



Agenda

CITY CLERK'S OFFICE

DATE 11/12/15 TIME 9:38am

SERVED BY Nancy Jimenez

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PUBLIC SAFETY COMMITTEE
Tuesday, November 17, 2015, 4:00 PM
City Council Chambers
200 Lincoln Avenue, Santa Fe, NM 87501

1. Roll Call
2. Approval of agenda
3. Approval of Tuesday, October 20, 2015 minutes
4. New business: Action Item
 - A. Request for approval of the 2015 State Homeland Security Sub-Grant Agreement (David Siler, Emergency Manager)
 - B. AN ORDINANCE AMENDING ARTICLE IX AND ARTICLE XII OF THE UNIFORM TRAFFIC ORDINANCE TO ESTABLISH THAT ALL PARKING VIOLATIONS ARE CIVIL PARKING VIOLATIONS AND SUBJECT TO ADMINISTRATIVE ADJUDICATION AND COLLECTION BY AN EXTERNAL ADMINISTRATIVE AND COLLECTION AGENCY; AND MAKING SUCH OTHER CHANGES AS ARE NECESSARY TO MEET THE PURPOSES OF THIS ORDINANCE. (Councilor Dimas) (Sara Smith and Noel Correia)
 - C. AN ORDINANCE RELATING TO THE CITY OF SANTA FE UNIFORM TRAFFIC ORDINANCE; CREATING SECTION 12-1-5.1 TO ESTABLISH A DEFINITION FOR "AUTOCYCLE"; AMENDING SECTION 12-1-37 TO INCLUDE "AUTOCYCLES" IN THE DEFINITION OF "MOTORCYCLES"; AMENDING SECTION 12-7-6 TO EXEMPT AUTOCYCLES FROM THE HELMET PROVISIONS; AND CREATING A NEW SECTION 12-7-8.1 TO ESTABLISH THAT A MOTORCYCLE ENDORSEMENT IS NOT REQUIRED FOR AUTOCYCLE OPERATION. (Councilor Dimas) (Jesse Guillen)
 - D. A RESOLUTION FOR ACTION BEYOND PRAYERS, A CALL FOR GUN PURCHASE REFORM AND SUPPORT FOR GUN PURCHASE REFORM FROM THE STATE LEGISLATURE DURING THE 2016 LEGISLATIVE SESSION; AND IN SUPPORT OF SANTA FE PUBLIC SCHOOLS RESOLUTION 2015/16-11. (Councilors Ives and Dominguez) (Jesse Guillen)
 - E. Approval for Professional Services Agreement between the City of Santa Fe and the Santa Fe Animal Shelter and Human Society Inc. (Police Captain Andrew Padilla)
 - F. Approval to accept from the Department of Justice, Bureau of Justice Assistance, FY 15 Edward Byrne Memorial Justice Assistant Grant Program – Local solicitation fund 2215. (Deputy Chief of Police John Schaeffl)
 - G. Approval to accept from the Department of Transportation for the yearly, End Driving while impaired ("ENDWI"), Buckle Up/Click it or ticket ("CIOT), 100 Days and Nights summer ("100Days") and Distracted Driving ("DNTXT") grants. (Police Lieutenant Mark Lewandowski)
5. Matters from Municipal Court Judge Ann Yalman
6. Matters from Interim Police Chief Patrick Gallagher
7. Matters from Fire Chief Erik Litzenberg
8. Matters from the Regional Emergency Communications Center Ken Martinez
9. Communications from the Floor
10. Matters from Committee Members
11. Adjournment

For information regarding the agenda, you can call Nancy Jimenez at 955-5008 or Athena Martinez at 955-5010. Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

INDEX SUMMARY OF MINUTES
Public Safety Committee
October 20, 2015

<u>INDEX</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
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Call to Order and Roll Call	Councilor Dimas, Chair for the Public Safety Committee called the meeting to order at 4:00 pm. A quorum was declared by roll call.	Page 2
Review and Approval of Agenda Police Chief Gallagher asked that New Business B-7 Major Crimes Statistics/all Other Crimes be moved under Matters from the Interim Police Chief Patrick Gallagher	<i>Mr. Mizrahi moved to approve the agenda as amended, second by, motion carried by unanimous voice vote.</i>	Page 2
Approval of August 18, 2015 Minutes	<i>Dr. Mier moved to approve the minutes of August 18, 2015 as presented, second by Mr. Johnson, motion carried by unanimous voice vote.</i>	Page 3
New Business – Action Items. a. 2016 Proposed Meeting Dates for Public Safety Committee (Nancy Jimenez, Police Fiscal Administrator) b. Request for approval of Collective Bargaining Agreement Between the City of Santa Fe and the Santa Fe Firefighters Association (Paul Babcock, Assistant Fire Chief) c. Presentation of Standards of Cover Guidelines (Erik Litzenberg, Fire Chief) d. Emergency Apparatus & Vehicle Fleet Plan 2015-2025 (Jan Snyder, Assistant Fire Chief)	<i>Mr. Mizrahi moved for approval of the 2016 Public Safety Committee meeting dates as presented, second by Dr. Harris, motion carried by unanimous voice vote.</i> <i>Dr. Mier moved to approve the Collective Bargaining Agreement Changes between the City of Santa Fe and the Santa Fe Firefighters Association, second by Dr. Nancy Owen Lewis, motion carried by unanimous voice vote.</i> <i>Dr. Mier moved to approve and re-establish the referenced standards of cover to ensure safe and appropriate response throughout the City of Santa Fe, second by Mr. Mizrahi, motion carried by unanimous voice vote.</i> <i>Mr. Harris moved for approval of the Emergency Apparatus & Vehicle Fleet Plan 2015-2025, second by Dr. Mier, motion carried by unanimous voice vote.</i>	Page 3-4
New Business – Informational Items a. Zozobra/Fiestas after action report (Captain Paulk/ Lt. Lamb) b. 7 Major Crimes statistics/all other crimes (Lt. Lamb) c. Drug Tip Hotline (Lt. Lamb/Sgt. Valdez)	<i>Informational</i>	Page 4-5
Matters from the Municipal Court	<i>Report included in meeting packet.</i>	Page 6
Matters from Police Chief Patrick Gallagher	<i>Informational</i>	Page 6

INDEX SUMMARY OF MINUTES
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Matters from the Regional Emergency Communications Center	<i>Informational</i>	Page 6-7
Matters from Committee Members	<i>Informational</i>	Page 7
Communications from the Floor	<i>None</i>	Page 7
Adjournment and Signature Page	Meeting was adjourned at 5:00 pm by the call of the Chair	Page 7

PUBLIC SAFETY COMMITTEE
Tuesday, October 20, 2015, 4:00 pm – 5:00 pm
City Council Chambers
Santa Fe, NM

MINUTES

Meeting was called to order at 4:00 pm by Councilor Bill Dimas, Chair for the Public Safety Committee. Roll call reflects quorum.

1. Roll Call

Present

Councilor Bill Dimas, Chair
Peter Mizrahi
Dr. Mike Mier
Eric Johnson
Herbert Harris
Dr. Nancy Owen Lewis
Mike Bowen

Absent/Excused

David Trujillo
Joe Arellano

Others Present:

Erik Litzenberg, Santa Fe Fire Chief
Paul Babcock, Assistant Fire Chief
Jan Snyder, Assistant Fire Chief
Patrick Gallagher, Interim Police Chief
Deputy Chief Salbidrez
Nancy Jimenez, Police Fiscal Administrator
Police Captain Marvin Paulk
Police Lieutenant James Lamb
Police Sgt. Cord
Police Sgt. Valdez
Police Captain Andrew Padilla
Ken Martinez, Regional Emergency Communications

Fran Lucero, Stenographer

2. Approval of Agenda

Police Chief Gallagher asked that New Business B-7 Major Crimes Statistics/all Other Crimes be moved under Matters from the Interim Police Chief Patrick Gallagher

Mr. Mizrahi moved to approve the agenda as amended, second by Mr. Harris, motion carried by unanimous voice vote.

3. Approval of Tuesday, August 18, 2015 minutes

Dr. Mier moved to approve the minutes of August 18, 2015 as presented, second by Mr. Johnson, motion carried by unanimous voice vote.

4. New Business: Action Items

- a. 2016 Proposed Meeting Dates for Public Safety Committee (Nancy Jimenez, Police Fiscal Administrator)

Ms. Jimenez noted that the meetings are held on the 3rd Tuesday of the Month except for the month of January which will be January 26, 2016.

2016 Public Safety Committee Meeting Dates

<i>January 26</i>	<i>February 16</i>	<i>March 15</i>	<i>April 19</i>
<i>May 17</i>	<i>June 21</i>	<i>July 19</i>	<i>August 16</i>
<i>September 20</i>	<i>October 18</i>	<i>November 15</i>	<i>December 20</i>

Mr. Mizrahi moved for approval of the 2016 Public Safety Committee meeting dates as presented, second by Dr. Harris, motion carried by unanimous voice vote.

- b. Request for approval of Collective Bargaining Agreement Between the City of Santa Fe and the Santa Fe Firefighters Association (Paul Babcock, Assistant Fire Chief)

Assistant Chief Babcock addressed the changes as the result of the negotiations that concluded in September; the IAFF Local 2059 members have recently approved ratification through a voting process. As a reassurance the current Union and the Firefighters Association have a good working relationship. The resulting CBA does not require any additional funding or appropriations. Summary of Changes displayed in Exhibit A. Whole agreement in effect July 1, 2015 through June 30, 2018 with changes to whole agreement effective July 1, 2015.

Dr. Mier moved to approve the Collective Bargaining Agreement Changes between the City of Santa Fe and the Santa Fe Firefighters Association, second by Dr. Nancy Owen Lewis, motion carried by unanimous voice vote.

- c. Presentation of Standards of Cover Guidelines (Erik Litzenberg, Fire Chief)

Standards of Governance included in packet of information. The Santa Fe Fire Department makes every effort to follow those standards for covering emergency preparedness, mitigation, and response that are published and proven. Our ultimate goal is to provide high quality fire response, technical response, and emergency medical services (EMS) to all parts of the city of Santa Fe, for all citizens and visitors. While the organization strives to meet all of the standards of the National Fire Protection Agency (NFPA) and other federal and state partners, the guidelines assist us to meet those goals. In 2013 and 2014 we met our goals and we feel comfortable with our goals and assure they can be met. (Exhibit B)

Dr. Mier moved to approve and re-establish the referenced standards of cover to ensure safe and appropriate response throughout the City of Santa Fe, second by Mr. Mizrahi, motion carried by unanimous voice vote.

d. Emergency Apparatus & Vehicle Fleet Plan 2015-2025 (Jan Snyder, Assistant Fire Chief)

Data is driving a lot of what we do in all areas. We wanted to develop a plan for the future to assure that all elements of control are included and have a monetary figure attached to equipment and apparatus. We want to assure that we provide accountability on our purchases and that we can explain what the value and productivity of that vehicle is. Historical information is important on all vehicles in the fleet. (Plan included in the meeting packet) Chief Snyder explained the rationale included in one of the new vehicle/apparatus replacement points evaluation forms for tracking on Engine 1 and Engine 3 as an example. They are rated on Type, In-Service date, Mileage, Engine Hours, Adjusted Miles, Type of Service, Reliability, Repair and Main Costs, Condition and total points. Included is the Point Calculator and Recommendation.

Mr. Harris moved for approval of the Emergency Apparatus & Vehicle Fleet Plan 2015-2025, second by Dr. Mier, motion carried by unanimous voice vote.

New Business: Informational Item:

a. Zozobra/Fiestas after action report (Captain Paulk/ Lt. Lamb)

Captain Paulk recognized Mr. Ray Sandoval, Zozobra Event Chair for Kiwanis Club
Mr. Sandoval noted that we had 48,000 people “in the rain.” “We could not do it without the Santa Fe City Police Department. I have been involved since I was 6 years old and the professionalism and service that the officers provide is above and beyond anyone’s expectations.” Thank you to the Chief and all members of law enforcement, we appreciate the level of commitment the officers have in the city of Santa Fe.

Councilor Dimas returned the compliment to Mr. Ray Sandoval for the beautiful and hard work Kiwanis does to make Zozobra a success. Thank you.

Captain Paulk provided the Public Safety Committee with statistics for both Zozobra and Fiesta weekends, (information included in packet). Included in packet were also statistics on arrests.

Mr. Harris asked how the traffic plan worked.

Sgt. Cord said that it worked well and that they will work on some different things that worked last year for next year. One of the considered changes would be to change the traffic station to Washington St. vs. Sheridan Ave. to relieve congestion. One concern was mixing the transit with all the vehicles coming out which hindered the traffic plan.

Councilor Dimas: Regarding narcotic usage during Zozobra and Fiesta, do you think there was an increase of marijuana use? Lt. Lamb said they do not have statistics on use and they were ready to take action had it been necessary to make any arrests.

Lt. Lamb said that for Zozobra one main needed change are the structural concerns on the bridge leading in to Ft. Marcy. It became a safety issue this year and we need to be assured that it does get fixed. Councilor Dimas said that it is being addressed by the Public Works Department.

The Chair and Public Safety Committee members expressed their congratulations to the officers. Interim Chief Gallagher stated that there was also a significant cost savings for these two city activities this year. Captain Paulk also recognized Deputy Chief Salbidrez for his work in making

this a success. Chief Salbidrez said these are the gentleman that did all the work, we give them the resources that they need and they did a great job.

- b. 7 Major Crimes statistics/all other crimes (Lt. Lamb) – *Moved to Matters from Interim Police Chief Patrick Gallagher.*
- c. Drug Tip Hotline (Lt. Lamb & Sgt. Valdez)

Lt. Lamb stated that the Drug tip hotline was something that we needed here in Santa Fe and it has been function better since its inception. Lt. Lamb called on Sgt. Valdez to report.

Sgt. Valdez noted that the Nuisance Abatement Ordinance addresses a lot of the complaints and assists with arrests. There are 3-4 people on the SFPD staff that address these tips everyday. We are receiving approximately 15-20 calls a day and we are working closely with the Narcotics Division. Plan is to get the officers in the plaza involved in assisting and working together. We want to continue to make sure that we get the message out to the public that they can trust us when they call in. The call is anonymous even if they leave their phone number. When we go out and do the investigation we adjust to see how we can have the best effect in that neighborhood. When we make an arrest we want to do it through our eyes, take the enforcement action, we show up to court and we will not be dissuaded.

Dr. Lewis: Have there been court cases processed and how do they get treatment?

Sg Valdez: There are some cases that are going through the legal process. Some have not been adjudicated. We utilize the guidelines from LEAD for the treatment. We need to have them be accountable and get them to agree to treatment. We are working with all of our partners including the courts. When we see these people, if they reoffend we encourage them to do the right thing. We need to work on their quality of life.

Mr. Johnson: When a tip is received that is happening right now, etc., how do you handle that?

Sgt. Valdez: Emergency Communications Center contacts the control center immediately and lets them know if it is happening right at that time. The criteria are evaluated before a definite decision for immediate response is taken.

Councilor Dimas: In regards to the new SWAN Park; are we sending a lot of units to that area in response to calls. Through my constituents I hear there are a lot of drug deals going down in that area.

Sgt. Valdez: We have not heard anything about this at SWAN Park, but if you have people who want to share information, have them call us. We haven't had any complaints from there. We are happy to patrol that area. The Chief said they recently conducted Coffee with a Cop down there and also had a neighborhood meeting and this topic did not come up.

Captain Andrew Padilla: We have been patrolling SWAN Park actively for 2 weeks. We have a traffic unit at the entrance to deter people going in to the park. Coffee with a Cop last week was a success.

Councilor Dimas is pleased and excited about the action that has taken place. He would like to see the death rate go down, we have seen so many lose their lives due to drugs.

5. Matters from Municipal Court Judge Ann Yalman
Report in packet.

6. Matters from Interim Police Chief Patrick Gallagher

Recruiting: There are 17 vacancies at the moment which also include 5 in the Academy. We are talking about a 15% vacancy, and applaud the men and women in the department doing their job and carrying an extra load. Of the three hired, 2 are Santa Fe Residents and the 3rd will be moving to Santa Fe.

Burglaries: To date we are doing very well – percentage down. Auto burglaries are up, mostly happening on the north end of town, a lot of them happening at churches. A lot of the problems are cars being left open and leaving expensive things in the car. They are trying the doors vs. breaking windows when they see the items in the car.

Chief Gallagher said they have done a good job to focus on the burglaries; trying to get a handle on the 7 crimes. I am not confident giving numbers as our crime analyst has retired. During a recent quality control review we found an error rate of 18%. Until I am confident with the numbers and as our resources are too scarce to focus, I will hold off in providing these statistics to the Public Safety Committee. My goal is accuracy, being timely, intelligence, let me get a better handle on this process. Robberies were up by 16% and we know that they will go down because we have apprehended two individuals that were mainly responsible for many of the major robberies; we have a renewed focus on the other 6 major crimes.

7. Matters from Fire Chief Erik Litzenberg

Chief Litzenberg expressed his sincerest of Congratulations to RECC. “When we are setting up Zozobra they do a lot to help us.” Fire stats: 24 hour period – 91 calls, 6 transports. A normal day is 40 calls so it was double. Over the course of the fiesta weekend we did 182 calls.

October is Fire Safety Month – you will see our ambulance at school as we will do fire prevention classes at the schools.

October is Breast Cancer Awareness Month – Crew will be wearing the pink shirts. T-shirts are \$10
March we wear green for Childhood Cancer Month.

8. Matters from the Regional Emergency Communications Center Ken Martinez

Mr. Harris noted that the tour was a very good opportunity for the Public Safety Committee members, thank you.

Mr. Martinez expressed his thank you to the committee for acknowledging the work of the RECC staff.

Mr. Martinez reported that today they would be finished with the million dollar update to the telephone system at RECC. The cutover is between midnight and 8 am.

Staffing: 3 vacant slots before being fully staffed.

Drug Tip Hotline: Concern of ability to track from beginning to end. The drug tip hotline is now turning in to a successful project – last month – 48 calls in a month. The hotline not only serves the city it serves the Santa Fe County.

Call Statistics for the month of September:

37,680 – Total calls in September

7,821 – 911

19,843 - Region

9. Communications from the Floor

None

10. Matters from Committee Members

None

11. Adjournment

There being no further business to come before the Public Safety Committee the Chair called for adjournment at 5:00 pm.

Signature Page:

Councilor Bill Dimas, Chair



Fran Lucero, Stenographer

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).



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



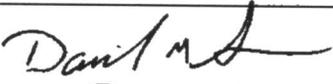
NEW MEXICO DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT
Sub-Grant Agreement

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	Desk Phone:	505-476-9614
12. TERMINATION DATE	Fax Number:	505-476-9695
March 31, 2017	Email:	dhsem.grants@state.nm.us
13. FUNDING	Total Federal Awarded Amount:	\$99,500.00
14. GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS: (See Grant Requirements, Assurances and Agreements)		
<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: Grant funds cannot be expended until these conditions have been met.		
<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 & Conditionsj) 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-recipientsl) 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 6597
	EMAIL	dmsilver@santafern.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

1. Progress in achieving project timelines and milestones
2. Percent measurable progress toward completion of project
3. How funds have been expended during reporting period, and explains expenditures related to the project

(N) 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.

(O) 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

(P) 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.

(Q) 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.

(R) 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, 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.

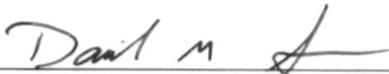
(H) The CITY OF SANTA FE certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.

(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.ilis.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.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	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 /O2 /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: Margaret Burger		Phone: 505-476-9615 Fax: 505-476-9695 Email: DHSEM.Grants@state.nm.us
9. Termination Date: March 31, 2017					
10. Award Amount: <p align="center">Total Federal Awarded Amount \$99,500.00</p>					
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> Printed Name: David M Silver			Date: 10/20/15 Phone: 505 955 6537 Fax: 505 955 6683 Email: dmsilver@santafenm.gov		
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:		

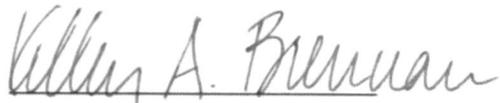
CITY OF SANTA FE:

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