



QUAY COUNTY GOVERNMENT  
300 South Third Street  
P.O. Box 1246  
Tucumcari, NM 88401  
Phone: (575) 461-2112  
Fax: (575) 461-6208

AGENDA  
REGULAR SESSION  
QUAY COUNTY BOARD OF COMMISSIONERS  
OCTOBER 28, 2019

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**9:00 A.M. Call Meeting to Order**

Pledge of Allegiance

Approval of Minutes-Regular Session October 14, 2019

Approval/Amendment of Agenda

**Public Comment**

- I. **Request for Closed Executive Session**
  - Pursuant to Section 12-6-5 NMSA 1978 of the Audit Act for Audit Exit Conference FY 2019 Audit Entrance Conference with CRI CPAs
- II. **Franklin McCasland, Quay County Commission Chairman**
  - Proposed action, if any, from Executive Session

**Ongoing Business**

**New Business**

- III. **Russell Shafer, Quay County Sheriff**
  - Presentation of Quay County Sheriff's Report
- IV. **Daniel Zamora, Quay County Emergency Management Coordinator**
  - Request Approval 2019 State Homeland Security Grant Program (SHSGP) Agreement
- V. **Lucas Bugg, Quay County Fire Marshall**
  - Request Approval of Fire Protection Grant Application Submission - Fire District #1



DOC #CM-00476  
11/18/2019 02:12 PM Doc Type: COCOM  
Fee: (No FieldTag Finance.TotalFees found) Pages: 62  
Quay County, NM Ellen White - County Clerk, County Clerk



- VI. Cheryl Simpson, Quay County Finance Director**
- Request Approval of **First Quarter FY20 DFA Financial Report**
  - Request Approval of **First Quarter FY20 DWI Distribution Financial Report**
  - Request Approval of **First Quarter FY20 DWI Grant Financial Report**
  - Request Approval of **FY20 DWI Grant Agreement Amendment**
  - Request Approval of **FY 2019-2020 Resolution No. 22 – DWI Grant Fund Increase**
  - Presentation of **DWI First Quarter Report**
- VII. Larry Moore, Quay County Road Superintendent**
- **Road Update**
- VIII. Richard Primrose, Quay County Manager**
- Request Approval of **County Road Engineering Study Funding**
  - Request Approval of **Resolution No. 21 – 2020 NMC Legislative Priorities Support**
  - **Correspondence**
- IX. Indigent Claims Board**
- **Call Meeting to Order**
  - Request Approval of **Indigent Minutes for the September 23, 2019 Meeting**
  - Request Approval of **September/October Claims Prepared by Sheryl Chambers**
  - **Adjourn**
- X. Request Approval of Accounts Payable**
- XI. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners**

**Adjourn**

*Lunch-Time and Location to be Announced*

**REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS**

**October 28, 2019**

**9:00 A.M.**

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 28<sup>th</sup> day of October, 2019 at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

**PRESENT & PRESIDING:**

Franklin McCasland, Chairman  
Mike Cherry, Member  
Sue Dowell, Member  
Ellen L. White, County Clerk  
Richard Primrose, County Manager

**OTHERS PRESENT:**

Lucas Bugg, Quay County Fire Marshal  
Larry Moore, Quay County Road Superintendent  
Russell Shafer, Quay County Sheriff  
Daniel Zamora, Quay County Emergency Manager  
Scott Parnell, Village of Logan Manager  
Cheryl Simpson, Quay County Finance Director  
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Scott Parnell led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the October 14, 2019 regular session as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Agenda as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Public Comments: Ellen White, Quay County Clerk, distributed a Calendar of Events for upcoming Election dates.

**NEW BUSINESS:**

A MOTION was made by Mike Cherry, Seconded by Sue Dowell to go into Executive Session pursuant to Section 12-6-5 NMSA, 1978 of the Audit Act for the FY2019 Audit Entrance Conference. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". Time noted 9:04 a.m. (Auditors from the Carr, Riggs & Ingram, LLC joined via telephone conference.)

---Executive Session---

Return to regular session. Time noted 9:20 a.m.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell that the above described items were discussed in Executive Session, and no action was taken. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

Quay County Sheriff, Russell Shafer presented the monthly activity report for the Sheriff's Department for the month ending September 30, 2019. A copy is attached.

Daniel Zamora, Quay County Emergency Manager requested approval of the 2019 Homeland Security Grant Agreement for the Grant awarded to Quay County in the amount of \$41,016.49. Grant proceeds will be used to install a new radio transmission repeater off the Caprock on State Hwy 469 to improve coverage for emergency personnel. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Grant Agreement. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy is attached to these minutes.

Lucas Bugg, Quay County Fire Marshall requested approval of an FY20 Fire Protection Grant Application for Conservancy District No. 1 in the amount of \$71,236.00 with a 10% department match. If awarded, the proceeds will be used to purchase an air compressor for self-contained breathing apparatuses. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Grant Application. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.

Quay County Finance Director, Cheryl Simpson presented the following items for approval:

- First Quarter FY20 DFA Financial Report. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve this Report. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
- First Quarter FY20 DWI Distribution Financial Report. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve this Report. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
- First Quarter FY20 DWI Grant Financial Report. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve this Report. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
- FY20 DWI Grant Agreement Amendment. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Amendment. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
- FY 2019-2020 Resolution No. 22 – DWI Grant Fund Increase. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve Resolution No. 22. MOTION Carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
- Presented the DWI First Quarter Report on behalf of Andrea Shafer, DWI Coordinator. A copy of this Report is attached to these minutes.

Patsy Gresham, Quay County Treasurer joined the meeting. Time noted 9:35 a.m.

Larry Moore, Quay County Road Superintendent presented the following Road Update:

1. Crews are working to repair a portion of Quay Road AK after a broken RAD Water line caused damage to the roadway.
2. Reported the Extension Agreement documents have been submitted to the State.
3. Stated the NM Department of Transportation would be replacing the overpass on Interstate 40 near the Endee exit soon. Moore has made an agreement with them to haul the cement from that demolition to a nearby site and use for repairs elsewhere.
4. Crews will be working on Quay Road AI and Quay Road 50 for culvert repairs and installations.
5. Crews will continue to repair potholes and perform daily routine maintenance of roadways prior to moving to Quay Road BH in the House area.

Commissioner Dowell stated she is still receiving calls for service from the Nara Visa area for troubled areas on 5<sup>th</sup> Street and King Street. Primrose stated he personally drove that area and the work is complete and sufficient. Dowell asked Primrose to continue communications with the people in that area.

Quay County Manager, Richard Primrose presented the following items for approval and information:

1. Primrose, along with Scott Parnell, Manager from the Village of Logan, requested approval of expending \$10,000.00 to assist with an engineering study for construction of a road from 12Shores area near Mine Canyon to Logan. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the expense. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".
2. Presented Resolution No. 21; Supporting the NMC 2020 Legislative Priorities. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Resolution. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
3. Presented a copy of the monthly Gross Receipts Tax Report.
4. Primrose stated Quay County offices will be closed on November 11<sup>th</sup> in observance of Veterans Day.
5. The next meeting of the Quay County Commission is set for Tuesday, November 12 at 1:00 p.m.
6. Primrose, along with County Treasurer Patsy Gresham, announced the tax notices for 2019 have been mailed and payments are being received daily.

Chairman McCasland called the Indigent Claims Board to order. Time noted 9:45 a.m.

---- INDIGENT CLAIMS----

Return to regular session. Time noted 9:50 a.m.

A MOTION was made by Sue Dowell SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending October 24, 2019. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners: Commissioner Dowell stated she had been approached by a citizen who had an

issue with billing at Trigg Memorial Hospital regarding out of area charges. Dowell asked Primrose to follow up with the staff at the hospital.

There being no further business, a MOTION was made by Mike Cherry SECONDED by Sue Dowell to adjourn. MOTION carried with McCasland voting "aye", Cherry voting "aye" and Dowell voting "aye". Time noted 10:00 a.m.

Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS



*Franklin McCasland*  
Franklin McCasland

*Sue Dowell*  
Sue Dowell

*Mike Cherry*  
Mike Cherry

ATTEST:

*Ellen L. White*  
Ellen L. White, County Clerk

September 30, 2019



## Quay County Sheriff's Office monthly report

### Calls for Service

Month Reported	Count
January	90
February	92
March	93
April	94
May	114
June	112
July	122
August	108
September	84
October	
November	
December	

### Civil Process

Month Received	Count
January	64
February	70
March	59
April	77
May	42
June	37
July	67
August	53
September	36
October	
November	
December	

### Prisoner Transports

Month Reported	Count
January	10
February	11
March	13
April	10
May	12
June	11
July	18
August	15
September	10
October	
November	
December	



**Arrest**

Month Arrested	Count
January	17
February	21
March	16
April	12
May	21
June	20
July	22
August	11
September	11
October	
November	
December	

**Citations**

Month Issued	Count
January	9
February	3
March	13
April	11
May	18
June	7
July	7
August	3
September	5
October	
November	
December	

**Traffic Stops**

Month Occurred	Count
January	38
February	17
March	53
April	65
May	63
June	56
July	43
August	24
September	23
October	
November	
December	

	Deputy	Year	UNIT#	Total Mileage
Seven full time Law Enforcement Deputies.	Q-1	19	9651	16250
1 Sheriff	Q-2	18	7016	51336
1 Under Sheriff	Q-3	16	7213	59112
4 Deputies	Q-4	19	7472	811
Russell Shafer, Sheriff	Q-5	15	2323	45232
	Q-6	15	2317	55402
		16	6749	



Michelle Lujan Grisham  
Governor

Jackie Lindsey  
Cabinet Secretary

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

October 17, 2019

Daniel Zamora, GIS/Emergency Manager  
Quay County  
300 S 3rd Street  
Tucumcari, NM 88401

Dear Mr. Zamora,

The New Mexico Department of Homeland Security and Emergency Management (DHSEM) is pleased to announce the FY 2019 State Homeland Security Grant Program (SHSGP) approved project for Quay County.

The Quay County Office of Emergency Management has been awarded the following project:

PROJECT NUMBER	NAME OF PROJECT	AMOUNT AWARDED
1	Emergency Communications Enhancement Project	\$41,016.49
<b>TOTAL FEDERAL HSGP AMOUNT FUNDED</b>		<b>\$41,016.49</b>

Attached is the SHSGP sub-grant agreement. DHSEM will provide an approved budget worksheet for all allowable items to be procured in accordance with FEMA's Authorized Equipment List (AEL) by November 15, 2019, no later than close of business. All sub recipients must comply with the Code of Federal Regulations (CFR) Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Please contact Jeremy Cuddeback, 505-476-0607, [Jeremy.Cuddeback@state.nm.us](mailto:Jeremy.Cuddeback@state.nm.us) Local Preparedness Coordinator assigned to your area if you have any questions.

Sincerely,



Jackie Lindsey  
Cabinet Secretary

cc: Program Sub-Grant File



State of New Mexico  
**DEPARTMENT OF HOMELAND SECURITY &  
 EMERGENCY MANAGEMENT**

P.O. Box 27111  
 Santa Fe, NM 87502

**SUB-RECIPIENT GRANT AGREEMENT**  
**2019 State Homeland Security Grant Program (SHSGP)**  
 2019 Federal Grant No.: **EMW-2019-SS-00083-S01** CFDA No.: **97.067**

<b>1. SUB-GRANT NO.</b>		<b>2. SUB-RECIPIENT NAME</b>		<b>3. FIDUCIARY NAME</b>	
EMW-2019-SS-00083-S01		Quay County		Quay County	
<b>4. STATE DFA SUPPLIER ID</b>		<b>5. EIN NUMBER</b>		<b>6. DUNS NUMBER</b>	
54395		85-6000238		051336105	
<b>7. CAGE CODE</b>					
5RFT1					
<b>8. SUB-RECIPIENT PHYSICAL ADDRESS</b>			<b>9. SUB-RECIPIENT REMIT ADDRESS</b>		
300 S. 3rd Street Tucimcari, NM 88401			PO Box 1246 Tucimcari, NM 88401		
<b>10. DHSEM CONTACT NAME:</b>			<b>11. CONTACT DESK PHONE:</b>		505-476-0627
Merrill Miller					
			<b>CONTACT EMAIL ADDRESS:</b>		<a href="mailto:dhsem.grants@state.nm.us">dhsem.grants@state.nm.us</a>
<b>12a. PERFORMANCE PERIOD START DATE</b>		January 1, 2020	<b>PERFORMANCE PERIOD END DATE</b>		June 30, 2021
<b>13a. SHSGP FEDERAL AWARD</b>			<b>13b. SHSGP TOTAL SUB-RECIPIENT AWARD</b>		
\$ 41,016.49			\$ 41,016.49		
<b>14a. NAME OF PROJECT AWARD</b>				<b>14b. AMOUNT AWARDED</b>	
1	Approved Projects Total Amount			\$ 41,016.49	
2				\$	
3				\$	
4				\$	
5				\$	
6				\$	
<b>TOTAL AMOUNT OF PROJECTS</b>				<b>\$ 41,016.49</b>	

## 15. RECITALS, GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS

### RECITALS

**WHEREAS**, the New Mexico Department of Homeland Security and Emergency Management (DHSEM) has been designated by the United States Department of Homeland Security (DHS) to serve as grantee, and is thereby authorized to issue this agreement to the applicant and sub-recipient, **Quay County**.

**WHEREAS**, funding has been obligated from the United States Department of Homeland Security (DHS) pursuant to a request by the applicant and sub-recipient, **Quay County**.

**NOW, THEREFORE** it is mutually understood and agreed between the grantee, DHSEM, and sub-recipient, **Quay County** as follows:

### **ARTICLE 1: CONTRACT DOCUMENTS**

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

- Required Reimbursement Checklist
- 2019 Homeland Security Grant Program (HSGP) Application
- DHSEM 2019 HSGP Notice of Funding Opportunity

### ARTICLE 2: SCOPE OF WORK

As authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C Sections 5121 et. seq.), and Section 662 of the Post Katrina Emergency Reform Act of 2006, as amended (6 U.S.C. Section 762), **Quay County** shall use SHSGP funds to assist in preparing for all-hazards. Specifically, these funds shall be utilized by **Quay County** to pay for the eligible expenditures per approved projects previously identified in the SHSGP grant application, and approved by the DHSEM Cabinet Secretary. All work performed pursuant to this agreement must comply with the approved SHSGP application, as applicable. All work must be completed within the performance period, between **January 1, 2020** and **June 30, 2021**. **Quay County** shall not sub-grant any part of this award to any other entity or organization. Within the first reporting quarter, all awards require confirmation that expenditures in the budget category toward this project will be made. If not, DHSEM may execute a de-obligation of Federal funds, without recourse by **Quay County**

### ARTICLE 3: PROJECT ALLOCATION

At the sole discretion of DHSEM, the sub-grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects.

#### **ARTICLE 4 : REPORTING REQUIREMENTS**

The sub recipient, **Quay County** shall submit timely quarterly Financial Progress Reports and a quarterly Performance Progress Report to the DHSEM Grant Specialist. *Quarterly reports are due: July 30, October 30, January 30, and April 30, within the period of performance beginning after the conclusion of the first quarter of grant activity. Where applicable, Sub-recipients are required to submit a Bi-annual Strategic Implementation Report (BSIR) through the Grant Reporting Tool (GRT).* The final reports are due **30 days** after the end of Period of Performance. Financial Progress Reports shall describe and show the status of the funds, encumbrances, receipts of program income, cash or in-kind contributions to the project, and 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.

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 requirement extends further to an obligation by the sub-recipient to report any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

#### **ARTICLE 5: 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 the project narrative, grant guidelines, and the submission of timely Financial and Performance Progress Reports. Reimbursements may be withheld by DHSEM pending correction of deficiencies. Reimbursement of expenditures shall be requested at least quarterly for expenditures within the performance period. ***Each period can only be billed for one time.*** Expenditures must be supported with source documentation (e.g. copies of invoices, receipts, timesheets with name/wage/hours, cost allocation, procurements, etc.). Grant staff will not process reimbursement if quarterly performance and fiscal reports are not timely submitted. DHSEM will not expend funds through OPSG until each unique and specific county-level or equivalent Operational Order/Fragmentary Operations Order budget has been reviewed and approved through an official electronic email notice issued by DHS/FEMA.

**Contracts:** All sole-source procurements, single vendor response to a competitive bid, and contracts require DHSEM pre-approval prior to implementation. Requests for reimbursement for contractual services must be accompanied by the relevant contract.

**Local Match:** Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

**Equipment:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL). Screenshots of the AEL number and description are required to be submitted along with the Request for Approval.

**Travel:** All reimbursable travel must be pre-approved by DHSEM 45 days prior to travel date.

**Per Diem:** Reimbursements for local jurisdictions cannot exceed the rates of the New Mexico Mileage and Per Diem Act.

**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 exercise.

**Food and Beverages:** Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:

- The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the NPD program guidelines; and
- Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
  - The cost of the food and/or beverages provided is considered to be reasonable;
  - The food and/or beverages provided are subject of a work-related event and work continues after meals are served;

- Participation by all participants is mandatory; and
- The food and/or beverages provided are not related directly to amusement and/or social event. (Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed).

**Non-reimbursable Expenses:**

- Transfer of funds between any programs. Contracts, single vendor response to a competitive bid, sole source contracts, and procurements greater than \$60,000 not pre-approved by 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.
- 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 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 reimbursement. Unsupported expenditures will be returned to the jurisdiction for resubmission.

**ARTICLE 6: PERFORMANCE MEASURES**

Quarterly Progress Reports shall demonstrate performance and progress relative to acceptable performance on applicable critical tasks in Exercises using approved scenarios:

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

**ARTICLE 7: 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 financial, programmatic, and administrative policies, procedures, and practices. This monitoring may include review of accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting, procurement, records management, payroll, means of allocating staff costs, property and equipment management system, progress of project activities, etc.. Monitoring may include desk and field audits. DHSEM will also conduct sub-recipient monitoring through review of the BSIR. Technical assistance is available from DHSEM staff.

## ARTICLE 8: PROCUREMENT

When procuring property and services under this agreement, the sub-recipient will follow 2 CFR 200.318 through 2 CFR 200.326. The sub-recipient must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200. As such, the sub-recipient must use one of the methods of procurement identified in 2 CFR 200.320. The sub-recipient may request that its procurement system be reviewed by FEMA or DHSEM to determine whether its system meets standards in order for its system to be compliant

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

## ARTICLE 9: CONTRACTS

Any contract entered into during this grant period shall comply with applicable, State and Federal government contracting regulations. Contracts for professional and consultant services must include applicable, 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.

## ARTICLE 10: 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 2 CFR 200 Subpart F*. Quay County will permit the State of New Mexico Grant and Program officials and auditors to have access to the sub-recipient's and third-party contractors' records and financial statements as necessary for the State of New Mexico to comply with *2 CFR 200 Subpart F*. Copies of audit findings must be submitted to DHSEM within 45 days after Quay County receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with 2 AAC 45.010. Include the Federal agency name, program, grant number, and year; the CFDA title and number; and the name of the pass-through agency.

## ARTICLE 11: PROPERTY AND EQUIPMENT MANGEMENT

The sub-recipient will follow the property standards articulated in 2 CFR 200.310 through 2 CFR 200.326. 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 shall be submitted to DHSEM annually each January 30 with the Financial Progress Report during the performance period, and continued submission is required annually until final disposition of the equipment. The 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. Any disposition of OPSG property or equipment must be pre-approved by DHSEM.

## ARTICLE 12: NEPA/EHP COMPLIANCE

The sub-recipient must provide information to DHSEM 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, and exercises. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. An EHP Screening Form will not need to be provided for those exercises that are planned to take place at previously approved facilities, such as, fire and police academies, search and rescue training facilities, and explosive testing centers. Any type of exercise that requires any type of land, water, or vegetation disturbance or building of temporary structures must undergo an EHP review.

Any change to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the 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 result in ineligibility of grant funding.

## ARTICLE 13: 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.**

## ARTICLE 14: RECORDKEEPING

The sub-recipient will follow the record retention and access standards articulated in 2 CFR 200.333 through 2 CFR 200.337. The 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.

## ARTICLE 15: CHANGES TO AWARD

All change requests must be submitted either in writing or electronically to the designated DHSEM Grant Specialist for review and possible approval. All change requests must be accompanied by a justification narrative and a budget and spending plan. All change requests must be consistent with the scope of the project and grant guidelines. Change requests will be considered only if reporting requirements are current, and all other terms and conditions of this agreement have otherwise been met at the time the request. If approved by DHSEM, changes in the programmatic activities, purpose of the project, key personnel specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions, will result in an amendment to this award.

## ARTICLE 16: OTHER GENERAL PROVISIONS

- The performance period for this grant award is **January 1, 2020** through **June 30, 2021**. Further, all personnel related grant activity must be completed between **January 1, 2020** through **June 30, 2021**. Funds may not be obligated outside of these time periods. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. **All obligated and encumbered funds must be liquidated within 30 days of the end of the performance period when the *Final Progress and Financial Reports* are due.**
- The 2016 SAFECOM guidance, in coordination with stakeholders and Federal partners, and the 2014 National Emergency Communications Plan, targets funding priorities to address:
  - a. Governance and Leadership,
  - b. Statewide Planning for Emergency Communications,
  - c. Emergency Communications Training and Exercises,
  - d. Activities that Enhance Operational Coordination, and
  - e. Standards Based Technology and Equipment.

To support these priorities, grantees should target funding toward standards-based equipment that enables the sub-recipients to:

- f. Sustain and maintain current Land Mobile Radios (LMR) capabilities
  - g. Use Project 25 (P25)-compliant LMR equipment for mission critical voice communications
  - h. Meet NMDoIT, FCC and FirstNet spectrum and authority to operate requirements
  - i. Transition towards Next Generation 911 (NG911) capabilities
  - j. Support standards that allow for alerts and warnings across different systems
  - k. Sustain backup solutions (e.g., backup power, portable repeaters, satellite phones, HF radios)
  - l. Secure equipment, information, and capabilities from physical and virtual threats
- Deployable / Shareable Assets - All assets supported in part or entirely with FY 2019 SHSGP Operation Stone Garden funding must be readily deployable to support emergency or disaster operations per existing IMAS and/or EMAC and other mutual aid agreements.
  - All assets supported in part or entirely with FY2019 SHSGP Operation Stone Garden funding that may not be physically deployable but support national response capabilities, such as interoperable communications systems and equipment, is considered shareable assets. Access to and use of these assets must be made readily available upon the request of the New Mexico Department of Homeland Security and Emergency Management.
  - The sub-recipient shall comply with the requirements and restrictions of the DHS Federal NOFO and the FY2019 State Emergency Performance Grant Program Guidance, State Guidelines. By signing this obligating award document, the sub-recipient certifies it has read, understood and accepted these documents as binding.
  - The signatures of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The sub-recipient shall follow the financial management requirements imposed on them by DHSEM, which includes the requirements of U.S. Department of Homeland Security.
  - The signature of the signatory officials on this award attests to **Quay County** understanding, acceptance, and compliance with Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant State or local funds. Federal funds must be used to supplement existing funds to augment program activities, and not replace those

funds which have been appropriated in the budget for the same purpose. **Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit.**

- **Quay County** shall ensure the **accounting system** used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.
- **Quay County** shall comply with **Federal Civil Rights Laws and Regulations**: *Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1991.* **Quay County** will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. *Executive Order 13347 Individuals with Disabilities in Emergency Preparedness* requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.
- **Quay County** certifies that it has an **Affirmative Action Plan/Equal Employment Opportunity Plan (EEOP)** (for USDHS/DOJ grants). An EEOP is not required for recipients of less than \$25,000.00 or fewer than 50 employees.
- **Quay County** certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- Where applicable it is the responsibility of **Quay County** as the recipient of these federal funds to fully understand and comply with the requirements of:
  - **Assurances, Administrative Requirements, Cost Principles, and Audit Requirements**, OMB Standard Form 4248 Assurances -Non-Construction Programs, OMB Standard Form 4240 Assurances - Construction Programs, 2 C.F.R. Part 200, 2 C.F.R. Part 3002, <https://www.federalregister.gov/documents/2014/12/19/2014-28697/federal-awarding-agency-regulatory-implementation-of-office-of-management-and-budgets-uniform>
  - **Whistleblower Protection Act**,
    - 10 U.S.C Section 2409, [https://www.acquisition.gov/far/html/Subpart%203\\_9.html](https://www.acquisition.gov/far/html/Subpart%203_9.html)
    - 41 U.S .C. 4712, <https://www.gpo.gov/fdsys/granule/USCODE-2012-title41/USCODE-2012-title41-subtitle-divsnC-chap47-sec4712>
    - 10 U.S.C. Section 2324, <https://www.gpo.gov/fdsys/granule/USCODE-2010-title10/USCODE-2010-title10-subtitleA-partIV-chap137-sec2324>
    - 41 U. S. C. Sections 4304 <https://www.gpo.gov/fdsys/pkg/USCODE-1998-title41/html/USCODE-1998-title41-chap7-sec423.htm>
    - 41 U. S. C. Sections 4310, <https://www.gpo.gov/fdsys/granule/USCODE-2011-title41/USCODE-2011-title41-subtitleI-divsnC-chap43-sec4310>
  - **Use of DHS Seal, Logo and Flags** - All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags.
  - **USA Patriot Act of 2001**, 18 U.S.C. Sections 175 175c, <https://www.gpo.gov/fdsys/pkg/BILLS-107hr3162enr/pdf/BILLS-107hr3162enr.pdf>
  - **Universal Identifier and System of Award Management (SAM)**, 2 C.F.R. Part 25, Appendix A, [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr25\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr25_main_02.tpl)
  - **Reporting of Matters Related to Recipient Integrity and Performance**, 2 C.F.R. Part 200, Appendix XII, <https://www.federalregister.gov/documents/2015/07/22/2015-17753/guidance-for-reporting-and-use-of-information-concerning-recipient-integrity-and-performance>
  - **Rehabilitation Act of 1973, 29 U.S.C. Section 794**, <https://www.gpo.gov/fdsys/pkg/USCODE-2010-title29/pdf/USCODE-2010-title29-chap16-subchapV-sec794.pdf>

- **Trafficking Victims Protection Act of 2000**, Section 106(g) 22 U.S.C. section 7104, 2 CFR Section 1 75.15, <https://www.gpo.gov/fdsys/granule/USCODE-2010-title22/USCODE-2010-title22-chap78-sec7104>
- **Terrorist Financing**, <http://www.state.gov/j/ct/rls/other/des/122570.htm>
- **SAFECOM**, <https://www.dhs.gov/safecom>
- **Reporting Sub-Awards and Executive Compensation**, [http://www.ecfr.gov/cgi-bin/text-idx?SID=642add467031e0890f536fd54f4c389d&mc=true&node=ap2.1.170\\_1330.a&rgn=div9](http://www.ecfr.gov/cgi-bin/text-idx?SID=642add467031e0890f536fd54f4c389d&mc=true&node=ap2.1.170_1330.a&rgn=div9)
- **Procurement of Recovered Materials, Solid Waste Disposal Act, Resource Conservation Recovery Act** , [http://www.ecfr.gov/cgi-bin/text-idx?SID=2687e81e87f616171c67e1a97d9fe25d&node=se2.1.200\\_1322&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=2687e81e87f616171c67e1a97d9fe25d&node=se2.1.200_1322&rgn=div8)  
<https://www.epa.gov/history/epa-history-resource-conservation-and-recovery-act>,
- **Environmental Protection Agency (EPA) 40 C. F.R. Part 247**, <https://www.gpo.gov/fdsys/pkg/CFR-2012-title40-vol26/xml/CFR-2012-title40-vol26-part247.xml>
- **Patents and Intellectual Property Rights**, [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title37/37cfr401\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title37/37cfr401_main_02.tpl)
  - Bayh-Dole Act. Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. section 200 et seq.
  - 37 C.F.R. Part 401
  - 37 C.F.R. Section 401.14
- **DHS HSGP Notice of Funding Opportunity Requirements** - All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.
- **Non-supplanting Requirement** - All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.
- **Lobbying Prohibitions**, 31 U.S.C. Section 1352, <https://www.gpo.gov/fdsys/granule/USCODE-2010-title31/USCODE-2010-title31-subtitleII-chap13-subchapIII-sec1352/content-detail.html>
- **Limited English Proficiency (Civil Rights Act of 1964, Title VI)**, <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited>,  
<https://www.lep.gov/>
- **Hotel and Motel Fire Safety Act of 1990**, <https://www.gpo.gov/fdsys/pkg/STATUTE-104/pdf/STATUTE-104-Pg747.pdf>, **Federal Fire Prevention and Control Act of 1974, as amended**, 15 U.S.C. Section 2225  
<http://legcounsel.house.gov/Comps/FIREPREV.PDF>
- **Fly America Act of 1974**, 49 U.S.C. Section 41102, 49 U.S.C. Section 40118  
<https://www.med.upenn.edu/orss/docs/FlyAmericaAct.pdf>, Comptroller General Decision B-138942  
<http://www.gao.gov/products/441704>
- **Best Practices for Collection and Use of Personally Identifiable Information (PII)** - DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.
- **Americans with Disabilities Act of 1990**, 42 U. S. C. Sections 12101, 12213,  
<https://www.ada.gov/pubs/adastatute08.htm>
- **Age Discrimination Act of 1975**, Title 42 U.S. Code section 6101 et,  
[https://www.dol.gov/oasam/regs/statutes/age\\_act.htm](https://www.dol.gov/oasam/regs/statutes/age_act.htm)
- **Activities Conducted Abroad** - All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.
- **Acknowledgment of Federal Funding from DHS** - All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents

describing projects or programs funded in whole or in part with Federal funds.

- **Federal Leadership on Reducing Text Messaging while Driving** , <https://www.whitehouse.gov/the-press-office/executive-order-federal-leadership-reducing-text-messaging-while-driving>
- **Federal Debt Status**, [https://www.whitehouse.gov/sites/default/files/omb/assets/a129/rev\\_2013/pdf/a-129.pdf](https://www.whitehouse.gov/sites/default/files/omb/assets/a129/rev_2013/pdf/a-129.pdf)
- **False Claims Act and Program Fraud Civil Remedies**, 31 U. S. C. Section 3729, 31 U. S.C. Section 3801-3812, <http://www.gao.gov/assets/590/587978.pdf>
- **Energy Policy and Conservation Act**, 42 U.S.C. Section 6201, <http://legcounsel.house.gov/Comps/EPCA.pdf>
- **Education Amendments of 1972 (Equal Opportunity in Education Act)**, 20 U.S.C. section 1681 et seq, 6 C.F.R. Part 17 and 44 C.F.R. Part 19, <https://www.dol.gov/oasam/regs/statutes/titleix.htm>
- **Duplication of Benefits**, 2 C.F. R. Part 200, Subpart E , <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1.5&rgn=div6>
- **Drug-Free Workplace Regulations**, 41 U.S. C. section 701 et seq, 2 C.F.R Part 3001, [https://www.whitehouse.gov/sites/default/files/omb/assets/fedreg\\_2009/061509\\_drugfree.pdf](https://www.whitehouse.gov/sites/default/files/omb/assets/fedreg_2009/061509_drugfree.pdf)
- **Debarment and Suspension**, Executive Orders, 12549 and 12689, and 2 C.F.R. Part 180, [https://www.whitehouse.gov/sites/default/files/omb/assets/grants/111506\\_grants\\_full.pdf](https://www.whitehouse.gov/sites/default/files/omb/assets/grants/111506_grants_full.pdf)
- **Copyright**, 17 U.S.C. sections 401 or 402, <https://www.gpo.gov/fdsys/granule/USCODE-2010-title17/USCODE-2010-title17-chap4-sec402>
- **Civil Rights Act of 1968**, Title VIII of the Civil Rights Act of 1968, 42 U.S.C. section 3601 et seq, 24 C.F.R. Part 100, 24 C.F.R Section 100.201, <https://www.law.cornell.edu/cfr/text/24/886.313>
- **Civil Rights Act of 1964 - Title VI**, 42 U.S.C. Section 2000d et seq, 6 C.F.R. Part 21, 44 C.F.R. Part 7 <https://www.dol.gov/oasam/regs/statutes/titlevi.htm>
- **DHS Specific Acknowledgements and Assurances**
  - All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
  - Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
  - Recipients must give DHS access to and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
  - Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
  - Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
  - If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at [crcl@hg.dhs.gov](mailto:crcl@hg.dhs.gov) or by mail at **U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.**
  - In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.
  - The United States has the right to seek judicial enforcement of these obligations.
- **Disposition of Equipment Acquired Under the Federal Award**, 2 C.F.R. Section 200.313,

<https://www.gpo.gov/fdsys/granule/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-313>

- **National Environmental Policy Act**, National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, <https://ceq.doe.gov/>
- **Nondiscrimination in Matters Pertaining to Faith-based Organizations**, 6 C. F. R. Part 19 <https://www.federalregister.gov/documents/2015/08/06/2015-18257/nondiscrimination-in-matters-pertaining-to-faith-based-organizations>

#### **ARTICLE 17: 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.

- Unwillingness or inability to attain project goals
- Unwillingness or inability to adhere to Article 19, Special Conditions.
- Failure or inability to adhere to grant guidelines and federal compliance requirements
- Improper procedures regarding contracts and procurements
- Inability to submit reliable and/or timely reports
- Management systems which do not meet federal required management standards
- Failure or inability to adhere to the terms and conditions of this agreement

#### **ARTICLE 18: 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 notice of five (5) days 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 reimbursement 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.

**For Convenience:** This Agreement may be terminated without cause by either of the parties upon written notice delivered to the other party at least 45 days prior to the intended date of termination. A termination pursuant to this provision does not nullify a party's obligations for performance or liabilities for failure to perform already incurred prior to the date of termination. Any project may be terminated upon convenience, in whole or in part, for the convenience of the 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.

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## **ARTICLE 19: SPECIAL CONDITIONS**

***\* Grant funds cannot be expended until these conditions have been met.***

- SHSGP Notice of Funding Opportunity Requirements - All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.
- The grant award amount is a funding allocation, and is not to be interpreted as expenditure authorizations or approvals. Pre-approval from DHSEM's Local Preparedness Program, Preparedness Unit, and Administrative Service Bureau (ASB) is required for all purchases regardless of any application review.
- All awarded projects must be planned for, conducted, budgeted and expended within the designated performance period. Furthermore, at least 25% of the grant award must be expended in the first quarter for each project; some exceptions and/or extenuating circumstances may apply.
- All sub-recipients must complete a National Incident Management System (NIMS) Assessment on or before September 30 of each year. All funded beneficiaries, to include but not limited to, first response agencies and special teams must also complete a NIMS Assessment. Continuing working on NIMS implementation objectives throughout the performance period of the grant and thereafter.
- All sub-recipients must complete and/or revise their Threat Hazard Identification Risk Assessment (THIRA) on or before May 30 biannually.
- All sub-recipients must complete and/or revise their local and/or regional Tactical Communication Interoperable Plan (TCIP) prior to the final request for reimbursement.
- All sub-recipients must have a fully promulgated All Hazards Emergency Operations Plan (EOP) prior to the final request for reimbursement.
- All sub-recipients are required to conduct one exercise to test the capabilities of equipment purchased with past or current federal preparedness grants. All AAR/IP and/or AAR/IP input forms must be sent to the DHSEM exercise Officer no later than 60 days after the exercise.
- All SHSGP performance activities will be monitored by the Local Preparedness Program on a quarterly basis or as needed to ensure sub-recipients are conducting progressive activities to ensure project completion within the specified performance period.
- Quarterly financial and progress reports are due on April 30, July 30, October 30, January 30 within the Period of Performance. Final reports are due 30 days after the end of Period of Performance.
- All equipment must be purchased and deployed in accordance set forth in the FY 2019 SHSGP NOFO. All assets supported in part or entirely with FY 2019 SHSGP funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements.
- All Revisions must be reviewed and approved by the Local Preparedness Program to ensure that the proposed project meets all federal and state eligibility requirements. All Revisions must meet the original scope of the project.
- The beneficiary of this award is solely responsible for all expenditures that are incurred outside of the award performance period.
- All expenditures that are incurred above and beyond the amount of this sub-grant agreement are the sole responsibility of the sub-recipient of this award.
- The FEMA approved National Environmental Protection Agency-Environmental Historic Preservation (NEPA/EHP) form must be submitted prior to any ground disturbance, modification to buildings, etc.
- Annual external audit reports must be submitted to DHSEM within 45 days of receipt by sub-recipients.
- All Contracts for goods and services, to include the project scope of work, must be reviewed and approved the LPP and ASB before execution, to include signing of contract between parties.
- All requests for Sub-grant award extensions must be received at DHSEM prior to the 90-day grant award termination date. Requests for sub-grant award extensions will only be considered for documented extenuating circumstances and will be reviewed by the Local Preparedness Program on a case-by-case basis.
- Upon completion of all awarded projects, any remaining funds will be de-obligated and reverted back to DHSEM.



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

**SUB-RECIPIENT GRANT AGREEMENT**  
**2019 State Homeland Security Grant Program**  
2019 Federal Grant No. **EMW-2019-SS-00083-S01** CFDA No. **97.067**

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

**SIGNATURE OF ACCEPTANCE**

JURISDICTION SIGNATURES	
Signature of Jurisdiction EM Program Manager	DATE
Printed Name:	
Contact Number:	e-Mail Address:
Signature of Jurisdiction Chief Financial Officer	DATE
Printed Name:	
Contact Number:	e-Mail Address:
Signature of Jurisdiction Signatory Official	DATE
<i>Franklin McCasland</i>	<i>10/28/19</i>
Printed Name: <i>Franklin McCasland</i>	
Contact Number: <i>575-461-0510</i>	e-Mail Address: <i>fmccasland79@yahoo.com</i>
NM DHSEM SIGNATURES	
Signature of DHSEM Grants Manager	DATE
Print Name: <i>Juanita Abeyta, Grants Manager</i>	
Signature of DHSEM Cabinet Secretary	DATE
Print Name: <i>Jackie Lindsey, Cabinet Secretary</i>	

*Print two (2) originals, sign both and mail to:*

**USPS: NMDHSEM, Grants Management Unit, P.O. Box 27111, Santa Fe, NM 87502**

**UPS & FEDEX: NMDHSEM, Grants Management Unit, 13 Bataan Blvd., Santa Fe, NM 87508**

APPLICATION FOR FY20 FIRE PROTECTION GRANT  
Applications will be accepted from September 02, 2019 to November 01, 2019

The New Mexico Fire Protection Grant Council has made the following changes to the FY20 grant process

**Two types of Grant Applications**

1. **Individual Department Grant**
2. **County-Wide Project Grant**

**Eligibility**

1. All fire departments currently certified and funded by the New Mexico State Fire Marshal's Office are eligible to apply for an **Individual Department Grant**.
2. County Administrative Offices having administrative responsibility for more than one district/department may apply for a **County-wide Project Grant** as long as **each district within the County** is compliant with the requirements of the grant application, (i.e., NFIRS, Pump Tests, etc.). The county-wide project must benefit all the departments within the County. Note: A County Administrative Office applying for a grant does not prevent departments within the County from applying for an **Individual Department Grant**.
3. Grant applications must not be contingent on another grant award.
4. Joint applications will not be considered.
5. Only one grant application per jurisdiction may be submitted.
6. Any fire department that is awarded a grant and consequently loses its qualification to participate in the Fire Protection Funding process shall return the apparatus and/or equipment to the State Fire Marshal for redistribution as per 59A-53 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC.

**Maximum Award**

1. The maximum amount awarded to a single applicant (either an Individual Department Grant or a County-wide Project Grant) will not exceed **\$200,000** for the following projects:
  - Facility construction
  - Major facility improvements
  - Land acquisition
  - Single large infrastructure project
  - Structural Apparatus
2. The maximum amount awarded to a single applicant (either an Individual Department Grant or a County-wide Project Grant) will not exceed **\$100,000** for all other critical needs, but only one single project will be awarded.

**Minimum matching funds**

- Grant requests of \$10,000 or less require no matching commitment;
- Grant requests of \$10,001 to \$50,000 require a 5% commitment;
- Grant requests of \$50,001 to \$100,000 require a 10% commitment;
- Grant requests of \$100,001 to \$200,000 require a 20% commitment.

**Costs exceeding the grant amount shall be the responsibility of the local government.** State fire funds may be used for this purpose with approval from the New Mexico State Fire Marshal's Office.

**Signatures/Commitment of Funds**

The Fire Chief and the County or Municipality's Fiscal Agent (CFO or designee) shall sign the application indicating a commitment to comply with the procurement and reporting requirements of the award. In addition, the Fiscal Agent shall sign the Fiscal Agent's Commitment Statement indicating a commitment of these funds for the awarded project and a commitment of the matching funds. Applications submitted without all signatures will not be considered.

**MINIMUM REQUIREMENTS**

**NFIRS Reporting**

All applicants **shall be** in compliance with the reporting requirements of the New Mexico State Fire Marshal's Office utilizing the National Fire Incident Reporting System (NFIRS) as per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC. Applicants with delinquent NFIRS reports for the period of **July 2018 to June 2019** at the time the application period closes will not be considered.

**Pump Testing**

All rated fire pumps shall undergo annual pump tests to ensure proper function and firefighter safety; therefore, the applicants must provide evidence that apparatus pump tests are conducted on each apparatus with rated fire pumps by documenting results in a Pump Test Data Log and verified in an Affidavit signed by the Fire Chief and notarized.

- All annual pump tests shall be in accordance with NFPA 1901 and the Insurance Service Office (ISO) requirements.
- **A Pump Test Data Log** must be completed as part of the application.
- **A notarized Affidavit** signed by the Fire Chief must be uploaded with the application. The Affidavit is to verify that three years of pump test records exist for each apparatus with a rated fire pump, are on file with the department and are available for SFMO inspection upon request. A .pdf file of the Affidavit is available on the Grant website and must be uploaded with the application. Note: Notary signature and seal must be clear and legible. **Falsified affidavits may result in forfeiture of funds and future grant consideration.**

**CRITICAL NEEDS** – Departments may apply for **only one project** in only one critical needs category listed below:

- Fire apparatus/equipment
- PPE (structural, wildland, SCBA)
- Communications
- Facility Construction/Improvement
- Training
- Water
- Need that will clearly will have significant impact on ISO Public Protection Classification

**ADDITIONAL INFORMATION**

1. Awards may be subject to audit and could result in forfeiture of funds and future grant consideration if non-compliance is determined.
2. All the information contained in the application is carefully reviewed and considered. In addition to general information and data provided, thorough and clear narrative responses are critical to helping reviewers understand the needs of the department relative to the request.
3. Apparatus purchased with grant funds must meet the current NFPA standards and will be inspected for acceptance.
4. Awards are contingent upon approval of specifications by the State Fire Marshal's Office.
5. For apparatus applications, the department must have the capability to immediately house apparatus properly. NFPA listed equipment may be included with the purchase of apparatus.
6. **Preliminary project specifications, (i.e., scope of work, concept drawings) must be submitted with the application. Applications submitted without preliminary project specifications will not be considered. Applicants are encouraged to contact the SFMO for guidance on what is required by NFPA or ISO prior to submitting.**
7. A Completion Checklist is provided to assist with ensuring that each application requirement has been addressed.

**SELECTION CRITERIA**

Applications will be placed in consideration categories meeting specific criteria as follows:

**Category A**

- 1) NFIRS Compliant (per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC).
- 2) Pump Test compliant (in accordance with NFPA 1901 and ISO requirements).
- 3) Request is for a Critical Need (clearly explained in the application).
- 4) Never received a NM Fire Protection Grant
- 5) ISO Class 10, 9, 8, 7

**Category B**

- 1) NFIRS Compliant (per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC).
- 2) Pump Test compliant (in accordance with NFPA 1901 and ISO requirements).
- 3) Request is for a Critical Need (clearly explained in the application)
- 4) Never received a NM Fire Protection Grant
- 5) ISO Class 6, 5, 4, 3, 2, 1

**Category C**

- 1) NFIRS Compliant (per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC).
- 2) Pump Test compliant (in accordance with NFPA 1901 and ISO requirements).
- 3) Request is for a Critical Need (clearly explained in the application)
- 4) Previous NM Fire Protection Grant recipient
- 5) ISO Class 10, 9, 8, 7

**Category D**

- 1) NFIRS Compliant (per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC).
- 2) Pump Test compliant (in accordance with NFPA 1901 and ISO requirements).
- 3) Request is for a Critical Need (clearly explained in the application)
- 4) Previous NM Fire Protection Grant recipient
- 5) ISO Class 6, 5, 4, 3, 2, 1

**Category E**

- 1) NFIRS Compliant (per 59A-52 NMSA 1978 and Title 10 Chapter 25 Part 10 of the NMAC)
- 2) Pump Test compliant (in accordance with NFPA 1901 and ISO requirements).
- 3) Request is not a Critical need

**Category F**

- Non-compliant (will not be considered for a grant)

**CRITICAL NEEDS**

- Fire apparatus/equipment
- PPE (structural, wildland, SCBA)
- Communications
- Facility Construction/Improvement
- Training
- Water
- Need that will clearly will have significant impact on ISO Public Protection Classification

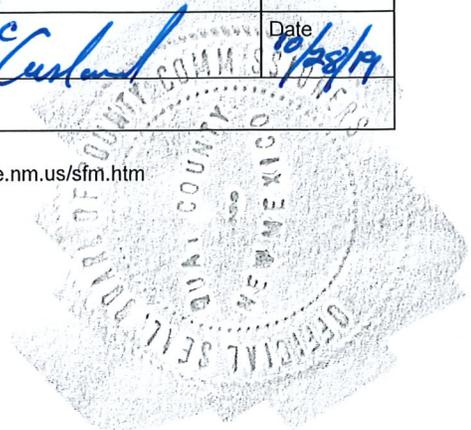
Applications may be completed on the website at <http://www.nmprc.state.nm.us/state-firemarshal/firegrant-council/index.html> .

For additional information, please contact Randy Varela, Deputy Fire Marshal Fire Service Support Bureau at 505-709-8150 or visit the New Mexico State Fire Marshal's Office web page <http://www.nmprc.state.nm.us/state-firemarshal/fire-grant-council/index.html> .

ACKNOWLEDGEMENT/SIGNATURES		
Name of Department/District: Conservancy #1	County: Quay	
Name of Fire Chief (please print) John Hinze	Signature of Fire Chief <i>John E. Hinze</i>	Date
Name/Title of County/Municipal Fiscal Agent (please print) <i>Franklin McCasland Quay County Chairman</i>	Signature of Fiscal Agent <i>Franklin McCasland</i>	Date <i>10/28/19</i>
Mailed, Emailed, or Faxed applications <u>will not</u> be accepted.		

This application may be downloaded from the following website: <http://www.nmprc.state.nm.us/sfm.htm>

**Please answer all questions in this application.  
Incomplete applications will not be considered.**



GENERAL INFORMATION	
Grant Request Type	Individual Department
Fire Department ID Number (using NFIRS identifier)	37013
Fire Department Name	Conservancy #1
Fire Chief Name	John Hinze
Insurance Services Office (ISO) Rating	5
County	Quay
	Rural
What kind of organization is your fire department?	Volunteer
How many stations are in your organization?	
Main	1
Substations	1
Admin	0
Type of community your organization serves Based on population density	Rural
Mailing Address	
Address	PO Box 725
City	Tucumcari
State	NM
Zip Code	88401
Phone number	(575) 461-2760
Email address	pastorjohn@fbctuc.com
Name of Person Completing this application?	Michelle Jaynes
Are you a fire department member?	Yes
How many firefighters?	17
How many are FF-I Certified?	1
How many are FF-II Certified?	1

BUDGET INFORMATION	
What is your fire departments operating budget, including personnel costs, for your current fiscal year?(in dollars)	\$122,171.00
What is the current Protection Fire Fund distribution?	\$122,171.00
What is the approved total carryover balance, if any, of Protection Fire Funds maintained by the department?	\$52,523.91
What was the purpose of the approval carryover?	Addition To Mainstation
What percentage of your annual operating budget is derived from:	
Taxes?	0%
Grants?	62%
State Fire Marshal Funds?	38%
Donations?	0%
Fund Drives?	0%
Fee For Service?	0%
Others?	0%
Please Explain (For 'Others')	0

**COMMUNITY INFORMATION**

Name of Community Protected? <b>Quay County</b>	Number of commercial buildings protected in fire district? <b>10</b>
Number of homes protected in fire district? <b>625</b>	What is the permanent resident population of the community you serve? <b>1875</b>
Do you have formal automatic aid or mutual aid agreements?: Yes	
List adjacent automatic aid fire districts (with written agreements)	

**RESPONSE HISTORY IN THE LAST YEAR**

What is your call volume for the past year? (from last year July 1st to this year June 30th)	118			
How many responses per category?				
Structure Fire (IT 110-118, 120-123) 14	Hazardous Condition (IT 400-482) 0	Vehicle Fire (IT 130-138) 24	Service Calls (IT 500-571) 8	Vegetation Fire (IT 140-143) 28
Good Intent Calls (IT 600-671) 0	EMS (IT 300-323) 14	False Calls (700-751) 2	Rescue (IT 331-381) 4	Other 24

**WATER AVAILABILITY**

Community hydrant system ? Yes	Total capacity of available water storage(in gallons) <b>6,500.00</b>	Water storage tank with fire hydrant @ station No
Describe additional water source(s):		
S.No	Source	Capacity(in gallons)
1	Unit 142	1250
2	Unit 141	2000
3	Unit 163	200
4	Unit 167	250
5	Unit 144	1500
6	Unit 155	400
7	Unit 166	300
8	Unit 148	1200
9	Unit 159	400

**TRAINING**

Average # of training hours per Firefighter per year : <b>24</b>	
How many training opportunities has this department offered in the last calendar year?	
Training Details	Supporting Document
2018 Meeting Detail	2018 Meeting Accountability Chart new.pdf

**APPARATUS**

Apparatus is part of the Project? Yes
Are pump test conducted annually on apparatus?

Yes

Explain if not tested properly:

0

**PUMP TESTING**

Apparatus ID	Vehicle Identification	License Plate	GPM	Test Date	Pass/Fail	Comments
Smeal	141	G65379	1250	09/18/2019	Pass	
Rosenbauer	142	G82655	1250	10/03/2019	Pass	

**COMMUNICATION EQUIPMENT**

Communications is part of the Project ?

No

**HAZARDS/THREATS**

Describe the threat to the community: (i.e., fuel storage bulk plants, railroads, high hazard occupancies, etc.)

Hazard Type	Hazard Detail
Quality Air	Many times through out the year do we use our SCBA systems for quality air for firefighters, we carry spare bottles on all our units, but with the addition of a cascade system as we are asking for, we will be able to refill our bottles without wait.

**CURRENT PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE is part of the Project ?

No

**EQUIPMENT NEEDS**

List in **priority order**, and explain the equipment needs of your department and the total costs of fulfilling the needs.

Priority Order #	Priority Category Requesting From	Equipment Needed	Quantity	Total Cost of Equipment(\$)
1	SCBA	Filler Station	1	\$71,236.00
				Total: \$71,236.00

What (specifically) will you purchase if awarded this grant?:

We are requesting a system to refill our own SCBA bottles. We are attaching a quote from one company with the specifications of the equipment as well

Will fulfilling this need impact your organization's ISO rating?:

Yes

Please explain:

We are hoping this will improve our iso ratings by being able to use our SCBA more freely

**GRANT FUNDING JUSTIFICATION**

**Financial Need:** In this section, describe the department's current funding issues. Does the department currently have debt? If so, describe. Does the department have Fire Protection carry-over funds? If so, for what purpose and are any of the carryover funds being used to assist in the proposed grant project/purchase(s)? How will the department satisfy the amount in excess of the funds awarded to complete the project?

Financial Need

Our department has seen an increase of responses to structure fires and vehicle fires in the past few years. Along with the added call volume the department has been upgrading and improving its response capabilities whether that be apparatus, ppe, equipment, and training. Recently this department has went from an ISO class 9 to and ISO class 5, and in continually working to improve that. This grant would allow us to continue to the upgrades to our department and the surround departments as well.

**Problem:** Describe in detail, the problem the department or county is addressing with this grant request and the impact on effective service delivery.

Problem

Currently the department has to transport cylinders to a local municipal dept and have that department fill our SCBA cylinders. Scheduling can be an issue and can lead to some cylinders not being filled and restocked back on the apparatus for up to a week. The next option is to haul the cylinders an additional 28 miles to the only county department that has the capability to fill SCBA bottles.

**Benefit to the Community:** Describe in detail, how the community served will be impacted by this award.

Community

Our department is involved in community events. By granting this request, it would defiantly increase our community involvement whether that be trips to the local elementary school to allow kids to see and hear what a firefighter on air looks and sounds like to familiarize them to not be scared if

the need arose. Or whether it is activities on field trips to the station or at local community events. Whatever situation it maybe having firefighters more comfortable and familiar with their SCBA improves the community.

**Consequences:** Describe how the department will address the problem described above if this request is not funded.

**Consequences**

The consequences of not funding this grant application is a lower level of training for firefighters in this district and potentially surrounding departments. Also increased to exposer to harmful and toxic gasses and materials, if the equipment isn't readily available or familiar to the firefighter the likelihood of them using it is less.

**PROJECT BUDGET SHEET**

Priority Order #	Priority Category Requesting From	Equipment Needed	Quantity	Total Cost of Equipment(\$)
1	SCBA	Filler Station	1	\$71,236.00
				Total: \$71,236.00

Total amount	\$71,236.00
Less matching amount	\$7,123.60
SubTotal	\$64,112.40
Grant amount requested	\$64,112.40
Department is responsible for funding needs exceeding \$200,000.00	\$0.00
Total amount the Department is responsible for	\$7,123.60

**FISCAL AGENT COMMITMENT STATEMENT**

I, as fiscal agent for the County of Quay department, certify that a minimum of 20% in matching funds are committed to the project for which this application is submitted.

Franklin McCasland Chairman  
 Name of County/Municipal Fiscal Agent (please print) Title

Franklin McCasland 10/28/19  
 Signature of County/Municipal Fiscal Agent Date



**State of New Mexico**  
**Local Government Budget Management System (LGBMS)**  
**Report Recap - Fiscal Year 2019-2020 - Quay County - FY2020 Q1**

Printed from LGBMS on 2019-10-16 15:13:33

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	871,381.00	0.00	822,957.13	-300,000.00	553,223.67	3,316.85	844,431.31	138,305.92	706,125.39
20200 Environmental	49,141.00	0.00	9,010.68	0.00	257.21	0.00	57,894.47	0.00	57,894.47
20300 County Property Valuation	105,965.00	0.00	5,065.08	0.00	2,508.95	0.00	108,521.13	0.00	108,521.13
20400 County Road	774,415.00	0.00	132,722.85	-54,290.61	595,972.15	1,575.86	258,450.95	49,664.35	208,786.60
20600 Emergency Medical Services	457.00	0.00	26,044.00	0.00	455.63	0.00	26,045.37	0.00	26,045.37
20800 Farm & Range	308.00	0.00	43.65	0.00	0.00	0.00	351.65	0.00	351.65
20900 Fire Protection	1,404,913.00	0.00	474,915.66	-158,959.00	60,537.90	7,669.58	1,668,001.34	0.00	1,668,001.34
21100 Law Enforcement Protection	0.00	0.00	24,200.00	0.00	24,200.00	0.00	0.00	0.00	0.00
21800 Intergovernmental Grants	14,463.00	0.00	3,357.00	0.00	7,768.05	48.54	10,100.49	0.00	10,100.49
22000 Indigent Fund	332,205.00	0.00	92,995.87	0.00	33,685.09	0.00	391,515.78	0.00	391,515.78
22100 Hospital Gross Receipts Tax	1,094,109.00	0.00	299,903.16	-34,272.34	15,496.01	126.97	1,344,370.78	0.00	1,344,370.78
22300 DMI Fund	9,648.00	0.00	24,560.00	0.00	23,449.42	72.00	10,830.58	0.00	10,830.58
22500 Clerks Recording & Filing Fund	27,885.00	0.00	3,390.19	0.00	0.00	0.00	31,275.19	0.00	31,275.19
22600 Jail - Detention	97,968.00	0.00	91,483.10	300,000.00	355,359.95	1,803.02	135,894.17	0.00	135,894.17
22700 County Emergency Communications and Medical & Behavioral Health GRT	625,806.00	0.00	156,566.56	0.00	215,654.99	220.27	566,937.84	0.00	566,937.84
29900 Other Special Revenue	428,662.00	0.00	25,582.99	34,272.34	81,377.37	85.98	407,225.94	0.00	407,225.94
30200 CDBG (HUD) Project	30,617.00	0.00	50,000.00	0.00	17,300.08	1,944.97	65,261.89	0.00	65,261.89
30300 State Legislative Appropriation Project	0.00	0.00	11,921.25	0.00	11,921.25	0.00	0.00	0.00	0.00

30400 Road/Street Projects	389,434.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	389,434.00	0.00	389,434.00
39900 Other Capital Projects	1,864,277.00	0.00	0.00	28,096.04	0.00	0.00	0.00	0.00	0.00	1,836,180.96	0.00	1,836,180.96
40400 NMFA Loan Debt Service	152,528.00	0.00	160,432.17	217,795.24	213,249.61	4,545.63	312,960.17	0.00	0.00	312,960.17	0.00	312,960.17
Totals	8,274,182.00	0.00	2,415,151.34	2,245,059.00	0.00	21,409.67	8,465,684.01	187,970.27	0.00	8,277,713.74	0.00	8,277,713.74

**QUAY COUNTY**  
**FISCAL YEAR: 2019-20**  
**REPORT PERIOD: 09/19**

FUND NUMBER AND TITLE	BEGINNING CASH BALANCE	REVENUES	TRANSFERS	EXPENDITURES	CHANGE IN BALANCE SHEET	ENDING CASH BALANCE
401 GENERAL FUND	871,381.24	822,957.13	( 300,000.00)	553,223.67	3,316.85 ✓	844,431.55 ✓
402 ROAD FUND	774,415.38	132,722.85	( 54,290.61)	595,972.15	1,575.86 ✓	258,451.33 ✓
403 FARM & RANGE FUND	307.87	43.65	.00	.00	.00	351.52 ✓
406 HEALTH CARE ASSISTANCE FUND	332,205.34	92,995.87	.00	33,685.09	.00	391,516.12 ✓
407 FIRE DISTRICT NO 1 FUND	162,523.91	64,610.11	( 24,792.00)	22,334.51	1,020.71 ✓	181,028.22 ✓
408 FIRE DISTRICT NO 2 FUND	159,377.55	37,321.17	( 8,180.00)	3,228.71	384.00 ✓	185,674.01 ✓
409 FIRE DISTRICT NO 3 FUND	203,846.79	43,782.22	( 18,600.00)	1,467.32	48.51 ✓	227,610.20 ✓
410 NARA VISA FIRE FUND	95,773.24	31,073.29	( 13,260.00)	1,397.56	101.87 ✓	112,290.84 ✓
411 FORREST FIRE FUND	41,146.23	42,894.79	( 20,548.00)	4,919.56	1,831.87 ✓	60,405.33 ✓
412 JORDAN FIRE FUND	202,972.33	63,049.83	( 17,028.00)	1,480.97	42.00 ✓	247,555.19 ✓
413 BARD ENDEE FIRE FUND	381,215.34	86,699.28	( 22,128.00)	16,864.85	1,145.88 ✓	430,067.65 ✓
414 EMERGENCY MEDICAL SERVS FUND	456.52	26,044.00	.00	455.63	.00	26,044.89 ✓
415 QUAY FIRE DIST FUND	84,411.91	44,118.92	( 22,177.00)	3,825.68	83.07 ✓	102,611.22 ✓
416 FORRESTRY FIRE FUNDS	137,073.10	9,202.44	.00	554.78	.00	145,720.76 ✓
418 PORTER FIRE DEPT.	62,840.56	30,415.05	( 12,246.00)	513.13	41.46 ✓	80,537.94 ✓
419 QUAY COUNTY EMERGENCY MANAG	14,463.12	3,357.00	.00	7,768.05	48.54 ✓	10,100.61 ✓
420 QUAY COUNTY FIRE MARSHALL	10,804.22	30,951.00	.00	4,505.61	2,970.21 ✓	40,219.82 ✓
421 DETENTION CENTER	35,550.91	91,483.10	300,000.00	350,997.67	1,803.02 ✓	77,839.36 ✓
430 SAFETY NET CARE POOL FUND	.00	.00	34,272.34	34,272.34	.00	.00
431 COUNTY EMERGENCY COMMUNICAT	625,806.14	156,566.56	.00	215,654.99	220.27 ✓	566,937.98
499 REAPPRAISAL FUND	105,964.51	5,065.08	.00	2,508.95	.00	108,520.64 ✓
501 HOSPITAL FUND	1,094,108.92	299,903.16	( 34,272.34)	15,496.01	126.97 ✓	1,344,370.70 ✓
503 RURAL ADDRESSING FUND	50,726.47	280.77	.00	7,128.64	.00	43,878.60
516 ASAP - OTHER CHARGES	7,686.57	41.03	.00	.00	.00	7,727.60
520 TUC. DOMESTIC VIOLENCE PROGRA	9,725.18	1,142.94	.00	1,941.28	85.98	9,012.82
562 DEBT SERVICE	.00	.00	213,249.61	217,795.24	4,545.63 ✓	.00
563 NMFA DEBT RESERVE	152,528.31	160,432.17	.00	.00	.00	312,960.48
601 SEIZURE FUND	58.27	.31	.00	.00	.00	58.58
602 CONFISCATED/SEIZURE FUND	102.90	.00	.00	.00	.00	102.90
603 DRUG ENFORCEMENT FUND	366.57	1.82	.00	.00	.00	368.39
607 LAW ENFORCEMENT PROTECTION F	.00	24,200.00	.00	24,200.00	.00	.00 ✓
610 JUVENILE DET OFFICER FUND	62,416.45	.00	.00	4,362.28	.00	58,054.17 ✓
613 PRIMARY CARE CLINIC	147,568.13	6,944.09	.00	30,845.00	.00	123,667.22
621 CLERK'S EQUIP REC FUND	27,885.26	3,390.19	.00	.00	.00	31,275.45 ✓
622 DWI DISTRIBUTION	2,880.93	24,560.00	.00	18,965.66	72.00 ✓	8,547.27
623 ENVIRONMENTAL GROSS REC FUND	49,141.00	9,010.68	.00	257.21	.00	57,894.47 ✓
624 DWI GRANT FUND	6,766.74	.00	.00	4,483.76	.00	2,282.98
628 MISDEMEANOR COURT COMPLIANCE	36,068.75	4,530.20	.00	4,543.53	.00	36,055.42
631 DWI PROBATION FEES	18,172.31	2,327.44	.00	1,666.80	.00	18,832.95
632 DWI SCREENING FEES	7,954.00	599.87	.00	225.00	.00	8,328.87
633 DWI TREATMENT FEES	1,524.30	8.22	.00	.00	.00	1,532.52
634 DWI UA FEES	11,414.16	503.86	.00	200.00	.00	11,718.02
639 WILDLIFE SERVICES	221.03	.00	.00	.00	.00	221.03
649 COUNTY IMPROVEMENTS	1,864,276.95	11,921.25	.00	40,017.29	.00	1,836,180.91
650 ROAD EQUIPMENT FUND	389,433.74	.00	.00	.00	.00	389,433.74
655 CDBG - QUAY COUNTY	153.58	50,000.00	.00	17,300.08	1,944.97 ✓	34,798.47
656 CDBG PLANNING GRANT	30,463.63	.00	.00	.00	.00	30,463.63
<b>GRAND TOTAL</b>	<b>8,274,180.36</b>	<b>2,415,151.34</b>	<b>.00</b>	<b>2,245,059.00</b>	<b>21,409.67</b>	<b>8,465,682.37</b>

**Local DWI Distribution Program**  
Financial Status Report

<b>I. A. Program Name</b>	Quay County	<b>III. Distribution Received:</b>	<b>III. Distribution Balance:</b>
<b>B. Address:</b>	PO Box 1246 Tucumcari, NM 88401	<b>A. September:</b>	<b>A. Distribution Year To Date:</b>
<b>C. Telephone No.:</b>	575-461-2112	<b>B. December:</b>	<b>B. Expenditures Year To Date:</b>
<b>D. Distribution No.:</b>	20-D-D-21	<b>C. March:</b>	<b>C. Expenditures This Quarter:</b>
		<b>D. June:</b>	<b>D. Distribution Balance:</b>
		<b>E. Total Year To Date:</b>	<b>IV. Report Period Ending:</b>
			30-Sep-19

8,050.07

Budget Line Items	Distribution		In-Kind Match		Approved Budget	Remaining Budget	Remaining Budget	Total YTD Expenditures
	Approved Budget	Expenditures This Report	Expenditures This Report	Remaining Budget				
ADMINISTRATIVE								
Personnel Services								
Employee Benefits								
PROGRAM								
Personnel Services	59,796.00	9,563.40	0.00	0.00	0.00	0.00	0.00	9,563.40
Employee Benefits	11,842.00	1,688.36	0.00	0.00	0.00	0.00	0.00	1,688.36
Travel (In-State)	3,500.00	420.00	0.00	0.00	1,500.00	1,500.00	0.00	420.00
Travel (Out-of-State)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	1,987.00	636.25	0.00	0.00	2,300.00	272.45	2,027.55	908.70
Operating Costs	15,573.00	4,201.92	0.00	0.00	14,000.00	1,819.35	12,180.65	6,021.27
Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>92,698.00</b>	<b>16,509.93</b>	<b>0.00</b>	<b>0.00</b>	<b>25,800.00</b>	<b>3,959.98</b>	<b>21,840.02</b>	<b>20,469.91</b>

Per. Serv.  
Empl. Ben.

Per. Serv.  
Empl. Ben.  
Travel In  
Travel Out  
Supplies  
Operating  
Contractual  
Minor Equip.  
Cap Purch

CERTIFICATION: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

*Cheryl Simpson*  
Cheryl Simpson Finance Director  
Program Fiscal Officer (Printed Name and Title)

*Andrea Shafer*  
Andrea Shafer Coordinator  
Program Representative (Printed Name and Title)

*Cheryl Simpson*  
10/24/2019  
Date

Program Representative (Signature) \_\_\_\_\_  
Date \_\_\_\_\_

(Optional Local Government Division Use Only)

Local Government Division Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_

Local Government Division Program Manager \_\_\_\_\_ Date \_\_\_\_\_

**LOCAL DWI DISTRIBUTION PROGRAM**  
Distribution Program Financial Status Report  
Breakdown By Component

Program: Quay County  
Dist. No.: 20-D-D-21  
Report No. 1

Total Distribution Reported This Quarter 16,509.93  
Total In-Kind Match This Quarter 3,959.98  
Total Expenditures Reported This Quarter 20,469.91

**Distribution:**

	Budget	This Report	Remaining Budget	Expenditures YTD
Prevention	21,746.00	896.25	20,849.75	896.25
Enforcement	0.00		0.00	0.00
Screening	0.00		0.00	0.00
Domestic Violence	0.00		0.00	0.00
Treatment: Outpatient/Jailbased	40,453.00	9,339.55	31,113.45	9,339.55
Compliance Monitoring/Tracking	30,499.00	6,274.13	24,224.87	6,274.13
Coor, Plan & Eval	0.00		0.00	0.00
Alternative Sentencing	92,698.00	16,509.93	76,188.07	16,509.93
<b>Totals:</b>				

**In-Kind Match:**

	Budget	This Report	Remaining Budget	Expenditures YTD	Additional In-Kind/Match
Prevention	0.00		0.00	0.00	
Enforcement	0.00		0.00	0.00	
Screening	1,500.00	225.00	1,275.00	225.00	
Domestic Violence	0.00		0.00	0.00	
Treatment: Outpatient/Jailbased	24,300.00	3,734.98	20,565.02	3,734.98	
Coor, Plan & Eval	0.00		0.00	0.00	
Alternative Sentencing	25,800.00	3,959.98	21,840.02	3,959.98	0.00
<b>Totals:</b>					

Total Expenditures This Period 20,469.91  
Total Expenditures Year to Date: 20,469.91  
Total Additional In-Kind Match Year to Date: 0.00

Checks:  
20,469.91  
20,469.91

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

*Cheer Simpson*  
Program Representative (Signature)

Finance Director  
Title

10/24/2019  
Date

# Exhibit G - Distribution

Detailed Breakdown By Line Item  
LOCAL DWI PROGRAM

County/ Municipality: Quay County  
 Distribution No.: 20-D-D-21  
 Quarter Report No.: 1

Total Distribution This Quarter: 16,509.93  
 Total In-Kind Match This Quarter: 3,959.98  
 Total Expenditures Reported This Quarter: 20,469.91

## Distribution Expenditures:

### ADMINISTRATIVE

*Administrative expenses are not allowed.*

### PROGRAM

#### Personnel Services

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
7/1-6/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	7/11/2019	472.50	Coordinator
7/7-20/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	7/25/2019	945.00	Coordinator
7/21-8/3/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	8/8/2019	945.00	Coordinator
8/4-17/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	8/22/2019	945.00	Coordinator
8/18-31/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	9/5/2019	945.00	Coordinator
9/1-14/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	9/19/2019	945.00	Coordinator
7/1-6/2019	Richard Marano	DWI Compliance	Direct Deposit	7/11/2019	396.90	Compliance
7/7-20/2019	Richard Marano	DWI Compliance	Direct Deposit	7/25/2019	793.80	Compliance
7/21-8/3/2019	Richard Marano	DWI Compliance	Direct Deposit	8/8/2019	793.80	Compliance
8/4-17/2019	Richard Marano	DWI Compliance	Direct Deposit	8/22/2019	793.80	Compliance
8/18-31/2019	Richard Marano	DWI Compliance	Direct Deposit	9/5/2019	793.80	Compliance
9/1-14/2019	Richard Marano	DWI Compliance	Direct Deposit	9/19/2019	793.80	Compliance
<b>Total Personnel Services:</b>					<b>9,563.40</b>	

#### Employee Benefits

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
7/1-6/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	7/11/2019	82.10	Coordinator
7/7-20/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	7/25/2019	166.56	Coordinator
7/21-8/3/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	8/8/2019	166.56	Coordinator
8/4-17/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	8/22/2019	166.56	Coordinator
8/18-31/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	9/5/2019	166.56	Coordinator

Exhibit G - Distribution

Date	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
9/1-14/2019	Andrea Shafer	DWI Coordinator	Direct Deposit	9/19/2019	168.29	Coordinator
7/1-6/2019	Richard Marano	DWI Compliance	Direct Deposit	7/11/2019	69.10	Compliance
7/7-20/2019	Richard Marano	DWI Compliance	Direct Deposit	7/25/2019	140.18	Compliance
7/21-8/3/2019	Richard Marano	DWI Compliance	Direct Deposit	8/8/2019	140.18	Compliance
8/4-17/2019	Richard Marano	DWI Compliance	Direct Deposit	8/22/2019	140.18	Compliance
8/18-31/2019	Richard Marano	DWI Compliance	Direct Deposit	9/5/2019	140.18	Compliance
9/1-14/2019	Richard Marano	DWI Compliance	Direct Deposit	9/19/2019	141.91	Compliance
Total Employee Benefits:					1,688.36	

Travel (In-State)

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
8/14-15/2019 Ruidoso	Andrea Shafer	Training	7/18/2019	Ref 250 CK 38809	160.00	Coordinator
9/16/2019 Online	Jacob Calbert	Training	9/10/2019	Ref 277 CK 39140	130.00	Prevention
12/9/2019 Online	Jacob Calbert	Training	9/19/2019	Ref 446 CK 39194	130.00	Prevention
Total Travel (In-State):					420.00	

Travel (Out-of-State)

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
Total Travel (Out-of-State):					0.00	

Supplies (\*List Prevention Giveaways/Promotional Items separately below)

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
8/6/2019	Rix Security	Lock & Keys	8/8/2019	Ref 172 CK 38952	41.50	Prevention
8/2/2019	Quill Corp	Office Supplies	8/8/2019	Ref234,235CK38950	420.25	Prevention
9/9/2019	Humberto Marquez	Water Dispenser	9/19/2019	Ref 267 CK 39190	60.65	Prevention
8/6/2019	Card Service Center 0978	Polo Shirts	8/22/2019	Ref 427 CK 38991	113.85	Prevention
Total Supplies:					636.25	

\*Prevention Giveaways/Promotional Items

Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
9/11/2019	Lowe's Ace Hardware	Pest Control	9/19/2019	Ref 369 CK39196	13.18	Compliance
8/11/2019	Xerox Corp	Copier Lease	8/8/2019	Ref 101 CK 38967	38.94	Compliance
9/1/2019	Xerox Corp	Copier Lease	9/19/2019	Ref 358 CK 39229	18.62	Compliance

Operating Costs

Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
9/11/2019	Lowe's Ace Hardware	Pest Control	9/19/2019	Ref 369 CK39196	13.18	Compliance
8/11/2019	Xerox Corp	Copier Lease	8/8/2019	Ref 101 CK 38967	38.94	Compliance
9/1/2019	Xerox Corp	Copier Lease	9/19/2019	Ref 358 CK 39229	18.62	Compliance

Exhibit G - Distribution

Date	Postage Meter	Refilled Online JE	Ref 13	Amount	Component
7/31/2019	Postage Meter	Postage Meter Lease	Ref 146 CK 38930	30.59	Compliance
7/31/2019	Mail/Finance	Office Lease	Ref 215 CK 38825	59.51	Compliance
7/9/2019	Quay County Treasurer	Office Lease	Ref 102 CK 38948	600.00	Compliance
8/1/2019	Quay County Treasurer	Office Lease	Ref 108 CK 39115	600.00	Compliance
9/3/2019	Quay County Treasurer	Electricity	Ref 205 CK 38762	90.74	Compliance
7/3/2019	Xcel Energy	Electricity	Ref 244 CK 38966	126.69	Compliance
8/2/2019	Xcel Energy	Electricity	Ref 250 CK 39161	135.74	Compliance
9/3/2019	NM Gas Company	Heating & Gas	Ref 272 CK 38806	102.00	Compliance
7/9/2019	NM Gas Company	Heating & Gas	Ref 145 CK 39070	51.00	Compliance
8/20/2019	NM Gas Company	Heating & Gas	Ref 539 CK 39251	72.00	Compliance
9/11/2019	City of Tucumcari	Water	Ref 22 CK 38710	99.66	Compliance
7/1/2019	City of Tucumcari	Water	Ref 488 CK 38863	102.22	Compliance
7/22/2019	City of Tucumcari	Water	Ref 16 CK 39067	102.22	Compliance
8/26/2019	City of Tucumcari	Workers Comp	Ref 67 CK 39111	1,358.81	Compliance
8/27/2019	NMCIA				
Total Operating Costs:				4,201.92	

Date(s) Incurred	Vendor / Contractor	Description	Check Date	Document Identifier	Amount	Component
Total Contractual Services:					0.00	

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Minor Equipment:					0.00	

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Capital Purchases:					0.00	

Total Distribution Expenditures for the Quarter: 16,509.93

Check: 16509.93

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been

Exhibit G - Distribution

spent/obligated in the reported amount, and that copies of all required documentation are attached. The documentation for this payment is true and reflects correct copies of the originals. I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program. I certify that all payment requests listed are not funded by any other funding source and that the service provider shall not bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

Cheryl Simpson  
Program Representative (Signature)

Finance Director  
Title

10/24/2019  
Date





Exhibit G - Distribution in-Kind Match

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
Total Travel (In-State):					0.00	

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
Total Travel (Out-of-State):					0.00	

Supplies	Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
	7/1/2019	Lou's Clinical Lab	UA Testing	7/18/2019	38801	25.00	Compliance
	7/3/2019	Lou's Clinical Lab	UA Testing	8/22/2019	39016	125.00	Compliance
	8/31/2019	Lou's Clinical Lab	UA Testing	9/19/2019	39195	50.00	Compliance
	7/2/2019	Xerox	Xerox Usage	7/8/2019	38850	72.45	Compliance
Total Supplies:						272.45	

Operating Costs	Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
	7/1/2019	AT&T Mobility	Cellphone Service	7/3/2019	38703	85.39	Compliance
	7/1/2019	Plateau	Fax & Internet Service	7/11/2019	38758	445.18	Compliance
	7/18/2019	AT&T Mobility	Cellphone Service	8/8/2019	38896	86.36	Compliance
	8/1/2019	Plateau	Fax & Internet Service	8/8/2019	38943	445.87	Compliance
	8/18/2019	AT&T Mobility	Cellphone Service	9/5/2019	39076	86.36	Compliance
	9/1/2019	Plateau	Fax & Internet Service	9/5/2019	39071	445.19	Compliance
	7/1/2019	ADE Inc.	Screening Assessments	7/3/2019	38700	45.00	Screening
	8/8/2019	ADE Inc.	Screening Assessments	8/8/2019	38893	180.00	Screening
Total Operating Costs:						1,819.35	

Contractual Services	Date(s) Incurred	Vendor/Contractor	Description	Check Date	Document Identifier	Amount	Component
Total Contractual Services:						0.00	

Minor Equipment	Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Minor Equipment:						0.00	

Capital Purchases	Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Capital Purchases:						0.00	

Exhibit G - Distribution In-Kind Match

3,959.98

Total In-Kind Match:

Check: 3959.98

Exhibit G - Distribution in-Kind Match

Additional In-Kind Match	Total Amount	Fee Amount & Source	Additional Sources
Prevention			
Enforcement			
Screening			
Domestic Violence			
Treatment: Outpatient/Jail based			
Compliance Monitoring/Tracking			
Coordination, Planning, & Evaluation			
Alternative Sentencing			
Total	\$		

Fees Collected Summary	Amount of all fees collected this reporting period	Amount of all fees spent this reporting period
Prevention		
Enforcement	\$ 565.00	\$ 225.00
Screening		
Domestic Violence		
Treatment: Outpatient/Jail based		
Compliance Monitoring/Tracking	\$ 2,666.00	\$ 1,866.80
Coordination, Planning, & Evaluation		
Alternative Sentencing		
Total	\$ 3,231.00	\$ 2,091.80

To Be Completed First Quarter		
FY19 Beginning Fee Balance (Must Match Treasurer's Report)		
Prevention		
Enforcement	\$ 7,954.00	
Screening		
Domestic Violence		
Treatment: Outpatient/Jail based		
Compliance Monitoring/Tracking	\$ 29,586.47	
Coordination, Planning, & Evaluation		
Alternative Sentencing		
Total	\$ 37,540.47	

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and that copies of all required documentation are attached. The documentation for this payment is true and reflects correct copies of the originals. I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program. I certify that all payment requests listed are not funded by any other funding source and that the service provider shall not bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

Cheryl Simpson  
Program Representative (Signature)

Finance Director  
Title

10/24/2019  
Date

**LOCAL DWI GRANT PROGRAM**  
Request For Payment/Financial Status Report

Payment Request No.: 1

I. A. Grantee: B. Address: C. Telephone No.: D. Grant No.:	Quay County PO Box 1246 Tucumcari, NM 88401 575-461-2112 20-D-G-21		II. Payment: A. Grant Award: \$24,000.00 B. Funds Received To Date: \$0.00 C. Amount Requested This Payment: \$4,483.76 D. Grant Balance: \$19,516.24 30-Sep-19				
	III. Report Period Ending: 30-Sep-19		In-Kind Match				
Budget Line Items	Approved Budget	Expenditures This Request	Remaining Budget	Approved Budget	Expenditures This Request	Remaining Budget	Total YTD Expenditures
ADMINISTRATIVE							
Personnel Services				0.00	0.00	0.00	0.00
Employee Benefits				0.00	0.00	0.00	0.00
PROGRAM							
Personnel Services	20,390.00	3,480.00	16,910.00	0.00	0.00	0.00	3,480.00
Employee Benefits	3,610.00	1,003.76	2,606.24	0.00	0.00	0.00	1,003.76
Travel (In-State)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel (Out-of-State)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	720.00	0.00	720.00	0.00
Operating Costs	0.00	0.00	0.00	2,000.00	452.80	1,547.20	452.80
Contractual Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Capital Purchases	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTALS</b>	<b>24,000.00</b>	<b>4,483.76</b>	<b>19,516.24</b>	<b>2,720.00</b>	<b>452.80</b>	<b>2,267.20</b>	<b>4,936.56</b>

CERTIFICATION: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

*Cheryl Simpson*  
Grantee Fiscal Officer (Printed Name and Title)

*Andrea Shafer*  
Grantee Representative (Printed Name and Title)

*Cheryl Simpson* 10/24/2019  
Grantee Fiscal Officer (Signature) Date

*Andrea Shafer*  
Grantee Representative (Signature) Date

(DFM Local Government Division Use Only)

Local Government Division Fiscal Officer \_\_\_\_\_ Date \_\_\_\_\_

Local Government Division Program Manager \_\_\_\_\_ Date \_\_\_\_\_

**LOCAL DWI GRANT PROGRAM**  
Request for Payment/Financial Status Report  
Breakdown By Component

Grantee: Quay County  
Grant No.: 20-D-G-21  
Request No. 1

Total Grant Funds Requested This Request: 4,483.76  
Total In-Kind Match This Request: 452.80  
Total Expenditures Reported This Request: 4,936.56

**Grant:**

	Budget	This Request	Remaining Budget	Expenditures YTD
Prevention	24,000.00	4,483.76	19,516.24	4,483.76
Enforcement	0.00	0.00	0.00	0.00
Screening	0.00	0.00	0.00	0.00
Domestic Violence	0.00	0.00	0.00	0.00
Treatment: Outpatient/Jailbased	0.00	0.00	0.00	0.00
Compliance Monitoring/Tracking	0.00	0.00	0.00	0.00
Coordination, Planning & Evaluation	0.00	0.00	0.00	0.00
Alternative Sentencing	0.00	0.00	0.00	0.00
<b>Totals:</b>	<b>24,000.00</b>	<b>4,483.76</b>	<b>19,516.24</b>	<b>4,483.76</b>

**In-Kind Match:**

	Budget	This Request	Remaining Budget	Expenditures YTD	Additional In-Kind Match
Prevention	0.00	0.00	0.00	0.00	
Enforcement	0.00	0.00	0.00	0.00	
Screening	0.00	0.00	0.00	0.00	
Domestic Violence	0.00	0.00	0.00	0.00	
Treatment: Outpatient/Jailbased	0.00	0.00	0.00	0.00	
Compliance Monitoring/Tracking	2,720.00	452.80	2,267.20	452.80	
Coordination, Planning & Evaluation	0.00	0.00	0.00	0.00	
Alternative Sentencing	0.00	0.00	0.00	0.00	
<b>Totals:</b>	<b>2,720.00</b>	<b>452.80</b>	<b>2,267.20</b>	<b>452.80</b>	<b>0.00</b>

Total Expenditures This Reimbursement: 4,936.56  
Total Expenditures Year to Date: 4,936.56  
Total Additional In-Kind Match Year to Date: 0.00

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

*Cheryl Simpson* Finance Director 10/24/2019  
Grantee Representative (Signature) Title Date

## Exhibit G - Grant

Detailed Breakdown By Line Item  
LOCAL DWI PROGRAM

County/ Municipality: Quay  
 Grant No.: 20-D-G-21  
 Request No.: 1

Total Grant Funds Requested This Request: 4,483.76  
 Total In-Kind Match This Request: 452.80  
 Total Expenditures Reported This Request: 4,936.56

### Grant Expenditures:

#### ADMINISTRATIVE

*Administrative expenses are not allowed.*

#### PROGRAM

##### Personnel Services

Pay Period	Name	Job title	Document Identifier	Amount	Component
8/4-17/2019	Jacob Calbert	Preventionalist		1,160.00	Prevention
8/18-31/2019	Jacob Calbert	Preventionalist		1,160.00	Prevention
9/1-14/2019	Jacob Calbert	Preventionalist		1,160.00	Prevention
<b>Total Personnel Services:</b>				<b>3,480.00</b>	

##### Employee Benefits

Pay Period	Name	Job title	Document Identifier	Description	Amount	Component
8/4-17/2019	Jacob Calbert	Preventionalist		M/C, FICA, PERA, INS.	202.42	Prevention
8/18-31/2019	Jacob Calbert	Preventionalist		M/C, FICA, PERA, INS.	399.52	Prevention
9/1-14/2019	Jacob Calbert	Preventionalist		M/C, FICA, PERA, INS.	401.82	Prevention
<b>Total Employee Benefits:</b>					<b>1,003.76</b>	

##### Travel (In-State)

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component

Total Travel (In-State): 0.00

Travel (Out-of-State)							
Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component	
Total Travel (Out-of-State):					0.00		

Supplies (\*List Prevention Giveaways/Promotional Items separately below)

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
*Prevention Giveaways/Promotional Items						
Total Supplies:					0.00	

Operating Costs

Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Operating Costs:					0.00	

Contractual Services

Period Covered	Check Date	Vendor	Description	Document Identifier	Amount	Component
Total Contractual Services:					0.00	

Minor Equipment

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Minor Equipment:					0.00	



# Exhibit G - Grant In-Kind Match

Detailed Breakdown By Line Item  
LOCAL DWI PROGRAM

County/ Municipality: Quay  
 Grant No.: 20-D-G-21  
 Request No.: 1

Total Grant Funds Requested This Request: 4,483.76  
 Total In-Kind Match This Request: 452.80  
 Total Expenditures Reported This Request: 4,936.56

## In-Kind Match Expenditures:

### ADMINISTRATIVE Personnel Services

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
Total Personnel Services:					0.00	

### Employee Benefits

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
Total Employee Benefits:					0.00	

### PROGRAM Personnel Services

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
Total Personnel Services:					0.00	

### Employee Benefits

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
Total Employee Benefits:					0.00	

### Travel (In-State)



Exhibit G - Grant In-Kind Match

Total Capital Purchases: 0.00

Total In-Kind Match: 452.80

Check: 452.80

Additional In-Kind Match	Total Amount	Fee Amount & Source	Additional Sources
Prevention			
Enforcement			
Screening			
Domestic Violence			
Treatment: Outpatient/Jail based			
Compliance Monitoring/Tracking			
Coordination, Planning, & Evaluation			
Alternative Sentencing			

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and that copies of all required documentation are attached. The documentation for this payment is true and reflects correct copies of the originals. I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program. I certify that all payment requests listed are not funded by any other funding source and that the service provider shall not bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

*Cheryl Simpson*

Grantee Representative (Signature)

*Finance Director*

Title

*10/24/2019*

Date

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
DWI GRANT PROGRAM  
GRANT AGREEMENT  
AMENDMENT NO. 1

Grant No. 20-D-G-21

**THIS AMENDMENT**, hereinafter referred to as the "Amendment", is made and entered into by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, Suite 202, Bataan Memorial Building, Santa Fe, New Mexico, 87501, hereinafter referred to as the "Division", and Quay County, hereinafter referred to as the "Grantee", as of the date this Amendment is executed by the Division.

**WHEREAS**, on April 30, 2019 the DWI Grant Council awarded the Grantee **\$24,000.00** to support programs to reduce the incidence of driving while intoxicated, alcoholism, and alcohol abuse in New Mexico ("Project"); and

**WHEREAS**, the Grantee and the Division entered into a grant agreement, effective July 1, 2019, in the amount of \$24,000.00 to administer the Program ("Grant Agreement"); and

**WHEREAS**, on October 10, 2019, the DWI Grant Council awarded the Grantee **\$1,435.00** of Fiscal Year 2019 reverted distribution funds to supplement the Grant Agreement; and

**WHEREAS**, the Grantee and the Division desire to memorialize through this Amendment the terms and conditions upon which the the additional funds will be made available to the Grantee.

**AGREEMENT**

NOW, THEREFORE, in consideration of the mutual covenants and obligations contained herein, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties hereby mutually agree to amend the Grant Agreement as follows:

1. Article IV – Consideration and Method of Payment, Section A of the Grant Agreement is hereby amended to read in its entirety as follows:
  - A. "In consideration of the Grantee's satisfactory completion of all work and services required to be performed under the terms of this Grant Agreement, and in compliance with all other Grant Agreement requirements herein stated, the Division shall pay the Grantee a sum not to exceed **Twenty-Five-Thousand, Four-Hundred Thirty-Five Dollars (\$25,435)**. The funds are to be expended in accordance with the proposed budget attached as Exhibits "C" and "C-1", and made a part hereof. Exhibit "C" of the Grant Agreement is hereby replaced in its entirety with the Exhibit "C" attached hereto. It is understood and agreed that the Grantee's expenditure of these monies shall not deviate from the line items of the budget without the prior written approval of the Division.
2. Exhibit "A" of the Grant Agreement is hereby replaced in its entirety with the Exhibit "A" attached hereto.

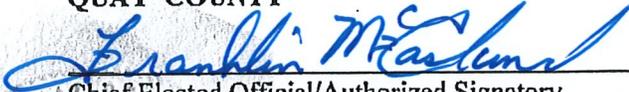
3. Exhibit "C" of the Grant Agreement is hereby replaced in its entirety with the Exhibit "C" attached hereto.
4. Exhibit "C-1" of the Grant Agreement is hereby replaced in its entirety with the Exhibit "C-1" attached hereto.
5. Exhibit "D" of the Grant Agreement is hereby replaced in its entirety with the Exhibit "D" attached hereto.
6. Exhibit "D-1" of the Grant Agreement is hereby replaced in its entirety with the Exhibit "D-1" attached hereto.
7. All other provisions of the Grant Agreement not amended herein remain in full force and effect.

**[Remainder of page intentionally left blank.]**

IN WITNESS WHEREOF, the Grantee and the Division do hereby execute this Amendment No. 1 as of the date of signature by the Division below.

THIS AMENDMENT has been approved by:

QUAY COUNTY

  
\_\_\_\_\_  
Chief Elected Official/Authorized Signatory

10/28/2019  
Date

  
\_\_\_\_\_  
(Type or Print Name)

DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION

By: \_\_\_\_\_  
Donnie Quintana, Director

\_\_\_\_\_  
Date

## EXHIBIT "A"

### PROJECT DESCRIPTION

Name of Grantee: Quay County

Grant No.: 20-D-G-21

Grant Amount: \$25,435.00

**Grantee will provide DWI program activities in the following areas:**

#### **1. Prevention:**

Prevention is the active process that promotes the personal, physical and social well-being of individuals, families and communities to reinforce positive behaviors and healthy lifestyles. The term "prevention" is reserved for interventions that occur before the initial onset of a disorder. Prevention programs shall focus on the prevention of alcoholism, alcohol abuse, underage drinking, and DWI.

Prevention activities funded by LDWI will be shown to increase life skills and/or decrease risk factors that positively impact the rates of DWI and/or alcohol abuse. LDWI funds may be used to support the assessment, capacity, planning, implementation, and evaluation of such activities. Staff development (such as training required for certification) is an allowable prevention activity.

While funds for prevention can be budgeted in any allowable budget category, all funds spent on prevention should be in support of prevention activities identified and approved as part of a systematic planning process.

Prevention activities funded with LDWI grant funds should be either evidence-based or promising activities. DWI programs must be able to document compliance with this requirement.

#### **2. Screening:**

The grant requires a county-wide screening program that addresses all municipal, district and magistrate court referrals related to DWI. Other referrals addressing DWI-related issues may also be handled from schools and the probation and parole system. Programs must use the DFA approved screening program.

The program shall use screening fees to self-fund the screening costs to the fullest extent possible. The fee structure shall include an appropriate sliding-fee schedule, based on earning capacity of offenders, to assist those offenders who are unable to pay the full fees.

The screening program shall not be provided by an alcoholism treatment program serving the judicial districts involved in order to avoid conflict of interest or screening bias. (Section 43-3-11(D), NMSA 1978).

#### **3. Compliance Monitoring/Tracking:**

The grant supports a compliance monitoring/tracking component, which strengthens tracking, follow-up, and supervised probation-type efforts with DWI offenders to assist courts in the monitoring for compliance of offenders with court imposed sentencing (i.e., screening, treatment, ignition interlock, DWI School, etc.) Compliance monitoring follow-up may include community service supervision, as well. All programs must use the State selected screening and tracking instrument. Programs which are funding supervised probation-type services must follow the Misdemeanor Compliance Program Guidelines issued by the Administrative Office of the Courts (AOC).

**4. Coordination, Planning, and Evaluation:**

The grant supports Coordination, Planning and Evaluation administered by a professional responsible for oversight of all LDWI program efforts: monitoring all activities; budgeting, planning and funding requests; development, maintenance and reporting of all reporting requirements; evaluation of the grant Project progress and impact; submission of all required financial and program reports; staffing the LDWI Planning Council; and attending DWI Grant Council meetings.

**QUAY COUNTY  
FISCAL YEAR 2019-2020  
RESOLUTION No. 22**

Authorization of Budgetary Increase to **DWI Distribution (622) and DWI Grant Fund (624)**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on October 28, 2019 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase;

**State Fund 22300  
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
22300-0001-47071 State – DWI Local Grant (DFA)		\$1,435.00
22300-3006-56999 Supplies – Other	\$1,435.00	
22300-3006-57999 Other Operating Costs		\$1,435.13

Revenue Inc.

Inc. to Other Supplies

FY19 DWI Reversion \$1,435.13

\$1,435.00

**WHEREAS**, the above activity was not contemplated at the time the final budget was adopted and approved **FY19 reversion of cash to FY20 DWI Grant Funding**

**NOW THEREFORE, BE IT RESOLVED** that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Adjustments be made.

DONE at Tucumcari, County of Quay, New Mexico this 28<sup>th</sup> day of October, 2019.

  
Franklin McCasland, Commissioner

ATTEST:

  
Ellen White, County Clerk

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

**QUAY COUNTY**  
**FY 2019-2020**  
**RESOLUTION NO. 21**

**Resolution Supporting the New Mexico Counties**  
**2020 Legislative Priorities**

**WHEREAS**, in October 2019, the New Mexico Counties Board of Directors approved four legislative priorities for consideration by the New Mexico Legislature at its 2020 session; *and*

**WHEREAS**, NMC has requested that the Board of County Commissioners in each of the state's 33 counties discuss and approve support for NMC's legislative priorities as an important step in assuring maximum understanding of NMC's legislative priorities at the county level; *and*

**WHEREAS**, county support enables NMC to demonstrate strong local and statewide support to the state legislature for the following issues:

**1. HB 2 Appropriations**

Detention Reimbursement Fund

Increase funding under the County Detention Facility Reimbursement Act (Section 33-3B-1 et seq. NMSA) to reimburse counties for the cost of housing state prisoners. The cost to counties under the Act is approximately \$8.4 million. Last year the Legislature appropriated only \$2.3 million.

Prisoner Transport and Extradition

Create a line item in the Department of Finance & Administration budget for \$750,000 to reimburse sheriffs' offices that provide transportation of state prisoners pursuant to Section 4-44-18C NMSA. Although the Legislature contemplated reimbursing counties for this state expense, no money has been appropriated to counties for many years.

EMS Funding

Appropriate \$5 million annually to the Emergency Medical Services Fund in the Department of Health budget and identify a designated revenue mechanism to provide continuous fund growth and stability.

**2. Law Enforcement Protection Fund**

Increase distributions from the Law Enforcement Protection Fund (Section 29-13-1 et seq. NMSA) to local law enforcement agencies in accordance with the purpose of the Act: to enhance the efficiency and effectiveness of law enforcement services.

**3. Behavioral Health**

Renew and expand funding for the Human Services Department to provide behavioral health services to adult and juvenile offenders housed in county detention centers to reduce the likelihood of recidivism. Services should include targeted, individualized interventions that address detainee behavioral health needs while incarcerated and connect them to supportive

housing, public assistance, medical and mental health care, and employment training as needed, immediately upon release.

**4. PERA Solvency**

Oppose increases in local government PERA contributions. New Mexico public employers' rates currently are among the highest in the country. Any further increases in county government are ultimately absorbed by the local taxpayer.

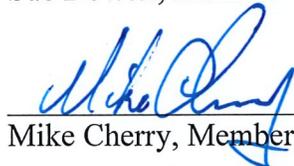
**NOW, THEREFORE, BE IT RESOLVED** that the Quay County Board of Commissioners does hereby support NMC's legislative priorities as set forth above, and urges that legislation incorporating these priorities be enacted by the state legislature during its 2020 session.

**ADOPTED** this 28<sup>th</sup> day of October, 2019.

**QUAY COUNTY BOARD OF COMMISSIONERS**

  
\_\_\_\_\_  
Franklin McCasland, Chairman           For / Against

  
\_\_\_\_\_  
Sue Dowell, Member           For / Against

  
\_\_\_\_\_  
Mike Cherry, Member           For / Against

ATTEST:

  
\_\_\_\_\_  
Ellen White, County Clerk

