Communications system	8	\$ 1,400.00	\$ 11,200.00
3	06CP-03-ICOM Ceo Tronics Action Neckband and Comfort Throat Mikes	8	\$ 800.00	\$ 6,400.00
4	06CP-03-ICOM CeoTronics PTT Cables for DECT Plus Comms system	8	\$ 250.00	\$ 2,000.00
5	06CP-03-ICOM CeoTronics 12 pin adapter	1	\$ 200.00	\$ 200.00
6	06CP-03-ICOM CeoTronics interface cable for DECT Plus System	1	\$ 600.00	\$ 600.00
7	06CP-03-ICOM Storage Case	1	\$ 500.00	\$ 500.00
8	21GN-00-SHIP Shipping	1	\$ 100.00	\$ 100.00
9	07CD-01-DPMG Rae Systems MultiRae Lite 6 Gas Meters, Pumped	6	\$ 2,500.00	\$ 15,000.00
10	07CD-01-DPMG Rae MultiRae lite Pump ETO/LEL I CO&H25 /02 /Wireless Unit Only	1	\$ 2,000.00	\$ 2,000.00
11	07CD-01-DPMG Rae Systems ProRAE Guardian wireless meter data transfer system	6	\$ 500.00	\$ 3,000.00
12	07CD-01-DPMG Rae Systems ProRAE Guardian wireless meter data transfer system	4	\$ 1,000.00	\$ 4,000.00
13	07CD-01-DPMG Rae Systems RaeUnk Mesh Modem Kits supponing wireless data transfer of meter reading	4	\$ 2,500.00	\$ 10,000.00
14	07CD-01-DPMG Rae Systems AutoRae 2 Calibration and Charging units to support the MultiRae 6 Gas Meters	2	\$ 1,500.00	\$ 3,000.00
15				\$ -
16				\$ -
20				\$ -
GRAND TOTAL:				\$ 70,000.00



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

Sub-Grant Amendment

2015 State Homeland Security Grant Program

2015 Federal Grant No. EMW-2015-SS-00110 CFDA No. 97.067

1. Sub-Grant No. EMW-2015-SS-00110-City of Santa Fe	2. Recipient City of Santa Fe	3. Amendment Number 1
5. Recipient Address City of Santa Fe PO Box 909 Santa Fe, NM 87504		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, 2015	8. DHSEM Grant Specialist:	Phone: 505-476-9615 Fax: 505-476-9695 Email:
9. Termination Date: March 31, 2017	Margaret Burger	DHSEM.Grants@state.nm.us
10. Award Amount: Total Federal Awarded Amount \$99,500.00		
11. Type of Amendment: This Amendment is to correct paragraph (F) of Grant Requirements, Assurances and Agreements, (continued from Section 11 of the Award), to read as follows: (F) The INSERT 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. The Jurisdiction 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. ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.		
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 of receipt of amendment.		
13. Signature of Jurisdiction Grant Specialist/Program Manager <i>David M Silver</i>	Date: <u>10/20/15</u> Phone: <u>505 955 6537</u> Fax: <u>505 955 6683</u> Email: <u>dmsilver@santafenm.gov</u>	
14. Signature of Jurisdiction Chief Financial Officer Printed Name:	Date: _____ Phone: _____ Fax: _____ Email: _____	
15. Signature of Jurisdiction Signatory Official Printed Name and Title:	Date: _____ Phone: _____ Fax: _____ Email: _____	
16. DHSEM Signatory Official (Name and Title) M. Jay Mitchell, Cabinet Secretary	Date	

CITY OF SANTA FE:

JAVIER M. GONZALES, MAYOR

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

OSCAR S. RODRIGUEZ, FINANCE DIRECTOR

Business Unit/Line Item:

22836.570500

22836.572400



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

1 FOR: ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor N/A

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$99,500.00

Termination Date: _____

Approved by Council Date: _____

or by City Manager Date: _____

Contract is for: 2015 State Homeland Security Grant Program (SHSGP) sub-grant agreement

Amendment # _____ to the Original Contract# _____

Increase/(Decrease) Amount \$ _____

Extend Termination Date to: _____

Approved by Council Date: _____

or by City Manager Date: _____

Amendment is for:

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 99,500.00 of original Contract# _____ Termination Date: _____
Reason: New Subgrant Agreement

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____
Reason: _____

Total of Original Contract plus all amendments: \$ 99,500.00



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ [] _____ Date: _____

Sole Source [] _____ Date: _____

Other Grant Application _____

6 Procurement History: First year of sub-grant agreement
example: (First year of 4 year contract)

7 Funding Source: N/A BU/Line Item: 21738.490610.

8 Any out-of-the ordinary or unusual issues or concerns:
None
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: David M. Silver
Phone # 505-955-6537

10 Certificate of Insurance attached. (if original Contract) []

Submit to City Attorney for review/signature
Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

Large empty rectangular box for comments.

