

**QUAY COUNTY GOVERNMENT**

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

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**AGENDA  
REGULAR SESSION  
QUAY COUNTY BOARD OF COMMISSIONERS  
AUGUST 24, 2020**

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

**Pledge of Allegiance**

**Approval of Minutes-Regular Session August 10, 2020**

**Approval/Amendment of Agenda**

**Public Hearing**

**Franklin McCasland, Quay County Commission Chairman**

- **Quay County Infrastructure/Capital Improvement Plan (ICIP)**

**Public Hearing Adjourned**

**Public Comment**

**Ongoing Business**

**New Business**

- I. C. Renee Hayoz, Presbyterian Medical Services, Administrator**
  - **Presentation of Monthly RPHCA Reports**
- II. Russell Shafer, Quay County Sheriff**
  - **Presentation of Sheriff's Report**
- III. Daniel Zamora, Quay County Emergency Management Coordinator**
  - **Request Approval of 2020 EMPG Sub-Recipient Grant Agreement**
- IV. Larry Moore, Quay County Road Superintendent**
  - **Road Update**
- V. Richard Primrose, Quay County Manager**
  - **Correspondence**



DOC #CM-00494

09/16/2020 08:13 AM Doc Type: COCOM

Fee: (No FieldTag Finance.TotalFees found)

Quay County, NM Ellen White - County Clerk, County Cler

Pages: 28



**VI. Indigent Claims Board**

- **Call Meeting to Order**
- Request Approval of **Indigent Minutes for the July 27, 2020 Meeting**
- Request Approval of **Claims Prepared by Sheryl Chambers**
- **Adjourn**

**VII. Request Approval of Accounts Payable**

**VIII. Other Quay County Business That may Arise During the Commission Meeting and/or Comments from the Commissioners**

**IX. Request for Closed Executive Session**

- **Pursuant to Section 12-6-5 NMSA 1978 of the Audit Act for FY 2020 Virtual Audit Entrance Conference with CRI CPAs**

**X. Franklin McCasland, Quay County Commission Chairman**  
Proposed action, if any, from Executive Session

**Adjourn**

*Lunch-Time and Location to be Announced*

## REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

August 24, 2020

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 24<sup>th</sup> day of August, 2020 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:

Janie Hoffman, Quay County Assessor  
Daniel Zamora, Quay County Emergency Manager  
Larry Moore, Quay County Road Superintendent  
Lucas Bugg, Quay County Fire Marshal  
Cheryl Simpson, Quay County Finance Director  
Jerri Rush, District 1 Commissioner Elect  
C. Renee Hayoz, Presbyterian Medical Services, Administrator  
Dennis Garcia, Quay County Under-Sheriff  
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Dennis Garcia led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the August 10, 2020 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".

Chairman McCasland called a Public Hearing to order for discussion of the Quay County Infrastructure/Capital Improvement Plan (ICIP). A preliminary list was presented and is attached.

Quay County Emergency Manager, Daniel Zamora, requested Repeaters and Base Stations for the entire County be added to the list in an effort to bridge gaps and provide better coverage for emergency personnel. Zamora stated the total cost should be approximately \$100,000.00.

Quay County Clerk, Ellen White, requested Broadband Internet for the rural communities of Nara Visa and San Jon be added to the list in an effort to provide voting centers to those

locations, as required by law. White explained, without Internet, the Nara Visa Polling Place will remain closed and the San Jon location has to have a Mi-Fi Connection for Election Day. White stated one of the Governors initiatives has been broadband services, so it may be favored in the award process.

Richard Primrose, Quay County Manager stated the final approval of the list will be on the September 14<sup>th</sup> meeting agenda.

Public Comments: NONE

#### NEW BUSINESS:

Renee Hayoz, Presbyterian Medical Services, Administrator presented the monthly RPHCA Report for July. A copy is attached. Hayoz informed the Board the clinic should have flu vaccinations available in early September. PMS will set a clinic up in the Courthouse for staff.

Quay County Under-Sheriff, Dennis Garcia presented the activity reports for June and July. Copies are attached.

Daniel Zamora, Quay County Emergency Manager requested approval of the Department of Homeland Security, Sub-Recipient Grant Agreement in the amount of \$16,083.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Grant Agreement. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.

Larry Moore, Quay County Road Superintendent gave the following Road Department updates:

1. Work is beginning on Quay Road 29, which is a School Bus Route in the House area. QR 29 intersects with Quay Road AZ, which will also be part of this project.
2. Crews serviced all the equipment last week.
3. Mowing and call-ins for pot holes and tree trimming continue daily.
4. John Herrera has reported the executed Agreements and Match Waivers have not been issued. Most likely due to many state employees still working from home.

Richard Primrose, Quay County Manager presented the following items for informational purposes:

1. Presented a copy of the monthly Gross Receipts Tax Report for August.
2. Shared an email from Donna Stewart, project coordinator for our CDBG, thanking Larry Moore and Darla Munsell for the excellent reporting and job completed. The Closeout letter was also attached.
3. The Courthouse will be closed September 7<sup>th</sup> in observance of Labor Day.

Chairman McCasland called the Indigent Claims Board to order. Time noted 9:20 a.m.

---INDIGENT BOARD MEETING---

Indigent Claims Board was adjourned and the Board returned to regular session. Time noted 9:25 a.m.

A MOTION was made by Sue Dowell SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending August 20, 2020. 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: NONE

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 FY 2020 Virtual Audit Entrance Conference with CRI CPAs. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Time noted 9:30 a.m.

---Executive Session---

Return to regular session. Time noted 9:55 a.m.

As a result of Executive Session, no action was taken.

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

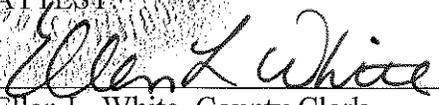
Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS

  
Franklin McCasland

  
Sue Dowell

  
Mike Cherry

  
ATTEST:  
  
Ellen L. White, County Clerk

# Infrastructure Capital Improvement Plan FY 2022-2026

## Quay County Project Summary

ID	Year	Rank	Project Title	Category	Funded to date	2022	2023	2024	2025	2026	Total Project Cost	Amount Not Yet Funded	Phases?
36219	2022	001	Quay Road 63 Construction	Transportation - Highways/Roads/Bridges	0	1,250,000	0	0	0	0	1,250,000	1,250,000	No
36222	2022	002	Quay Road 62.9 Construction	Transportation - Highways/Roads/Bridges	0	1,000,000	0	0	0	0	1,000,000	1,000,000	No
27887	2022	003	Quay County Detention Center Renovations	Facilities - Other	225,000	500,000	0	0	0	0	725,000	500,000	No
24423	2022	004	Bridge #1042 on Historic Rt. 66	Transportation - Highways/Roads/Bridges	0	250,000	3,000,000	0	0	0	3,250,000	3,250,000	Yes
37518	2022	005	Sheriff's Vehicles	Vehicles - Public Safety Vehicle	0	200,000	0	0	0	0	200,000	200,000	No
36223	2022	006	Quay Road AR Construction	Transportation - Highways/Roads/Bridges	0	1,500,000	0	0	0	0	1,500,000	1,500,000	No
35893	2022	007	Quay Road AP Construction	Transportation - Highways/Roads/Bridges	0	550,000	300,000	0	0	0	850,000	850,000	No
31133	2022	008	Asset Management Procedure Plan	Other - Other	50,000	100,000	0	0	0	0	150,000	100,000	No
32711	2023	001	Ute Reservoir Watershed Restoration	Water - Storm/Surface Water Control	0	0	500,000	0	0	0	500,000	500,000	No
23125	2023	002	Dump Truck Equipment	Equipment - Other	0	0	350,000	0	0	0	350,000	350,000	No
23127	2023	003	Pneumatic Roller	Equipment - Other	0	0	170,000	0	0	0	170,000	170,000	No
27751	2023	004	Courthouse Window Replacement	Facilities - Administrative Facilities	0	0	1,164,000	0	0	0	1,164,000	1,164,000	No
23108	2024	001	Dozer Equipment	Equipment - Other	0	0	0	750,000	0	0	750,000	750,000	No

## Infrastructure Capital Improvement Plan FY 2022-2026

22058 2024 002 County Vehicles      Transportation - Other      0      0      0      300,000      0      0      300,000      No

Number of projects:	14														
Funded to date:	275,000	Year 1:	5,350,000	Year 2:	5,484,000	Year 3:	1,050,000	Year 4:	0	Year 5:	0	Total Project Cost:	12,159,000	Total Not Yet Funded:	11,884,000
<b>Grand Totals</b>															

**RPHCA Program  
Monthly Level of Operations Form**

revised 7/7/15

<b>Organization Name: Presbyterian Medical Services</b>		<b>Contract #</b>	23169
<b>Reporting Site: Quay County Family Health Center</b>		<b>Report Month/Year:</b>	07/01/20
<b>Action Plan Item</b>		<b>Actual Monthly Level</b>	
<b>Level of Operations</b>	Total Number of Primary Care Encounters	363	
	By Provider Type:		
	Physician Encounters	12	
	Midlevel Practitioner Encounters	351	
	Dentist Encounters		
	Dental Hygienist Encounters		
	Behavioral Health Encounters		
	All Other Licensed/Certified Provider Encounters		
	By Payment Source:		
	Sliding Fee Encounters - Medical/Behavioral Health	35	
	Sliding Fee Encounters - Dental		
	Medicaid Encounters - Medical/Behavioral Health	113	
	Medicaid Encounters - Dental		
	County Indigent Encounters		
	Other 3 <sup>rd</sup> Party Encounters	80	
Medicare Encounters	131		
100% Self Pay (non-discounted/non-3 <sup>rd</sup> party) Encounters	4		
<b>Unduplicated Number of Users</b>	Total # of unduplicated users	270	
	At or Below Poverty	158	
	Between Poverty and 200% of Poverty	93	
	Above 200% of Poverty	19	
<b>Staffing Level</b>	Administrative Staff	3	
		Clinical FTEs	Admin FTEs
	Physicians	0.05	
	Certified Nurse Practitioners	2	
	Physician Assistants		
	Certified Nurse Midwives		
	Dentists		
	Dental Hygienists		
	Behavioral Health Professionals		
	Community Health Workers		
Clinical Support Staff	1		
All Other Staff	0.5		
<b>Prior Month's Primary Care Financial Information</b>	<b>Please enter the month being reported: June</b>		
	Total Primary Care Revenues - all sources	70,035	
	Sliding Fee Revenues - Medical	4,147	
	Sliding Fee Revenues - Dental	0	
	Medicaid Revenues - Medical	19,991	
	Medicaid Revenues - Dental	0	
	County Indigent Fund Revenues	0	
	Other 3 <sup>rd</sup> Party Revenues	7,005	
	Medicare Revenues	14,976	
	100% Self Pay (non-discounted/non-3 <sup>rd</sup> party) Patient Revenues	218	
	Contracts/Grants Revenues (including RPHCA)	23,698	
	Total Primary Care Expenditures	72,096	
	Total Primary Care Charges	101,002	
	Sliding Fee Discounts - Medical	11,519	
Sliding Fee Discounts - Dental	0		
Prepared by: C Renee Hayoz		8/10/2020	

**Clinic/Program Name:** Quay County Family Health Center  
**Month Reported:** July 2020

**Monthly RPHCA Narrative Report**

*Please provide brief but detailed information for the following questions. Answer all questions or mark N/A.*

- 1. Please describe any changes in the types of services provided during the month reported. Describe any discussions about adding new services**

Telephonic Appointments have been in place for several months. We are offering these in addition to the Face to Face visits.

- 2. Please describe any difficulties encountered in providing services during the month reported. What were the causes of the difficulties?**

Summertime = low encounter numbers. No sports physicals being conducted for students returning to school due to the uncertainty of fall sports.

- 3. Were there any changes in the encounters (+ or - 10%) from the previous month reported? Please explain any causes for the changes.**

Encounters are below the monthly goal; however they have increased slightly for the past two months.

- 4. Please describe any changes in the staffing pattern (regardless of the position or the change in FTE).**

Currently down to one MA. This MA is certified; hiring for other MA.

- 5. Please describe recruitment efforts for any positions. Which positions? What actions have been taken?**

MA and Behavioral Interventionist. Low interest due to candidates are making more money on unemployment.

- 6. Were there any changes to the hours? Explain.**

No changes were made. Hours continue to be 7:00 AM – 5:30 PM, Monday through Friday.

- 7. What efforts did you make to collaborate with local and statewide entities?**

- Quay Co Health Council Meeting via Zoom
- Executive Committee of the Quay Co Health Council Meetings via Zoom
- Quay Co Commissioner Meeting
- Quay Co Emergency Manager Meeting via Zoom

8. **Please describe any methods for increasing clinic utilization that your program and staff are engaging in.**

Site continues to provide care at the Quay County Detention Center.

9. **Please describe the outreach activities your program and staff provided to the community during the month reported.**

None due to COVID restrictions.

10. **Have you received any new funding? Are you aware of any new funding opportunities? Please describe any new initiatives or projects that have been implemented.**

Applied for RHPCA FY21 Funding

**Please note the date of the last advisory board meeting AND THE AGENDA ITEMS DISCUSSED.**

Meeting was held on June 17, 2020

Welcome and Introductions

Regional Goals

- Behavioral Health
- Advisory Board Members Engagement

Clinic Update

- Telephonic Visits
- Video Visits coming soon
- Staffing Update
- Pediatric Postcards
- CDL Flyer
- COVID precautions by PMS

Home Visiting Update

- Enrollment Numbers
- TElevisits
- Creative Ways of Family Support



# Quay County Sheriff Office

## Law Incident Total Report, by Reported Offense

<u>Rpt. Offense</u>	<u>Description</u>	<u>Total Number</u>
		6
ALAR	Alarm	5
AMAS	Ambulance or Medical Assist	1
ANPR	Animal Problem	2
ASST	Agency Assist	1
ATL	Attempt to Locate	1
BREN	Breaking & Entering	1
BURU	Burglary, Resd, Unlawful En	2
CDIS	Citizen Dispute	5
CINT	Custodial Interference	1
CITA	Citizen Assist	10
CSPO	Cont Subs, Possess	1
DBOD	Dead Body	2
DCON	Disorderly Conduct	2
FAMF	Family Fight, Nonviolent	2
FRAU	Fraud/Swindle/Confidence Game	1
NC	Not Classified	14
PDNV	Prop Damage, Not Vandalism	2
RSVE	Recovered Stolen Veh	1
SUSP	Suspicion	4
THPS	Theft, Prop, Shoplifting	1
THRE	Threatening	3
THVT	Theft, Veh, Truck or Bus	2
TPAS	Trespass of Real Prop	4
TRES		2
TRHA	Traffic Hazard	3
TRHR	Traffic Accident, Hit and Run	2
TROF	Traffic Offense	83
TRPD	Traffic Accident, Prop Damage	5
TRPI	Traffic Accident, Pers Injury	4
VAND	Destruct/Damage/Vandalize Prop	2
WELF	Welfare Check	9
WOFF	Weapons Offense	1

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Total reported: 185

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**Report Includes:**

All dates between '00:00:00 06/01/20' and '00:00:00 06/30/20', All agencies matching 'QCSO', All offenses observed, All offenses reported, All offense codes, All location codes



# Quay County Sheriff Office

## Law Incident Total Report, by Reported Offense

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<u>Rpt. Offense</u>	<u>Description</u>	<u>Total Number</u>
		5
ALAR	Alarm	3
ANPR	Animal Problem	13
ASSI	Assault, Simple	1
ASST	Agency Assist	4
ATL	Attempt to Locate	3
BREN	Breaking & Entering	1
CDIS	Citizen Dispute	3
CITA	Citizen Assist	8
DCON	Disorderly Conduct	1
EMBZ	Embezzlement	1
ESCO	Escort	1
FAMF	Family Fight, Nonviolent	1
FPR		1
FWKS	Fireworks	1
LOCK	Residence or Veh Lockout	1
NC	Not Classified	20
PDNV	Prop Damage, Not Vandalism	3
RESP	Recovered Stolen Prop	1
SUSP	Suspicion	4
THRE	Threatening	3
TPAS	Trespass of Real Prop	8
TRES		1
TRHA	Traffic Hazard	11
TROF	Traffic Offense	155
TRPD	Traffic Accident, Prop Damage	6
TRPI	Traffic Accident, Pers Injury	6
WELF	Welfare Check	16

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Total reported: 282

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### Report Includes:

All dates between '00:00:00 07/01/20' and '00:00:00 07/31/20', All agencies matching 'QCSO', All offenses observed, All offenses reported, All offense codes, All location codes

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

P.O. Box 27111  
 Santa Fe, NM 87502

**SUB-RECIPIENT GRANT AGREEMENT**  
**2020 Emergency Management Performance Grant (EMPG)**  
 2020 Federal Grant No.: EMT-2020-EP-00005-S01 CFDA No.: 97.042

<b>1. SUB-GRANT NO.</b>		<b>2. SUB-RECIPIENT NAME</b>		<b>3. FIDUCIARY NAME</b>	
EMT-2020-EP-00005-S01 <b>Quay County</b>		Quay County		Quay County	
<b>4. SUPPLIER ID</b>	<b>5. EIN NUMBER</b>		<b>6. DUNS NUMBER</b>		<b>7. CAGE CODE</b>
54395	85-6000238		051336105		5RFT1
<b>8. SUB- RECIPIENT PHYSICAL ADDRESS</b>			<b>9. SUB-RECIPIENT REMIT ADDRESS</b>		
PO Box 1246 Tucumcari, NM 88401			PO Box 1246 Tucumcari, NM 88401		
<b>10. DHSEM CONTACT NAME:</b>			<b>11.</b>		
Merrill Miller			<b>CONTACT EMAIL ADDRESS:</b>		DHSEM.Grants@state.nm.us
<b>12a. PERFORMANCE PERIOD START DATE</b>		July 1, 2020		<b>12b. PERFORMANCE PERIOD END DATE</b>	
				June 30, 2021	
<b>13a. EMPG FEDERAL AWARD</b>			<b>13b. EMPG LOCAL MATCH</b>		
\$16,083.00			\$16,083.00		
<b>14a. NAME OF PROJECT AWARD</b>				<b>14b. AMOUNT AWARDED</b>	
1	Salary & Benefits			\$	16,083.00
2				\$	
3				\$	
4				\$	
<b>TOTAL FEDERAL AMOUNT AWARDED</b>				\$	16,083.00

## 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, sub-recipient, and sub-grantee, **Quay County**.

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

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

### ARTICLE 1: CONTRACT DOCUMENTS

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

This Agreement:

- Attachment I Required Reimbursement Checklist
- 2020 Emergency Performance Grant Program Application
- 2020 Emergency Performance Grant Program Guidelines
- 2020 Emergency Performance Grant Work Plan
- 2020 Emergency Performance Grant Program Notice of Funding Opportunity (DHS-18-GPD-042-06-01)

### 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 EMPG funds to assist in preparing for all-hazards. Specifically, these funds shall be utilized by **Quay County** to pay salary and benefits for the designated and approved staff previously identified in the EMPG grant application, and approved by the DHSEM Secretary. **Quay County** shall match the Federal Award of **\$16,083.00**, with a local jurisdictional amount of **\$16,083.00**, for a total project cost of **\$32,166.00**. All work performed pursuant to this agreement must comply with the approved EMPG work plan. All work must be completed within the performance period, between **July 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 IMPLEMENTATION

Approved projects must commence within the first reporting quarter. If a project cannot commence and be operational within the first reporting quarter of the approved award date, the sub-grantee must submit a written statement to DHSEM, signed by the sub-recipient signatory officials, justifying the delay in implementation, the expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the sole discretion of DHSEM, the 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. Use of outdated forms will not be accepted. All Quarterly reports are due: October 30, January 30, April 30, and July 30 within the period of performance beginning after the conclusion of the first quarter of grant activity. Requests for payment will be processed if both quarterly reports are received timely. Final reports are due 15 days after the end of Period of Performance. The Final Narrative Report will suffice as the Final Performance Progress 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 both the Quarterly Financial Progress and Performance Progress reports. Reimbursement shall be based upon authorized and allowable expenditures consistent with the project narrative, grant guidelines, and the submission of timely Financial and Performance Progress Reports. Payments may be withheld by DHSEM pending correction of deficiencies. Reimbursement of expenditures shall be requested at least *monthly* for expenditures within the performance period. Expenditures must be supported with source documentation (e.g. copies of proof of payment, invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). Grant staff will not process reimbursement if quarterly performance and fiscal reports are not submitted.

**CONTRACTS:** *All contracts must be submitted for DHSEM review prior to implementation.*

**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 30 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 30 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:
  - o The cost of the food and/or beverages provided is considered to be reasonable;

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

**NON-REIMBURSABLE EXPENSES:**

- Training and related travel costs not pre-approved by DHSEM.
- Construction and renovation.
- Indirect costs
- 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.
- Food reimbursement when travel does not exceed 24 hours.
- Alcoholic beverages.
- Late fees, or interest charges.
- Lobbying, political contributions, legislative liaison activities.
- Organized fund-raising, including salaries of persons while engaged in these activities.
- Land acquisition.
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.
- Non-Personnel expenses not pre-approved by DHSEM via Request for Approval.

**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. 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 and Appendix II. 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.**

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

## ARTICLE 9: CONTRACTS

Any contract entered into during this grant period shall comply with local, State and Federal government contracting regulations. Contracts for professional and consultant services must include local, State and Federal government required contract language, a project budget, and require pre-approval by DHSEM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants.

## ARTICLE 10: AUDIT REQUIREMENTS

As the Federal grant recipient, the State of New Mexico requires a sub-recipient expending \$750,000.00 or more in Federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2 CFR 500 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 500 Subpart F. Copies of audit findings must be submitted to DHSEM within 30 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.

## **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 **July 1, 2020** through **June 30, 2021**. Further, all personnel related grant activity must be completed between **July 1, 2020** and **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 15 days of the end of the performance period when the Final Progress and Financial Reports are due.**
- The 2020 SAFECOM *Guidance*, in coordination with stakeholders and Federal partners, and the 2014 National Emergency Communications Plan, targets funding priorities to address:
  - Priority 1: Governance and Leadership
  - Priority 2: Statewide Planning and Procedures for Emergency Communications
  - Priority 3: Emergency Communications Training and Exercises
  - Priority 4: Activities that Enhance Operational Coordination
  - Priority 5: Standards-Based Technology and Equipment
- Deployable / Shareable Assets - All assets supported in part or entirely with FY 2020 EMPG funding must be readily deployable to support emergency or disaster operations per existing Intrastate Mutual Aid System, (IMAS) and/or Emergency Management Assistance Compact (EMAC) and other mutual aid agreements.
- All assets supported in part or entirely with FY2020 EMPG 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 FY2020 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.
- 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

- Whistleblower Protection Act
  - 10 U.S.C Section 2409
  - 41 U.S .C. 4712
  - 10 U.S.C. Section 2324
  - 41 U. S. C. Sections 4304
  - 41 U. S. C. Sections 4310
- 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
- Universal Identifier and System of Award Management (SAM), 2 C.F.R. Part 25, Appendix A
- Reporting of Matters Related to Recipient Integrity and Performance, 2 C.F.R. Part 200
- Rehabilitation Act of 1973, 29 U.S.C. Section 794
- Trafficking Victims Protection Act of 2000, Section 106(g) 22 U.S.C. section 7104, 2 CFR Section 175.15
- Terrorist Financing
- SAFECOM
- Reporting Sub-Awards and Executive Compensation
- Procurement of Recovered Materials, Solid Waste Disposal Act, Resource Conservation Recovery Act
- Environmental Protection Agency (EPA) 40 C. F.R. Part 247
- Patents and Intellectual Property Rights
  - 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/FEMA EMPG 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
- 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>
- Hotel and Motel Fire Safety Act of 1990
- Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. Section 2225
- Fly America Act of 1974, 49 U.S.C. Section 41102, 49 U.S.C. Section 40118
- Comptroller General Decision B-138942
- 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 and 12213
- Age Discrimination Act of 1975, Title 42 U.S. Code Section 6101 et seq.
- 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
- Federal Debt Status
- False Claims Act and Program Fraud Civil Remedies, 31 U. S. C.- Section 3729, 31 U. S.C. Section 3801-3812
- Energy Policy and Conservation Act, 42 U.S.C. Section 6201
- 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
- Duplication of Benefits, 2 C.F. R. Part 200, Subpart E
- Drug-Free Workplace Regulations, 41 U.S. C. section 701 et seq, 2 C.F.R Part 3001
- Debarment and Suspension, Executive Orders, 12549 and 12689, and 2 C.F.R. Part 180
- Copyright, 17 U.S.C. sections 401 and 402
- 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
- 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
- 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
- National Environmental Policy Act, National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA
- Nondiscrimination in Matters Pertaining to Faith-based Organizations, 6 C. F. R. Part 19

### **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 Special Conditions listed on Page 13
- 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 payment may be withheld at the discretion of DHSEM until completion of a final DHSEM review. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM.

For Convenience: This Agreement may be terminated without cause by either of the parties upon written notice delivered to the other party at least 30 days prior to the intended date of termination. A termination pursuant to this provision does not nullify a party's obligations for performance or liabilities for failure to perform already incurred prior to the date of termination. Any project may be terminated upon convenience, in whole or in part, for the convenience of the 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.

## ARTICLE 19: SPECIAL CONDITIONS

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

- EMPG Notice of Funding Opportunity Requirements - All of the instructions, guidance, limitations, and other conditions set forth in the Preparedness Grants Manual and 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 Preparedness Grants Manual and the NOFO.
- The grant award amount is a funding allocation, and is not to be interpreted as expenditure authorizations or approvals. Pre-approval from DHSEM's Local Preparedness Program, Training and Exercise Program, 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) every May 30 every 2 years.
- All sub-recipients must complete and/or revise their local and/or regional Tactical Interoperable Communication Plan (TICP) every year.
- All sub-recipients must have a fully promulgated All Hazards Emergency Operations Plan (EOP).
- All Whole Community Preparedness sub-recipients must have a coordinating body to serve as their Citizen Corps Whole Community Council, with membership that includes, but is not limited to: representatives from emergency management, homeland security, law enforcement, fire service, EMS, public health, hospitals, HCCs, or their designee, elected officials, the private sector especially privately owned critical infrastructure, private nonprofits, nongovernmental organizations including faith-based, community-based, and voluntary organizations and advocacy groups.
- All EMPG funded personnel shall participate in exercises as a controller, evaluator, facilitator, player, or planning team member within the 12 month performance period of this award; performance progress for each funded position will be measured on each quarterly report. 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 EMPG 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 15 days after the end of Period of Performance.
- All equipment must be purchased and deployed in accordance set forth in the FY 2020 EMPG NOFO. All assets supported in part or entirely with FY 2020 EMPG funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements.

- A DHSEM Approved Request for Approval is required prior to any non-personnel purchases/expenditures.
- All requests must be reviewed and approved by the Local Preparedness Program. All requests must meet the original scope of the project. All approved revisions shall result in a subgrant amendment.
- If a revision of the project(s) scope of work is requested, it must be pre-approved by the Local Preparedness Program before the jurisdiction can proceed with the Request for Approval (RFA) process. If the revision is approved, the Local Preparedness Program may request additional documentation to proceed with recommendation to DHSEM Leadership for final approval.
- 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) screening form must be submitted prior to any ground disturbance, modification to buildings, etc.
- Procurement from Minority Owned and Women Owned Business is encouraged, and must be tracked and reported to DHSEM on the quarterly reports.
- Annual external audit reports must be submitted to DHSEM within 30 days of receipt by sub-recipients.
- All Contracts for goods and services, to include the project scope of work, must be reviewed and approved by the LPC and ASB before execution, to include signing of contract between parties.
- Upon completion of all awarded projects, any remaining funds will be de-obligated and reverted back to NMDHSEM.
- Extensions due to exigent or emergency circumstances will be determined by DHSEM on a case-by-case basis. Applicants who experience technical issues must notify the Local Preparedness Coordinator assigned to their area.



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

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-grantee Quay County 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.

**SUB-RECIPIENT GRANT AGREEMENT**  
**Signature of Acceptance**

**SUB RECIPIENT SIGNATURES**

**SIGNATURE OF EMERGENCY MANAGEMENT PROGRAM MANAGER**

PRINTED NAME: *Daniel Zamora*

OFFICIAL SIGNATURE: *[Signature]* DATE: *8-27-2020*

CONTACT NUMBER: *(575) 403-4738* E-MAIL ADDRESS: *daniel.zamora@quaycounty-nm.gov*

**SIGNATURE OF JURISDICTION CHIEF FINANCIAL OFFICER**

PRINTED NAME: *Cheryl Simpson*

OFFICIAL SIGNATURE: *[Signature]* Date: *8/24/2020*

CONTACT NUMBER: *575-461-2112* E-MAIL ADDRESS: *cheryl.simpson@quaycounty-nm.gov*

**SIGNATURE OF JURISDICTION SIGNATORY OFFICIAL**

PRINTED NAME: *Franklin McCasland*

OFFICIAL SIGNATURE: *[Signature]* DATE: *8-24-2020*

CONTACT NUMBER: *575 403 798* E-MAIL ADDRESS: *fmccasland79@yahoo.com*

**NM DHSEM SIGNATURES**

**SIGNATURE OF DHSEM GRANTS MANAGER** **DATE**

OFFICIAL SIGNATURE:

Print Name: *Juanita Abeyta*

**SIGNATURE OF DHSEM CABINET SECRETARY** **DATE**

OFFICIAL SIGNATURE:

Print Name: *Bianca Ortiz Wertheim*

Print two (2) original agreements, sign both and mail to: Grants Management Unit, P.O. Box 27111, Santa Fe, NM 87502

**ATTACHMENT I**  
**Required Reimbursement Checklist**

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

**EQUIPMENT**

- Have all invoices been included?
- Has AEL # been identified for each purchase?
- If service/warranty expenses are listed, are they only for the performance period of the grant?
- Has proof of payment been included? (e.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement)
- If EHP form needed – has copy of it and approval from DHS/FEMA been included?

**CONSULTANTS/CONTRACTORS**

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

**SALARY POSITIONS (Note: this applies to positions billed under M&A)**

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

**TRAINING**

- Is the course DHS/FEMA approved? Is there a course or catalog number? If not, has DHSEM approved the non-DHS training request form? Is supporting documentation included your reimbursement request?
- Have sign-in sheets, rosters and agenda been provided?
- If billing for overtime and/or backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have print outs from entity's financial system been provided as proof attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
- Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
- Has any expenditures occurred in support of the training (e.g., printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment)? If so, receipts and proof of payment must be submitted. (e.g. system generated ledger, canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

**MATCHING FUNDS**

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