

Commission Meeting Agenda



Mayor

Samuel D. Cobb

City Commission

Marshall R. Newman

Christopher R. Mills

Larron B. Fields

Joseph D. Calderón

Dwayne Penick

Don R. Gerth

Acting City Manager

Manny Gomez

February 1, 2021



Hobbs City Commission

Regular Meeting
City Hall, City Commission Chamber
200 E. Broadway, 1st Floor Annex, Hobbs, New Mexico

Monday, February 1, 2021 – 6:00 p.m.
Virtual Meeting Held by Video Conference

Sam D. Cobb, Mayor

Marshall R. Newman
Commissioner – District 1

Christopher R. Mills
Commissioner – District 2

Larron B. Fields
Commissioner – District 3

Joseph D. Calderon
Commissioner – District 4

Dwayne Penick
Commissioner – District 5

Don R. Gerth
Commissioner – District 6

A G E N D A

City Commission Meetings are
Broadcast Live on KHBX FM 99.3 Radio and
Available via Livestream at www.hobbsnm.org

CALL TO ORDER AND ROLL CALL

INVOCATION AND PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES

1. Minutes of the January 19, 2021, Regular Commission Meeting

PROCLAMATIONS AND AWARDS OF MERIT

None

PUBLIC COMMENTS

Written public comments are welcome. Due to the current COVID-19 State of Emergency and the orders of the New Mexico Department of Health, public comment should be submitted in writing to the City Clerk at jfletcher@hobbsnm.org or faxed to (575) 397-9334 no later than 4:30 p.m. on February 1, 2021.

CONSENT AGENDA *(The consent agenda is approved by a single motion. Any member of the Commission may request an item to be transferred to the regular agenda from the consent agenda without discussion or vote.)*

2. Resolution No. 7025 – Authorizing the Mayor to Appoint Sandra Goad to Fill a Vacancy on the Library Board *(Mayor Sam Cobb)*
3. Resolution No. 7026 – Approving the Grant Application with the Department of Homeland Security Federal Assistance to Firefighters Grant Program *(Barry Young, Deputy Fire Chief)*

DISCUSSION

4. Presentation by Mr. David Reed, J. F Maddox Foundation, Regarding Housing Insecurity By the Numbers

ACTION ITEMS *(Ordinances, Resolutions, Public Hearings)*

5. Consideration of Approval of a Sole Source Purchase of RAPIDHIT DNA ID System from Life Technologies Corp. in the Amount of \$104,009.65 for the Hobbs Police Department *(John Ortolano, Police Chief)*
6. Resolution No. 7027 – Approving the FY 2021 DFA 2nd Quarter Financial Report for Lodgers' Tax *(Toby Spears, Finance Director)*
7. Resolution No. 7028 – Approving the FY 2021 DFA 2nd Quarter Financial Report *(Toby Spears, Finance Director)*

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

8. Next Meeting Date:

- City Commission Regular Meeting
Tuesday, February 16, 2021, at 6:00 p.m.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the above meeting, please contact the City Clerk's Office at (575) 397-9200 at least 72 hours prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the City Clerk's Office if a summary or other type of accessible format is needed.



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 1, 2021

SUBJECT: City Commission Meeting Minutes

DEPT. OF ORIGIN: City Clerk's Office
DATE SUBMITTED: January 27, 2021
SUBMITTED BY: Jan Fletcher, City Clerk

Summary:

The following minutes are submitted for approval:

- Regular Commission Meeting of January 19, 2021

Fiscal Impact:

Reviewed By: Finance Department

N/A

Attachments:

Minutes as referenced under "Summary".

Legal Review:

Approved As To Form: City Attorney

Recommendation:

Motion to approve the minutes as presented.

Approved For Submittal By:

Department Director
City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No.
Ordinance No.
Approved
Other
Continued To:
Referred To:
Denied
File No.

Minutes of the regular meeting of the Hobbs City Commission held on Tuesday, January 19, 2021, in Hobbs, New Mexico. This was a virtual meeting held by video conferencing and viewable to the public via Livestream on the City's website at www.hobbsnm.org.

Call to Order and Roll Call

Mayor Cobb called the meeting to order at 6:06 p.m. and welcomed everyone viewing through Livestream. Deputy City Clerk, Ms. Mollie Maldonado, called the roll and the following identified themselves as participating remotely through video conferencing and answered present:

Mayor Sam D. Cobb
Commissioner Marshall R. Newman
Commissioner Christopher Mills
Commissioner Larron B. Fields
Commissioner Joseph D. Calderón (*Logged on at 6:06 p.m.*)
Commissioner Dwayne Penick
Commissioner Don Gerth

The following staff members and presenters participated remotely in the meeting via video conference:

Manny Gomez, Acting City Manager/Fire Chief
Efren Cortez, City Attorney
Mary Lyle, Art Committee
Daniel Russell, Art Committee
Shawn Williams, Fire Marshal
Brandon Roberts, Fire Inspector
Toby Spears, Finance Director
Kevin Robinson, Development Director
Art De La Cruz, Code Enforcement Superintendent
Barry Young, Deputy Fire Chief
Mollie Maldonado, Deputy City Clerk

Mayor Cobb explained the guidelines issued by the New Mexico Attorney General's Office, Open Government Division (OGD), regarding the virtual public body meeting through video conferencing. He stated the following guidelines must be followed:

- At the start of the meeting, the Mayor should announce the names of those members of the public body participating remotely.
- All members of the public body participating remotely must identify themselves whenever they speak and must be clearly audible to the other members of the public body and to the public.
- Members of the public should be afforded remote access, via livestream.
- Mayor should suspend discussion if the audio or video is interrupted.
- All votes of the public body must be a roll call vote.
- The public body should produce and maintain a recording of the open session of the meeting.

For the record, it is noted that all of these guidelines were strictly followed during the entire City Commission meeting.

Invocation and Pledge of Allegiance

Commissioner Fields delivered the invocation and Commissioner Gerth led the Pledge of Allegiance.

Mayor Cobb requested to move Agenda Item No. 11 - Consideration of Approval of Bid No. 1587-21 for Construction of Veterans Memorial Park to CDR Construction, Inc., in the amount of \$1,273,121.12 as the next item to be presented to the Commission in order for Commission Calderón to attend a scheduled Hobbs Municipal School Board meeting.

Action Items

Consideration of Approval of Bid No. 1587-21 for Construction of Veterans Memorial Park to CDR Construction, Inc., in the amount of \$1,273,121.12.

Acting City Manager/Fire Chief Manny Gomez stated he will be presenting the Veterans Memorial Park presentation at tonight's meeting but noted Ms. Shelia Baker, General Services Director, did the work on the project. He gave special thanks to a local veteran, Mr. Robert Lujan, for being an advocate for all veterans and for his persistence in working with the City to build a Veterans Memorial Park. He recognized the Veterans Memorial Park Committee (Committee) as follows:

- Mr. Robert Lujan, a local Vietnam Veteran
- Ms. Angela Courter, Senior Affairs Coordinator, Veteran
- Ms. Shelia Baker, General Services Director
- Acting City Manager/Fire Chief Gomez, Veteran
- Commissioner Penick, Veteran
- Commissioner Mills, Veteran

Acting City Manager/Fire Chief Gomez stated the City established a Committee in 2018 to set the direction and vision for a Veterans Memorial Park. He stated MRWM was hired in May, 2019, to begin the design of the project. Acting City Manager/Fire Chief Gomez stated the Hobbs Veterans Memorial Park will be located on the WWII Hobbs Army Airfield now known as the Hobbs Industrial Air Park (HIAP). He stated the goals of creating the Veterans Memorial Park are to provide Lea County residents with a place to honor and heal, education about those who have served and in what capacity, and to celebrate and come together for different events such as parades, etc. Acting City Manager/Fire Chief Gomez stated this memorial is for everyone, including those who have served and are serving, those who aspire to serve and those who wish to remember past and present veterans. He briefly reviewed the plans for the proposed Veterans Memorial Park.

Acting City Manager/Fire Chief Gomez stated City staff advertised Bid No. 1587-21 in the local newspaper, on the City of Hobbs website and was delivered to several plan rooms. He stated there were 20 companies on the plan holders list. Three bids were submitted. Bids were opened at 2:00 p.m. on Thursday, January 7, 2021 as follows:

Company	Total Bid Price
Spartan Construction of NM, LLC	\$1,275,947.00
CDR Construction, Inc.	\$1,273,121.12
Bradbury Stamm Construction, Inc.	\$1,657,242.00

Acting City Manager/Fire Chief Gomez stated it is the recommendation of City staff that the total bid for the project be awarded to CDR Construction, Inc., as the low bidder, in the amount of \$1,273,121.12 (not including GRT tax).

Commissioners Newman, Fields, Gerth and Calderón all concurred that it is not a good time to spend over one million dollars on a Veterans Memorial Park due to the pandemic and the financial concerns the City of Hobbs is currently facing. They all agreed the Veterans Memorial Park will be reviewed once the City's economy gets better.

Commissioner Penick stated the project has been in review since 2018 and \$600,000.00 has been allocated to the Veterans Memorial Park project. He stated veterans deserve this memorial as a place to reflect on their service and as a place for others to honor those who have served. Commissioner Mills agreed with Commissioner Penick.

Mayor Cobb stated the Commission may table the item and it can be discussed at a later time.

There being no further discussion, Commissioner Mills moved to approve Bid No. 1587-21 for the Construction of a Veterans Memorial Park and award the bid to CDR Construction, Inc., in the amount of \$1,273,121.12 (not including GRT tax) as presented. Commissioner Penick seconded the motion and roll call vote was recorded as follows: Newman no, Mills yes, Fields no, Calderón no, Penick yes, Gerth no, Cobb yes. The motion failed. Copies of the supporting documentation are attached and made a part of these minutes.

Mayor Cobb stated the Veterans Memorial Park bid may be put back on the agenda by a Commissioner with a "no" vote on this item at a later time.

Mr. Efren Cortez, City Attorney, explained the City's Rules of Procedure for reconsideration of action by the Commission which motion must be made by a member who voted with the prevailing side.

Mr. Toby Spears, Finance Director, stated under the City's procurement ordinance, rejection of the bid would require a new re-bid process. He explained that the scope of the bid project could be adjusted to reduce the cost.

Commissioner Calderon left the meeting at 6:30 p.m.

Approval of Minutes

Commissioner Gerth moved that the minutes of the regular meeting held on Monday, January 4, 2021, be approved as written. Commissioner Newman seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Gerth yes, Penick yes, Cobb yes. The motion carried.

Proclamations and Awards of Merit

Recognition of City Employees - Milestone Service Awards for the Month of January, 2021

Acting City Manager/Fire Chief Gomez reviewed the Milestone Service Awards for the calendar year of 2020 and stated the top three departments with the most years of service worked are as follows: (1) Hobbs Fire Department; (2) Hobbs Police Department; and (3) the City Clerk's Office.

Acting City Manager/Fire Chief Gomez recognized the employees who have reached milestone service awards with the City of Hobbs for the month of January, 2021, which total 75 years of service worked. Acting City Manager/Fire Chief Gomez read their names, job titles and gave a brief summary of the job duties performed by each of the following employees:

- 5 years – Jorge Soriano, HPD
- 10 years – Deborah Corral, Finance
- 20 years – Gil Pena, Parks
- 20 years – Walter Adcock, Warehouse
- 20 years – Paul Marques, Street

Acting City Manager/Fire Chief Gomez stated these employees are not present due to COVID-19 and social distancing requirements. He thanked the Commission for recognizing the employees and their service to the City. As the Acting City Manager for over three years now, he stated recognizing employees, who are the most important resource and asset within the organization, has been the most gratifying experience of all to him. Acting City Manager/Fire Chief Gomez also expressed thanks and appreciation to the employees and their families.

Public Comments

The public was given the opportunity to submit public comments prior to the meeting in writing via email to the City Clerk at jfletcher@hobbsnm.org or via fax to (575) 397-9334

by 4:30 p.m., on January 19, 2021. There were no public comments presented to the Commission.

Consent Agenda

Commissioner Fields moved for approval of the following Consent Agenda Item(s):

Consideration of Approval of a Professional Services Agreement with Luke Otero for Lobbying Services in the Amount of \$25,635.00.

Resolution No. 7018 – Determining that Certain Structures are Ruined, Damaged and Dilapidated, are a Menace to Public Comfort, Health and Safety and Requires Removal from the Municipality (1307 East Byers).

Resolution No. 7019 – Authorizing the Mayor to Approve an Application with the New Mexico Department of Health EMS Fund Act Local Funding Program for FY 2022 in the Amount of \$28,000.

Resolution No. 7020 – Supporting a Change to the State of New Mexico’s Local Economic Development Act (LEDA) Allowing Municipalities to Provide a Certain Percentage of LEDA Funding to Retail Business.

Commissioner Newman seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolutions and supporting documentation are attached and made a part of these minutes.

Discussion

Art Committee Presentation – “Stay Human”

Mayor Cobb welcomed Public Art Committee member Ms. Mary Lyle.

Ms. Lyle introduced Mr. Daniel Russell, also a member of the Public Art Committee. Ms. Lyle presented a PowerPoint presentation to the Commission introducing the sculpture “Stay Human” which was recently installed at the CORE and read the names of the Local Selection Committee as follows: Mr. Dan Hardin, Mr. T. J. Parks, Mr. Ronny Choate, Mr. Tyson Ledgerwood, Mr. Daniel Russell, Ms. Pat Chappelle and Ms. Jennifer Grassham. Ms. Lyle reviewed the project Intent and stated the artist, Ms. Gail Farwell, is an athlete and an artist specializing in the graphic and sculptural art of sport.

Mr. Russell stated Ms. Lyle was the key to the “Stay Human” project. He expressed appreciation to the City Commission and City employees for their assistance in the project.

Action Items

Resolution No. 7021 – Supporting the Small Community Air Service Development Program Grant Application.

Mayor Cobb introduced Ms. Missi Currier, CEO of the Economic Development Corporation of Lea County (EDC). Mayor Cobb briefly explained the resolution and stated the EDC's Airline Committee has identified a federal grant, Small Community Air Service Development Program Grant (Grant), issued through the U. S. Department of Transportation.

Ms. Currier explained the Grant which is designed to provide financial assistance to small communities to help enhance their air service. She stated the EDC and the Airline Committee have identified the re-establishment of the flight from Hobbs to Denver, Colorado, as a possible grant project. The Grant recommends that small communities join together to form a consortium for the purpose of a single application and that new financial commitments be outlined in support of the grant project. Ms. Currier stated the City of Hobbs and Lea County would form a consortium for purposes of the Grant and each would contribute an amount not to exceed \$400,000.00 as new local contributions to the grant project. She stated the City of Hobbs' contribution can be through Lodgers' Tax funds. Ms. Currier explained the overall grant amount sought from the Small Community Air Service Development Program is \$800,000.00, which can be used over two years as the consortium sees appropriate. She stated the aggregate amount is inclusive of local contributions of \$800,000.00 and grant dollars of \$800,000.00 toward the grant project in the amount of \$1.6 million dollars.

Mayor Cobb announced that Ms. Currier will be leaving the EDC and taking a new position at Strategies 360 in Santa Fe, New Mexico. He stated it has been a great pleasure to work with Ms. Currier, and she will definitely be missed at the EDC. Ms. Currier stated she is proud to have worked with Hobbs and Lea County, and she will continue to find new ways to assist Southeast New Mexico from her new position in Santa Fe.

There being no further comment or discussion, Commissioner Gerth moved that Resolution No. 7021 be adopted as presented. Commissioner Newman seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

PUBLICATION: Proposed Ordinance Amending Chapter 8.12 of the Hobbs Municipal Code Related to Fireworks.

Mr. Shawn Williams, Fire Marshal, explained the revised proposed ordinance which was recently discussed by the Commission and has been amended from its initial proposal. He stated the City Commission adopted Ordinance No. 802 on June 3, 1991, which set out regulations for the proper use and sale of fireworks in the City of Hobbs. He further

stated this Ordinance was later amended in 2001 and has since been codified in Chapter 8.12 of the Hobbs Municipal Code. Fire Marshal Williams stated the proposed amendment would bring Chapter 8.12 current with 2007 amendments to the Fireworks Licensing and Safety Act, NMSA 1978, §60-2C-1. He further stated the proposed amendments would allow the City of Hobbs to address fireworks use and misuse within the City boundaries in a more effective and efficient manner which will protect the health, safety and welfare of the general public.

Mr. Efren Cortez, City Attorney, thanked Commissioner Mills for his assistance in revising the proposed ordinance regarding fireworks. He stated the definition of “possession” has been better defined and clarified.

Commissioner Mills thanked Mr. Cortez and the Hobbs Fire Department in working together to better define the provisions of the proposed fireworks ordinance.

There being no further comment or discussion, Commissioner Newman moved that the Commission publish notice of its intent to adopt the ordinance at a later date. Commissioner Gerth seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. A copy of the proposed ordinance is attached and made a part of these minutes.

Resolution No. 7022 - Adopting Budgetary Adjustment #4 for FY 2020-2021.

Mr. Toby Spears explained the resolution to adopt a budgetary adjustment for FY 20-21. He stated the fiscal budget of the City of Hobbs is adopted by resolution, and reviewed and approved by the Department of Finance and Administration. He further stated the budget is prepared prior to the beginning of the fiscal year, and as such, from time to time it becomes necessary to adjust the budget for items not contemplated at the time of its preparation or for issues that arise during the fiscal year. Mr. Spears stated this resolution will approve budgetary adjustment #4 for the current year. A summary of the funds adjusted is attached to this resolution. The budgetary adjustment will be forwarded to the Department of Finance and Administration for their approval, if approved by the Commission.

There being no further comment or discussion, Commissioner Gerth moved that Resolution No. 7022 be adopted as presented. Commissioner Fields seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Resolution No. 7023 – Approving a Development Agreement with Black Gold Estates Concerning the Development of Market Rate Single-Family Housing.

Mr. Kevin Robinson, Development Director, stated Black Gold Estates has requested a Development Agreement concerning the development of single-family housing units

located within the municipal boundaries. He further stated the developer proposes to produce market rate single-family units and is requesting infrastructure incentives of \$200,000.00.

In response to Mayor Cobb's question, Mr. Robinson stated there are approximately 117 homes on the market for sale at the present time.

Commissioner Gerth moved to approve Resolution No. 7023 as presented. Commissioner Newman seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

Resolution No. 7024 – Approving a Development Agreement with ALJO, LLC, Concerning the Development of Market Rate Single-Family Housing.

Mr. Robinson explained the resolution and stated ALJO, LLC, has requested a Development Agreement concerning the development of single-family housing units located within the municipal boundaries, more specifically located northwest of the intersection of Bender and Ranchland. The developer proposes to produce market rate single-family units and is requesting infrastructure incentives of \$200,000.00.

Commissioner Newman moved to approve Resolution No. 7024 as presented. Commissioner Gerth seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. Copies of the resolution and supporting documentation are attached and made a part of these minutes.

COMMENTS BY CITY COMMISSIONERS, CITY MANAGER

Acting City Manager/ Fire Chief Gomez stated multiple entities and businesses partnered with the NAACP to provide 1,000 meals to citizens of Hobbs in honor of Dr. Martin Luther King, Jr., on Monday, January 18, 2021.

Commissioner Mills thanked Ms. Currier for her service to the EDC.

Commissioner Mills expressed his disappointment in the failed motion to move forward with a Veterans Memorial Park. He stated he believes Hobbs will thrive and bounce back from the economic downturn. He expressed concern that Hobbs may not receive any future State or Federal funding due to having high cash reserves.

Commissioner Fields thanked all City staff who went to the Hobbs Apartments to assist the citizens living there. He stated there are still issues that need to be addressed.

Commissioner Fields also thanked Ms. Patricia Grovey with Hobbs Head Start for her assistance in the matter.

Commissioner Fields stated he supports the idea of a Veterans Memorial Park once the City is on a financial upswing. He stated he will be the first to bring it back for consideration in the future.

Commissioner Penick thanked Ms. Currier for her service to the EDC and all the work she has done to keep the airline service in Hobbs.

Commissioner Penick also expressed his disappointment in the failed motion to continue working on the Veterans Memorial Park Project. He stated a lot of money has already been spent on the project. He thanked the Committee and Acting City Manager/Fire Chief Gomez for keeping the project moving. He stated he loves Veterans around the world. Some Veterans will not recover from their service and our country will continue to fight for them.

Commissioner Gerth stated the Veterans Memorial Park will be a top priority once the economy is better. He further stated it is because of the Veterans that we are all here today.

Adjournment

There being no further business or comments, Commissioner Newman moved that the meeting adjourn. Commissioner Fields seconded the motion and roll call vote was recorded as follows: Newman yes, Mills yes, Fields yes, Penick yes, Gerth yes, Cobb yes. The motion carried. The meeting adjourned at 7:42 p.m.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



CONSENT AGENDA



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: 2-1-21

SUBJECT: A Resolution Authorizing the Mayor to Make An Appointment to the Library Board

DEPT. OF ORIGIN: Mayor's Office
DATE SUBMITTED: 1-20-21
SUBMITTED BY: Ann Betzen

Summary:

The Mayor would like to appoint Sandra Goad to the Library Board to fill the unexpired term of Susan Odom. This term expires March 31, 2021.

Fiscal Impact:

There is no fiscal impact to the current year budget.

Reviewed By: _____
Department

Attachments:

Resolution

Legal Review:

Approved As To Form: _____
City Attorney

Recommendation:

Motion to approve Resolution.

Approved For Submittal By:

Department Director

City Manager

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Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied _____
Other _____ File No. _____

CITY OF HOBBS

RESOLUTION NO. 7025

A RESOLUTION AUTHORIZING THE MAYOR
TO MAKE AN APPOINTMENT TO
THE LIBRARY BOARD

BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be and hereby is authorized to appoint Sandra Goad to the Library Board to fill the unexpired term of Susan Odom. This term will expire March 31, 2021:

PASSED, ADOPTED AND APPROVED this 1st day of February, 2021.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk



Approved
1/25/2021

CITY OF HOBBS

ADVISORY BOARD APPLICATION

Notice: Pursuant to ordinance, all City of Hobbs Advisory Board members must be residents within the municipal boundaries of the City of Hobbs.

All board members are required to complete financial disclosures every year.

Name of Advisory Board Applying For: Library Advisory Board

Applicant Name: Sandra K. Goad

Residence Address: 2638 N Jade Ave, Hobbs, N.M. 88248

Mailing Address: Same

Cell Home Phone: 575-390-5397 Work Phone: 575-396-8648

Fax Number: 575-396-3293 Work Cellular Phone: 575-704-6757

Place of Employment/Job Title: Lea County - Probate Judge

Are you currently serving on any other City boards or committees? Yes No

If so, please list: Community Playhouse Board

Do you have any vested interest that might conflict with the board's function and/or purpose?

Not to my knowledge

Present civic membership: Western Heritage Museum

What expertise, skill, volunteer experience or knowledge will you bring to this board?

Retired teacher

List all major accomplishments in this field or in a related field: Taught reading for 30+ yrs. and art for 4 yrs.



Explain why you wish to serve: I LOVE READING!

I love helping others discover the joy of reading.

Explain what you would like to accomplish: To do whatever is necessary to promote reading and learning to all ages.

(Attach any additional information if necessary)

I live in District 2

Were you recommended to apply by Commissioner from your District ___ or by the Mayor ___?

(Mark one, if neither, leave blank)

Date: 1/17/21

Signature: Dandra K Doad

Attention Applicant: All applications are to be turned into the City Clerk's office. The City Clerk will process your application as vacancies or expirations occur.

All applications will be kept on file for three years from dates received. A new application must be completed if you would still be considered for an appointment **OR** if your information has changed.



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 1, 2021

SUBJECT: Assistance to Firefighters Grant (AFG)

DEPT. OF ORIGIN: Fire Department
DATE SUBMITTED: January 25, 2021
SUBMITTED BY: Barry Young, Deputy Fire Chief

Summary:

The Assistance to Firefighters Grant (AFG) was created to enhance the safety of the public and firefighters with respect to fire and related hazards by providing critically needed resources to equip and train personnel...

Fiscal Impact:

Reviewed By: [Signature] Finance Department

The total cost of the cardiac monitors is approximately \$544,657.32. According to the grant portal, the grant will cover \$495,143.02, with the City responsible for \$49,514.30.

Attachments:

- 1. Resolution
2. AFG grant information

Legal Review:

Approved As To Form: [Signature] City Attorney

Recommendation:

Approval of resolution and to proceed with the application for the Assistance to Firefighters Grant (AFG).

Approved For Submittal By:

[Signature] Department Director

[Signature] City Manager

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Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied _____
Other _____ File No. _____

CITY OF HOBBS

RESOLUTION NO. 7026

A RESOLUTION APPROVING THE GRANT APPLICATION
WITH THE DEPARTMENT OF HOMELAND SECURITY FEDERAL
ASSISTANCE TO FIREFIGHTER GRANT PROGRAM

WHEREAS, the City of Hobbs Fire Department is eligible for funding from the Department of Homeland Security's Assistance to Firefighters Grant Program; and

WHEREAS, the grant will provide financial assistance directly to the Fire Department to purchase cardiac monitors; and

WHEREAS, cities with more than 20,000 residents, but less than 1,000,000 must agree to provide 10% of the funds requested in the grant; and

WHEREAS, the total cost of the portable radios is approximately \$544,657.32; and

WHEREAS, the grant will cover 90% or \$495,143.02 with the City being responsible for 10% or approximately \$49,514.30;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the Mayor be authorized and directed to execute on behalf of the City of Hobbs this resolution approving the Grant Application with the Department of Homeland Security and the Federal Emergency Management Agency for funding to provide cardiac monitors to the Hobbs Fire Department.

PASSED, APPROVED AND ADOPTED this 1st day of February, 2021.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

**The Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
Fiscal Year 2020 Assistance to Firefighters Grant (AFG) Program**

NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take four weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: <http://www.grants.gov/web/grants/register.html>. Detailed information regarding DUNS and SAM is also provided in Section D – Application and Submission Information of this NOFO, subsection, Content and Form of Application Submission. An active registration is required in order to apply for funding.

A. Program Description

1. Issued By

Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Grant Programs Directorate (GPD)

2. Assistance Listings (formerly Catalog of Federal Domestic Assistance Number)

97.044

3. Assistance Listings Title (formerly CFDA Title)

Assistance to Firefighters Grant (AFG)

4. Funding Opportunity Title

FY 2020 Assistance to Firefighters Grant

5. Funding Opportunity Number

DHS-20-GPD-044-00-98

6. Authorizing Authority for Program

Section 33 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229) <https://www.govinfo.gov/content/pkg/USCODE-2018-title15/pdf/USCODE-2018-title15-chap49-sec2229.pdf>

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2020 (Pub. L. No. 116-93) <https://www.govinfo.gov/content/pkg/PLAW-116publ93/pdf/PLAW-116publ93.pdf>

8. Announcement Type

Initial

9. Program Overview, Objectives, and Priorities

Overview

The Fiscal Year (FY) 2020 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA's) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTAs) for critical training and equipment. The AFG Program represents one part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the AFG Program supports the goal to Strengthen National Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider the following:

- The findings and recommendations of the Technical Evaluation Panel (TEP);
- The degree to which an award will reduce deaths, injuries, and property damage by reducing the risks associated with fire related and other hazards;
- The extent of an applicant's need for an AFG Program grant and the need to protect the United States as a whole; and
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The 2018-2022 FEMA Strategic Plan creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The AFG Program supports the goal of Readying the Nation for Catastrophic Disasters. We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger Agency and a more prepared and resilient Nation.

Objectives

The objectives of the AFG Program are to provide critically needed resources that equip and train emergency personnel to recognized standards, enhance operational efficiencies, foster interoperability, and support community resilience.

Priorities

Information on program priorities and objectives for the FY 2020 AFG Program can be found in Appendix B, FY 2020 AFG Programmatic Information and Priorities.

10. Performance Metrics

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in support of the AFG Program metrics, which are tied to the programmatic objectives and priorities. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient's performance of the grant by comparing the number of items, supplies, projects, and activities needed and requested in its application with the number of items, supplies, projects, and activities acquired and delivered by the end of the period of performance using the following programmatic metrics:

- Percentage of AFG Program personal protective equipment (PPE) recipients who equipped 100 percent of on-duty active members with PPE in compliance with applicable National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) standards.
- Percentage of AFG Program equipment recipients who reported that the grant award brought them into compliance with either state, local, NFPA, or OSHA standards.
- Percentage of AFG Program grant recipients who reported having successfully replaced their fire vehicles in accordance with industry standards.
- Percentage of AFG Program training recipients who reported that the grant award allows their members to achieve firefighter training level I and firefighter training level II within one year of coming into service.
- Percentage of AFG Program wellness and fitness recipients who reported that the grant award allows their members to achieve minimum physical and/or mental operational readiness requirements through tailored health-related fitness programs.
- Percentage of AFG Program modifications to facilities recipients who reported that the grant award brought them into compliance with either state, local, NFPA, or OSHA standards on housing and readiness posture.

B. Federal Award Information

1. Available Funding for the NOFO:	\$319,500,000.00 ¹
2. Projected number of Awards:	2,000

¹ Note that this figure differs from the total amount appropriated under the *Department of Homeland Security Appropriations Act, 2020*, Pub. L. No. 116-93. In this FY 2020 AFG NOFO, percentages of “available grant funds” refers to the total amount appropriated—\$355,000,000—by Pub. L. No. 116-93 to meet the statutory requirements of § 33 of the *Federal Fire Prevention and Control Act of 1974*, as amended (codified at 15 U.S.C. § 2229). A portion of these “available grant funds” will be allocated to the Fire Prevention & Safety (FP&S) program, which will have a separate NOFO and application period. \$35,500,000 will be allocated to FP&S for FY 2020.

3. **Period of Performance:** Twenty-four months from the date of award.

Extensions to the period of performance are allowed. For additional information on period of performance extensions, refer to Section H.

FEMA awards only include one budget period, so it will be same as the period of performance. *See* 2 C.F.R. § 200.1 for definitions of “budget period” and “period of performance.”

4. **Projected Period of Performance Start Date(s):** May 1, 2021 (will vary based on award date)
5. **Projected Period of Performance End Date(s):** April 30, 2023 (will vary based on Period of Performance Start Date)
6. **Funding Instrument Type:** Grant

C. **Eligibility Information**

1. **Eligible Applicants**

- a. **Fire Departments:** Fire departments operating in any of the 50 states, as well as fire departments in the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,² or any federally recognized Indian tribe or tribal organization. A fire department is an agency or organization having a formally recognized arrangement with a state, local, tribal, or territorial authority (city, county, parish, fire district, township, town, or other governing body) to provide fire suppression to a population within a geographically fixed primary first due response area.
- b. **Nonaffiliated EMS organizations:** Nonaffiliated EMS organizations operating in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of Puerto Rico,² or any federally recognized Indian tribe or tribal organization. A nonaffiliated EMS organization is an agency or organization that is a public or private nonprofit emergency medical service entity providing medical transport that is not affiliated with a hospital and does not serve a geographic area in which emergency medical services are adequately provided by a fire department. FEMA considers the following as hospitals under the AFG Program:
- Clinics
 - Medical centers
 - Medical college or university

² The District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico are all defined as “States” in the Federal Fire Prevention and Control Act of 1974. *See* 15 U.S.C. § 2203(10).

- Infirmaries
 - Surgery centers
 - Any other institution, association, or foundation providing medical, surgical, or psychiatric care and/or treatment for the sick or injured.
- c. ***State Fire Training Academies:*** A SFTA operates in any of the 50 states, as well as the District of Columbia, the Commonwealth of the Northern Mariana Islands, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of Puerto Rico.² Applicants must be designated either by legislation or by a Governor's declaration as the sole fire service training agency within a state, territory, or the District of Columbia. The designated SFTA shall be the only agency, bureau, division, or entity within that state, territory, or the District of Columbia, to be an eligible SFTA applicant under the AFG Program.

2. Eligible Activities

The FY 2020 AFG Program has three activities:

- Operations and Safety
- Vehicle Acquisition
- Regional Projects

Each activity has its own eligibility requirements. These requirements are outlined in Appendix B: Programmatic Information and Priorities.

3. Other Eligibility Criteria

a. *National Fire Incident Reporting System (NFIRS)*

NFIRS reporting is not a requirement to apply for any AFG Program; however, fire departments that receive funding under this program must agree to provide information to the NFIRS for the period covered by the assistance. If a recipient does not currently participate in the incident reporting system and does not have the capacity to report at the time of the award, that recipient must agree to provide information to the system for a 12-month period commencing as soon as possible after they develop the capacity to report. Capacity to report to NFIRS must be established prior to the termination of the two-year performance period. The recipient may be asked by FEMA to provide proof of compliance in reporting to NFIRS. Any recipient that stops reporting to NFIRS during their grant's period of performance may be subject to the remedies for noncompliance at 2 C.F.R. § 200.339, unless it has yet to develop the capacity to report to NFIRS, as described above. There is no NFIRS reporting requirement for nonaffiliated EMS organizations or SFTAs.

Note: Although data collection is an important tool for understanding and justifying assistance, participation in other data sources, (e.g., National Fire Operations Reporting System [NFORS]) does not satisfy the requirement for reporting to NFIRS.

b. *National Incident Management System (NIMS) Implementation*

AFG Program applicants are not required to comply with NIMS to apply for AFG Program funding or to receive an AFG Program award. Any applicant who receives an FY 2020 AFG Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

4. Maintenance of Effort (MOE)

Pursuant to 15 U.S.C. § 2229(k)(3), an applicant seeking an AFG Program grant shall agree to maintain, during the term of the grant, the applicant's aggregate expenditures relating to activities allowable under this NOFO, at not less than 80 percent of the average amount of such expenditures in the two fiscal years prior to the fiscal year an AFG Program grant is awarded.

In other words, an applicant agrees that if it receives a grant award, the applicant will keep its overall expenditures during the award's period of performance (including those funded with non-Federal funding) for activities that could be allowable costs under this NOFO at a level that is at least 80 percent or more of the average of what the applicant spent on such costs for those activities in fiscal years 2018 and 2019.

5. Cost Share or Match

Recipient cost sharing is generally required as described below and pursuant to 15 U.S.C. § 2229(k)(1). In general, eligible applicants shall agree to make available non-federal funds to carry out an AFG Program award in an amount equal to and not less than 15 percent of the grant awarded. Exceptions to this general requirement apply to entities serving smaller communities as follows:

- When serving a jurisdiction of 20,000 residents or fewer, the applicant shall agree to make available non-federal funds in an amount equal to not less than 5 percent of the grant awarded;
- When serving a jurisdiction of more than 20,000 residents, but not more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 10 percent of the grant awarded;
- When serving a jurisdiction of more than 1 million residents, the applicant shall agree to make available non-federal funds in an amount equal to not less than 15 percent of the grant awarded.

The cost share for SFTAs will apply the requirements above based on the total population of the state. The cost share for a Regional application will apply the requirements above based on the aggregate population of the primary first due response areas of the Host and participating partner organizations that execute a Memorandum of Understanding (MOU) as described in Appendix B, Section J, Regional projects.

FEMA has developed a cost share calculator tool in order to assist applicants with determining their cost share. The cost share tool is available at:
<https://www.fema.gov/grants/preparedness/firefighters/assistance-grants>.

Types of Cost Share

- i. **Cash (Hard Match):** Cost share of non-federal cash is the only allowable recipient contribution for AFG Program activity (Vehicle Acquisition, Operations and Safety, and Regional).
- ii. **Trade-In Allowance/Credit:** On a case-by-case basis, FEMA may allow recipients already owning assets acquired with non-federal cash to use the trade-in allowance/credit value of those assets as cash for the purpose of meeting their cost share obligation. For FEMA to consider a trade-in allowance/credit value as cash, the allowance amount must be reasonable, and the allowance amount must be a separate entry clearly identified in the acquisition documents.
- iii. **In-kind (Soft Match):** In-kind cost share is not allowable for the AFG Program.

The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applications.

Economic Hardship Waivers

The FEMA Administrator may waive or reduce recipient cost share or MOE requirements in cases of demonstrated economic hardship. Please see [Appendix C: Award Administration Information](#) for additional information.

D. Application and Submission Information

1. Key Dates and Times: all times listed are Eastern Time (ET)

Date Posted to Grants.gov:	December 29, 2020
Application Start Date:	January 04, 2021 at 8 a.m.
Application Submission Deadline:	February 12, 2021 at 5 p.m.

All applications must be received by the established deadline.

FEMA's Grants Outcomes System (FEMA GO) automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D of this NOFO.

FEMA will not review applications that are received after the deadline or consider these late applications for funding. FEMA may, however, extend the application deadline on request for any applicant who can demonstrate that good cause exists to justify extending the deadline. Good cause for an extension may include technical

problems outside of the applicant’s control that prevent submission of the application by the deadline, other exigent or emergency circumstances, or statutory requirements for FEMA to make an award.

Applicants experiencing technical problems outside of their control must notify FEMA as soon as possible and before the application deadline. Failure to timely notify FEMA of the issue that prevented the timely filing of the application may preclude consideration of the award. “Timely notification” of FEMA means the following: prior to the application deadline and within 48 hours after the applicant became aware of the issue.

If applicants experience technical issues, they must notify the FEMA GO Helpdesk as soon as possible. The FEMA GO Helpdesk can be reached at (877) 585-3242 or by e-mail at femago@fema.dhs.gov. The FEMA GO Helpdesk is open Monday through Friday, 8: a.m. – 6 p.m. ET.

A list of FEMA contacts can be found in Section G of this NOFO, “DHS Awarding Agency Contact Information.” For programmatic or grants management questions, please contact your Program Analyst or Grants Management Specialist. If applicants do not know who to contact or if there are programmatic questions or concerns, please contact the AFG Helpdesk at 866-274-0960 or by e-mail at firegrants@fema.dhs.gov. The AFG Helpdesk is open Monday through Friday, 8:00 AM – 4:30 PM ET.

Anticipated Funding Selection Date: April 30, 2021

Anticipated Award Date: Beginning on approximately April 30, 2021 and continuing thereafter until all FY 2020 AFG Program grant awards are issued (but no later than September 30, 2021).

Other Key Dates

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid Employer Identification Number (EIN)	Eight weeks before actual submission deadline
Registering in or Updating SAM registration	Four weeks before actual submission deadline
Registering Organization in FEMA Grants Outcomes (FEMA GO) System	Prior to beginning application
Submitting complete application in FEMA GO	One week before actual submission deadline

2. Agreeing to Terms and Conditions of the Award

By submitting an application, the applicant agrees to comply with the requirements of this NOFO and the terms and conditions of its award, should the applicant receive an

award.

3. Address to Request Application Package

The online FY 2020 AFG Program application is only available via the Assistance to Firefighters Grant Program's FEMA GO application portal, at <https://go.fema.gov>.

Note: Hard copies of the application are not available. However, the Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Notice is (800) 462-7585.

Content and Form of Application Submission

FEMA will process applications through FEMA GO. Application tutorials and Frequently Asked Questions (FAQs) explain the current AFG Program, assist with the online grant application, and highlight lessons learned and changes for FY 2020. For more details, please visit the AFG Program website at <http://www.fema.gov/firegrants>.

DHS makes all funding opportunities available on the internet, accessible at <http://www.grants.gov>. If applicants experience difficulties accessing information or have any questions, please call the Grants.gov Contact Center at (800) 518-4726.

The Grants.gov website will direct applicants to FEMA GO, at <https://go.fema.gov>, which contains the online AFG Program application. The online AFG Program application incorporates all required forms.

FEMA GO will allow the applicant's authorized representative(s) to log in and create their own account. This account is specific to the authorized user and must not be shared with other personnel. The FEMA GO account is separate from any previous accounts created in the eGrants system. Applicants can save, retrieve, update, and revise their work through the end of the application period. The automated system does not allow applicants to submit incomplete applications. The system alerts applicants when required information has not been entered. Prior to final submission, an online application may be saved, retrieved, or edited up to the application deadline.

Note: FEMA GO will support only the most recent major release of the following browsers:

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

**NO APPLICATIONS WILL BE RELEASED BACK TO THE
APPLICANT AFTER FINAL SUBMISSION**

After the application period has ended, no changes can be made. There is no appeal process for inaccurate or incomplete information.

a. Standard Required Application Forms and Information

The following forms or information are required to be submitted via FEMA GO. The Standard Forms (SF) are also available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

- **SF-424, Application for Federal Assistance**
- **Grants.gov Lobbying Form, Certification Regarding Lobbying**
- **SF-424A, Budget Information (Non-Construction)**
- **SF-424B, Standard Assurances (Non-Construction)**
- **SF-LLL, Disclosure of Lobbying Activities**
- **Indirect Cost Agreement or Proposal** if the budget includes indirect costs and the applicant is required to have an indirect cost rate agreement or proposal. If the applicant does not have or is not required to have an indirect cost rate agreement or proposal, please see the “Funding Restrictions and Allowable Costs” section of this NOFO for further information regarding allowability of indirect costs and whether alternatives to an indirect cost rate agreement or proposal might be available, or contact the relevant FEMA staff identified in Section G of this NOFO, “DHS Awarding Agency Contact Information” for further instructions.

b. Program-Specific Required Forms and Information

For program-specific required and optional forms and information, please see the appendices to this NOFO.

4. Steps Required to Obtain a Unique Identifier, Register in the System for Award Management (SAM), and Submit an Application

Applying for an award under this program is a multi-step process and requires time to complete. Applicants are encouraged to register early as the registration process can take four weeks or more to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.

Please review the table above for estimated deadlines to complete each of the steps listed. Failure of an applicant to comply with any of the required steps before the deadline for submitting an application may disqualify that application from funding.

To apply for an award under this program, all applicants must:

- a. Apply for, update, or verify their Data Universal Numbering System (DUNS) number from Dun & Bradstreet and Employer Identification Number (EIN) from the Internal Revenue Service;
- b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;

- c. Have an account with login.gov;
- d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- e. Register in FEMA GO, add the organization to the system, and establish the Authorized Organizational Representative (AOR). The organization's electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>;
- f. Submit the complete application in FEMA GO; and
- g. Continue to maintain an active SAM registration with current information at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency. As part of this, applicants must also provide information on an applicant's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

Applicants are advised that FEMA may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when FEMA is ready to make a federal award. Further, applicants must maintain an active SAM registration with current information at all times during which the applicant has an active federal award or an application or plan under consideration by any federal awarding agency. If an applicant's SAM registration is expired at the time of application, expires during application review, or expires any other time before award, FEMA may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Per 2 C.F.R. § 25.110(c)(2)(ii), if an applicant is experiencing exigent circumstances that prevents it from receiving a DUNS number and completing SAM registration prior to receiving a federal award, the applicant must notify FEMA as soon as possible by contacting askcsid@fema.dhs.gov and providing the details of the circumstances that prevent completion of these requirements. If FEMA determines that there are exigent circumstances and FEMA has decided to make an award, the applicant will be required to obtain a DUNS number and complete SAM registration within 30 days of the federal award date.

Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, FEMA requires applicants to submit applications through FEMA GO.

5. How to Register to Apply

a. General Instructions:

Registering and applying for an award under this program is a multi-step process and requires time to complete. Read the instructions below about registering to apply for FEMA funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. To ensure an application meets the deadline, applicants are advised to start the required steps well in advance of their submission.

Organizations must have a Data Universal Numbering System (DUNS) Number, Employer Identification Number (EIN), and an active System for Award Management (SAM) registration.

b. Obtain a DUNS Number:

All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:

<https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>.

Note: At some point, the DUNS Number will be replaced by a “new, non-proprietary identifier” requested in, and assigned by, SAM.gov. This new identifier is being called the Unique Entity Identifier (UEI), or the Entity ID. Grants.gov has begun preparing for this transition by educating users about the upcoming changes and updating field labels and references to the DUNS Number (the current identifier) within the Grants.gov system. Users should continue using the DUNS Number in UEI fields until further notice. To learn more about SAM’s rollout of the UEI, please visit <https://gsa.gov/entityid>.

c. Obtain Employer Identification Number

In addition to having a DUNS number, all entities applying for funding must provide an Employer Identification Number (EIN). The EIN can be obtained from the IRS by visiting <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

d. Create a login.gov account:

Applicants must have a login.gov account in order to register with SAM or update their SAM registration. Applicants can create a login.gov account here: https://secure.login.gov/sign_up/enter_email?request_id=34f19fa8-14a2-438c-8323-a62b99571fd3.

Applicants only have to create a login.gov account once. For applicants that are existing SAM users, use the same email address for the login.gov account as with SAM.gov so that the two accounts can be linked.

For more information on the login.gov requirements for SAM registration, refer to: <https://www.sam.gov/SAM/pages/public/loginFAQ.jsf>.

e. Register with SAM:

In addition to having a DUNS number, all organizations applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to <https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>.

Note: As a new requirement per 2 C.F.R. § 25.200, applicants must also provide the applicant's immediate and highest-level owner, subsidiaries, and predecessors that have been awarded federal contracts or federal financial assistance within the last three years, if applicable.

i. Additional SAM Reminders

Existing SAM.gov account holders should check their account to make sure it is "ACTIVE." SAM registration should be completed at the very beginning of the application period and should be renewed annually to avoid being "INACTIVE." **Please allow plenty of time before the grant application submission deadline to obtain a DUNS number and then to register in SAM. It may be four weeks or more after an applicant submits the SAM registration before the registration is active in SAM, and then it may be an additional 24 hours before FEMA's system recognizes the information.**

It is imperative that the information applicants provide is correct and current. Please ensure that your organization's name, address, DUNS number, and Employer Identification Number, or EIN, are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all other FEMA awards. Payment under any FEMA award is contingent on the recipient's having a current SAM registration.

ii. Help with SAM

The SAM quick start guide for new recipient registration and SAM video tutorial for new applicants are tools created by the General Services Administration (GSA) to assist those registering with SAM. If applicants have questions or concerns about a SAM registration, please contact the Federal Support Desk at <https://www.fsd.gov/fsd-gov/home.do> or call toll free (866) 606-8220.

f. Register in FEMA GO, Add the Organization to the System, and Establish the AOR:

Applicants must register in FEMA GO and add their organization to the system. The organization's electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/media-library/assets/documents/181607>.

Note: FEMA GO will support only the most recent major release of the following browsers:

- Google Chrome
- Internet Explorer
- Mozilla Firefox
- Apple Safari
- Microsoft Edge

Users who attempt to use tablet type devices or other browsers may encounter issues with using FEMA GO.

6. Timely Receipt Requirements and Proof of Timely Submission

All applications must be completed in FEMA GO and received by February 12, 2021 at 5 p.m. ET. FEMA GO automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative (AOR) role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission on the date and time that FEMA GO received the application. Applications received by FEMA GO after the established due date for applications will be considered late and not considered for funding.

Applicants who experience system-related issues will be addressed until 3 p.m. ET on the date applications are due. No new system-related issues will be addressed after this deadline.

Applicants using slow internet connections, such as dial-up connections, should be aware that transmission can take some time before FEMA GO receives your application. FEMA GO will provide either an error message or a successfully received transmission in the form of an email sent to the AOR that submitted the application. The FEMA GO Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Do not do this. It may cause your application to fail to be submitted and consequently not be considered for funding. Please be patient and give the system time to process the application.

7. Intergovernmental Review

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see <https://www.archives.gov/federal-register/codification/executive->

8. Funding Restrictions and Allowable Costs

All costs charged to awards covered by this NOFO must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements at 2 C.F.R. Part 200, unless otherwise indicated in the NOFO, or the terms and conditions of the award. This includes, among other requirements, that costs must be incurred, and products and services must be delivered, within the period of performance of the award. *See* 2 C.F.R. § 200.403(h) (referring to budget periods, which for FEMA awards is the same as the period of performance).

In general, the Cost Principles establish standards for the allowability of costs, provide detailed guidance on the cost accounting treatment of costs as direct or administrative costs, and set forth allowability principles for selected items of cost. More specifically, except as otherwise stated in this NOFO, the terms and condition of an award, or other program materials, costs charged to awards covered by this NOFO must be consistent with the Cost Principles for Federal Awards located at 2 C.F.R. Part 200, Subpart E. In order to be allowable, all costs charged to a FEMA award or applied to the cost share must be reasonable in nature and amount and allocable to the particular FEMA award.

Additionally, all costs charged to awards must comply with the grant program's applicable statutes, policies, requirements in this NOFO as well as with the terms and conditions of the award. If FEMA staff identify costs that are inconsistent with any of these requirements, these costs may be disallowed, and FEMA may recover funds as appropriate, consistent with applicable laws, regulations, and policies.

As part of those requirements, grant recipients and subrecipients may only use federal funds or funds applied to a cost share for the purposes set forth in this NOFO and the terms and conditions of the award, and those costs must be consistent with the statutory authority for the award.

Grant funds may not be used for matching funds for other federal grants/cooperative agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity.

Additionally, federal employees are prohibited from serving in any capacity (paid or unpaid) on the development of any proposal submitted under this program.

In addition to the subsections below, please see Appendix B to this NOFO for additional information on funding restrictions and allowable costs.

a. Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services

Recipients and subrecipients of FEMA federal financial assistance are subject to the

prohibitions described in section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.326, 200.471, and Appendix II to 2 C.F.R. Part 200. Beginning August 13, 2020, the statute – as it applies to FEMA recipients, subrecipients, and their contractors and subcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

FEMA will issue additional guidance in a forthcoming Interim Policy.

Effective August 13, 2020, FEMA recipients and subrecipients **may not** use any FEMA funds under open or new awards to:

- (1) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
- (2) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system; or
- (3) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.

i. Replacement Equipment and Services

FEMA grant funding may be permitted to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the NOFO and the Preparedness Grants Manual.

ii. Definitions

Per section 889(f)(2)-(3) of the FY 2019 NDAA and 2 C.F.R. § 200.216, covered telecommunications equipment or services means:

- i. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
- ii. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
- iii. Telecommunications or video surveillance services provided by such entities or using such equipment; or

- iv. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

Examples of the types of products covered by this prohibition include phones, internet, video surveillance, and cloud servers when produced, provided, or used by the entities listed in the definition of "covered telecommunications equipment or services." See 2 C.F.R. § 200.471.

b. Construction

Construction costs are *not eligible* under the AFG Program grants. Construction includes major alterations to a building that changes the profile or footprint of the structure. Modifications to facilities activities described in Appendix A Funding Priorities, are not considered construction costs for purposes of general award cost categorization and may be eligible. However, modifications to facilities activities might be considered "construction" for purposes of applicable procurement under grants requirements or environmental protection and historic preservation purposes.

c. Pre-award Costs

Generally, grant funds cannot be used to pay for products and services contracted for or obligated prior to the effective date of the award. Fees for grant writers are considered an exception and may be included as a pre-award expenditure. Further, other costs incurred after the application deadline, but prior to an offer of award, may be eligible for reimbursement only if the following conditions are met:

- The recipient must request approval from FEMA to incur such pre-award costs. Requests must be sent via email to FireGrants@fema.dhs.gov and include the application number and justification narrative. Please note, the recipient must seek approval at the time of acquisition and before the award is announced.
- The recipient must receive confirmation from FEMA that the expenses have been reviewed and that FEMA has determined the costs to be justified, unavoidable, and consistent with the grant's scope of work.
- See also Appendix C for further information regarding grant writer fees and the "Additional Information" section of this NOFO for general procurement under grants requirements.

d. Fire Departments and Nonaffiliated EMS organizations

The total amount of funding a fire department or nonaffiliated EMS organization recipient may receive under an AFG Program award is limited to the maximum amounts set by § 33(c)(2) of the *Federal Fire Prevention and Control Act of 1974*, as amended (15 U.S.C. § 2229(c)(2)). These award limits are based on two factors: population served and a 1 percent aggregate amount of available grant funds.

The population of the jurisdiction served by the recipient will determine the

maximum amount of AFG Program funding a recipient is eligible to receive but no recipient may receive an award that exceeds one percent of available grant funds in FY 2020, or \$3,550,000. FEMA may waive this aggregate cap in individual cases where FEMA determines that a recipient has an extraordinary need for a grant that exceeds the aggregate cap. FEMA may not waive the statutory funding caps based on population.

The following table explains the maximum funding that a recipient may receive in FY 2020:

Population of jurisdiction served by the recipient	Maximum award in FY 2019	Statutory waiver available subject to extraordinary need?
100,000 or fewer people	No more than \$1 million	None available
100,001 – 500,000 people	No more than \$2 million	None available
500,001 – 1,000,000 people	No more than \$3 million	None available
1,000,001 – 2,500,000 people	No more than \$3.55 million	Yes, but no more than \$6 million
More than 2,500,000 people	No more than \$3.55 million	Yes, but no more than \$9 million

Regional applicants will be subject to the funding limitations based on the total population served by the host and participating partners. Additionally, Regional grants awarded are included in the host organization’s funding limitations. For example: if a recipient serves a population of 100,000 or fewer and is the recipient of a Regional award for \$1 million, they have met their cap and are no longer eligible for additional funds through the Operations and Safety or Vehicle activities.

Allocations and Restrictions of Available Grant Funds by Organization Type

- **Nonaffiliated EMS Organizations:** Not more than 2 percent of available grant funds shall be collectively awarded to all nonaffiliated EMS organization recipients.
- **Emergency Medical Services Providers:** Not less than 3.5 percent of available grant funds shall fund emergency medical services provided by fire departments and nonaffiliated EMS organizations.
- **State Fire Training Academy:** Not more than 3 percent of available grant funds shall be collectively awarded to all SFTA recipients. Further, not more than \$500,000 of available grant funds are eligible per applicant.
- **Vehicles:** Not more than 25 percent of available grant funds may be used by recipients for the purchase of vehicles. Of that amount, based on stakeholder recommendations, FEMA intends to allocate 10 percent of the total vehicle funds for ambulances.
- **Micro Grants:** The selection of the voluntary Micro Grant option (cumulative federal funding of \$50,000) for eligible Operations and Safety activities does not impact an applicant’s request or federal participation under the Vehicle Acquisition or Regional projects. Applicants who select Micro Grants under Operations and Safety as a funding opportunity choice may still apply for a Vehicle(s) Acquisition or Regional project.

e. Management and Administration (M&A) Costs

M&A expenses should be based only on actual expenses or known contractual costs; requests that are simple percentages of the award, without supporting justification, will not be allowed or considered for reimbursement. No more than 3 percent of the federal share of AFG Program funds awarded may be expended by the recipient for M&A for purposes associated with the AFG Program award.

f. Indirect Facilities & Administrative (F&A) Costs

Indirect costs are allowable under this program as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated indirect cost rate agreement that desire to charge indirect costs to an award must provide a copy of their negotiated indirect cost rate agreement at the time of application. Not all applicants are required to have a current negotiated indirect cost rate agreement. Applicants that are not required by 2 C.F.R. Part 200 to have a negotiated indirect cost rate agreement but are required by 2 C.F.R. Part 200 to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated indirect cost rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to FireGrants@fema.dhs.gov for further instructions. Applicants who wish to use a cost allocation plan in lieu of an indirect cost rate must also reach out to FireGrants@fema.dhs.gov for further instructions. Post-award requests to charge indirect costs will be considered on a case-by-case basis and based upon the submission of an agreement or proposal as discussed above or based upon on the de minimis rate or cost allocation plan, as applicable.

9. Environmental and Historical Preservation (EHP)

As a federal agency, DHS/FEMA is required to consider the effects of its actions on the environment and historic properties to ensure that all activities and programs funded by the agency, including grant-funded projects, comply with Federal EHP regulations, laws, Executive Orders, regulations, and policies, as applicable.

Recipients proposing projects that have the potential to impact the environment, including, but not limited to, modification or renovation of existing buildings, structures, and facilities, must participate in the DHS/FEMA EHP review process. The EHP review process involves the submission of a screening form that includes a detailed project description that explains the goals and objectives of the proposed project along with supporting documentation, so that DHS/FEMA may determine whether the proposed project has the potential to impact environmental resources and/or historic properties. In some cases, DHS/FEMA may also be required to consult with other regulatory agencies and the public in order to complete the review process. Federal law requires EHP review to be completed before federal funds are released to carry out proposed projects. Grant recipients must receive confirmation of a completed EHP review prior to beginning project activities. FEMA may not be able to fund projects that are not in compliance with applicable EHP laws, Executive Orders, regulations, and policies.

Applicants may attach the optional EHP form during the application period for the

project(s) they wish to pursue; however, it does not guarantee award. Once the awards are announced, it is the responsibility of the grant recipients to supply the required EHP form at that time to DHS/FEMA, if they have not submitted already during the application period. Applicants can only proceed with their project(s) once the EHP review is completed and approved. DHS/FEMA may notify grant recipients via email if EHP review is required and will provide instructions on how to comply.

DHS and FEMA EHP policy is found in directives and instructions available on the [FEMA.gov EHP page](#), the FEMA website page that includes documents regarding EHP responsibilities and program requirements, including implementation of the National Environmental Policy Act and other EHP regulations and Executive Orders.

Additionally, all AFG recipients are required to comply with FEMA EHP Policy Guidance, FEMA Policy #108-023-1, [Environmental Planning and Historic Preservation Policy Guidance](#).

All modifications to facility activities, and any renovation to facilities that would qualify as a modification to facility supporting activities under Training, Equipment, PPE, or Wellness and Fitness, will require an EHP review. Some Equipment activities will require an EHP review as well. Such activities include but are not limited to the installation of:

- Air compressor/fill station/cascade system (fixed) for filling Self-Contained Breather Apparatus (SCBA)
- Air quality systems
- Fire/smoke/carbon monoxide alarm systems for the facility (life safety)
- Generators (fixed)
- Sprinklers
- Vehicle exhaust systems (fixed)
- Washer/dryer/extractor
- Fixed communication antennas onto a building
- Building renovations such as removal of wall or installation of electrical or water lines
- Training/exercises in natural settings such as rope or swift water
- LED Signs
- Any scope of work that involves ground disturbances

The following activities would not require the submission of the FEMA EHP Screening Form:

- Planning and development of policies or processes
- Management, administrative or personnel actions
- Classroom-based training
- Acquisition of mobile and portable equipment (not involving installation) on or in a building and does not require a storage area to be constructed

- Purchase of PPE and/or SCBA

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

Funding priorities and programmatic criteria for evaluating AFG Program applications are established by FEMA based on the recommendations from the Criteria Development Panel (CDP). Each year, FEMA convenes a panel of fire service professionals to develop funding priorities for the AFG Program. The panel makes recommendations about funding priorities as well as developing criteria for awarding grants.

The **nine major fire service organizations** represented on the panel:

- International Association of Fire Chiefs
- International Association of Fire Fighters
- National Volunteer Fire Council
- National Fire Protection Association
- National Association of State Fire Marshals
- International Association of Arson Investigators
- International Society of Fire Service Instructors
- North American Fire Training Directors
- Congressional Fire Service Institute

The CDP is charged with making recommendations to FEMA regarding the creation or modification of previously established funding priorities as well as developing criteria for awarding grants. The content of this NOFO reflects implementation of the CDP's recommendations with respect to the priorities, direction, and criteria for awards.

FEMA will rank all complete and submitted applications based on how well they match the program priorities for the type of jurisdiction(s) served. Answers to the application's activity specific questions provide information used to determine each application's ranking relative to the stated program priorities.

b. Financial Integrity Criteria

Prior to making a federal award, FEMA is required by 31 U.S.C. § 3354, as amended by the Payment Integrity Information Act of 2019, Pub. L. No. 116-117 (2020); 41 U.S.C. § 2313; and 2 C.F.R. § 200.206 to review information available through any Office of Management and Budget (OMB)-designated repositories of government-wide eligibility qualification or financial integrity information, including whether the applicant is suspended or debarred. FEMA may also pose additional questions to the applicant to aid in conducting the pre-award risk review. Therefore, application evaluation criteria may include the following risk-based considerations of the applicant:

- i. Financial stability.

- ii. Quality of management systems and ability to meet management standards.
- iii. History of performance in managing federal award.
- iv. Reports and findings from audits.
- v. Ability to effectively implement statutory, regulatory, or other requirements.

c. Supplemental Financial Integrity Review

Prior to making a federal award where the anticipated federal share of a federal award will be greater than the simplified acquisition threshold (currently \$250,000):

- i. FEMA is required to review and consider any information about the applicant, including information on the applicant's immediate and highest-level owner, subsidiaries, and predecessors, if applicable, that is in the designated integrity and performance system accessible through the System for Award Management (SAM), which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS).
- ii. An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
- iii. FEMA will consider any comments by the applicant, in addition to the other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants, as described in 2 C.F.R. § 200.206.

2. Review and Selection Process

AFG Program applications are reviewed through a multi-phase process. All applications are electronically pre-scored and ranked based on how well they align with the funding priorities outlined in this NOFO.

Applications with the highest pre-score rankings are then scored competitively by no less than three members of a Peer Review Panel. Applications will also be evaluated through a series of internal FEMA review processes for completeness, adherence to programmatic guidelines, technical feasibility, and anticipated effectiveness of the proposed project(s). Below is the process by which applications will be reviewed:

i. Pre-Scoring Process

The application undergoes an electronic pre-scoring process based on established program priorities listed in Appendix B and answers to activity specific questions within the online application. Application Narratives are not reviewed during pre-score process. "Request Details" and "Budget" information should comply with program guidance and statutory funding limitations. The pre-score is 50 percent of the total application score.

ii. Peer Review Panel Process

Applications with the highest rankings from the pre-scoring process will undergo a Peer Review Panel process. A panel of peer reviewers is comprised of fire service

representatives recommended by the national organizations from the CDP. Peer reviewers will assess each application's merits based on the narrative statement on the requested activity. The evaluation elements listed in the "Narrative Evaluation Criteria" below will be used to calculate the narrative's score for each activity requested. Panelists will independently score each requested activity within the application, discuss the merits and/or shortcomings of the application with his or her peers, and document the findings. A consensus is not required. The panel score is 50 percent of the total application score.

iii. Technical Evaluation Process (TEP)

The highest ranked applications will be considered within the fundable range. Applications that are in the fundable range will undergo both a Technical Review by a Subject Matter Expert (SME) as well as a FEMA Program Office review prior to being recommended for award. The FEMA Program Office will assess the request with respect to costs, quantities, feasibility, eligibility, and recipient responsibility prior to recommending any application for award.

Once the TEP is complete, each application's cumulative score will be determined, and a final ranking of applications will be created. FEMA will award grants based on this final ranking and the ability to meet statutorily required funding limitations outlined in Appendix B, E. Restrictions on Use of Award Funds.

3. Narrative Evaluation Criteria

The Narrative Statements must provide specific details about the activity for which the applicants seek funding. Applicants must explain how the proposed activity(ies) relate to the Operations and Safety Activity or the Vehicle Acquisition Activity. FEMA reviews and compares applications for duplication. Therefore, all elements of the Narrative Statements must be original.

a. Financial Need (25 percent)

Applicants should describe their financial need and how consistent it is with the intent of the AFG Program. The financial need statement should include details describing the applicant's financial distress such as summarizing budget constraints, unsuccessful attempts to secure other funding, and proving the financial distress is out of their control.

b. Project Description and Budget (25 percent)

The Project Description and Budget statement should clearly explain the applicant's project objectives and its relationship to the applicant's budget and risk analysis. The applicant should describe various activities, including program priorities or facility modifications, ensuring consistency with project objectives, the applicant's mission and national, state, and/or local requirements. Applicants should link the proposed expenses to operations and safety, as well as to the completion of the project's goals.

c. Cost Benefit (25 percent)

Applicants should describe how they plan to address the operations and personal safety needs of their organization, including cost effectiveness and sharing assets. The Operations and Safety/Cost Benefit statement should also include details about gaining the maximum benefits from grant funding by citing reasonable or required costs, such as specific overhead and administrative costs. The applicant's request should also be consistent with their mission and identify how funding will benefit their organization and affected personnel.

d. Statement of Effect on Operations (25 percent)

The Statement of Effect on Operations should explain how this funding request will enhance an organization's overall effectiveness. It should address how an award will improve daily operations and reduce an organization's risk(s). Applicants should include how frequently the requested item(s) will be used and in what capacity. Applicants should also indicate how the requested item(s) will help the community and increase an organization's ability to save additional lives and property. Jurisdictions that demonstrate their commitment and proactive posture to reducing fire risk, by explaining their code enforcement (to include Wildland Urban Interface code enforcement) and mitigation strategies (including whether or not the jurisdiction has a FEMA-approved mitigation strategy) may receive stronger consideration under this criterion.

F. Federal Award Administration Information

In addition to the language here, please see Appendix C to this NOFO for additional award administration information.

1. Notice of Award

Before accepting the award, the recipient should carefully read the award package. The award package includes instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. **Recipients must accept all conditions in this NOFO as well as any specific terms and conditions in the Notice of Award to receive an award under this program.**

FEMA will provide the federal award package to the applicant electronically via FEMA GO. Award packages include an Award Letter, Summary Award Memo, Agreement Articles, and Obligating Document. An email notification of the award package will be sent through FEMA's grant application system to the Authorized Organization Representative (AOR) that submitted the application. Recipients must accept their awards no later than 30 days from the award date. The recipient shall notify FEMA of its intent to accept and proceed with work under the award through the FEMA GO system.

Funds will remain on hold until the recipient accepts the award through the FEMA GO system and all other conditions of the award have been satisfied or until the award is otherwise rescinded. Failure to accept a grant award within the specified timeframe may result in a loss of funds. Recipients may request additional time to accept the award if needed.

2. Differences Between Application Request and Award

During the review process for an AFG Program award, FEMA may have modified the application request(s). These modifications will be identified in the award package provided upon the offer of an award. If the awarded activities, scope of work, or requested dollar amount(s) do not match the application as submitted, the recipient shall only be responsible for completing the activities actually funded by FEMA. The recipient is under no obligation to start, modify, or complete any activities requested by but not funded by the award. The award package will identify any differences under the Approved scope of work section.

3. Turndown Notifications

FEMA GO will provide all applicants who do not receive an FY 2020 AFG Program award with a turndown notification.

4. Administrative and National Policy Requirements

In addition to the requirements of in this section and in this NOFO, FEMA may place specific terms and conditions on individual awards in accordance with 2 C.F.R. Part 200.

DHS Standard Terms and Conditions

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#). The applicable DHS Standard Terms and Conditions will be those in effect at the time in which the award was made.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program. By submitting an application, applicants are deemed to have accepted all of the conditions in this NOFO as well.

5. Reporting

Recipients are required to submit various financial and programmatic reports as a condition of their award acceptance. Future awards and funds drawdown may be withheld if these reports are delinquent. Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other proof of payment documentation for verification.

a. Federal Financial Reporting Requirements

The Federal Financial Report Form (SF-425) and instructions are available at the following sites: [SF-425 OMB #4040-0014](#).

Federal Financial Reports (FFR)

Recipients of AFG Program grants are required to submit an FFR (SF-425) on a

semi-annual basis. The FFR is to be submitted using the online FEMA GO based on the calendar year beginning with the period after the award is made. Grant recipients are required to submit an FFR throughout the entire period of performance of the grant. Reports are due:

- No later than July 30 (for the period January 1 – June 30)
- No later than January 30 (for the period July 1 – December 31)
- Within 90 days after the end of the Period of Performance

b. Program Performance Reporting Requirements

The recipient is responsible for completing and submitting a Programmatic Performance Report (PPR) using FEMA GO. The PPR is due every six months after the grant's award date, and thereafter until the period of performance ends.

The PPR should include:

- A brief narrative of overall project(s) status
- A summary of project expenditures
- A description of any potential issues that may affect project completion

c. PPR Periods and Due Dates

The following reporting periods and due dates apply for the PPR:

- **No later than July 30** (for the period January 1 – June 30)
- **No later than January 30** (for the period July 1 – December 31)

d. Closeout Reporting Requirements

Within 120 days after the end of the period of performance, recipients must liquidate all financial obligations and submit a final FFR (SF-425) and a final PPR (within the closeout module in FEMA GO) detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance. The closeout tutorial may be found at:

<https://www.fema.gov/grants/preparedness/firefighters/closeout-report-tutorial>

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.344; subrecipients are still required to submit closeout materials within 120 days of the period of performance end date. Recipients must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS/FEMA during the closeout of their prime grant award.

After the final SF-425 and final performance reports have been reviewed and approved by FEMA, a Closeout Notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the requirement of maintaining the grant records for a minimum of three years from the date of the final FFR (SF-425). The record retention period may be longer, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or

due to other circumstances outlined in 2 C.F.R. § 200.334.

The recipient is responsible for returning any federal funds that they have liquidated but remain unobligated by the recipient. Information on how to return funds to FEMA is available at: <https://www.fema.gov/about/payment>.

e. Administrative Closeout

Administrative closeout is a mechanism for FEMA to unilaterally move forward with closeout of a grant award using available grant award information in lieu of final reports from the recipient per 2 C.F.R. § 200.344(h)-(i). It is a last resort available to FEMA, and if FEMA needs to administratively close an award, this may negatively impact a recipient's ability to obtain future funding. This mechanism can also require FEMA to make cash or cost adjustments and ineligible cost determinations based on the information it has, which may result in identifying a debt owed to FEMA by the recipient.

When a recipient is not responsive to FEMA's reasonable efforts to collect required reports needed to complete the standard closeout process, FEMA is required under 2 C.F.R. § 200.344(h) to start the administrative closeout process within the regulatory timeframe. FEMA will make at least three written attempts to collect required reports before initiating administrative closeout. If the recipient does not submit all required reports in accordance with 2 C.F.R. § 200.344, this NOFO, and the terms and conditions of the award, FEMA must proceed to administratively close the award with the information available within one year of the period of performance end date. Additionally, if the recipient does not submit all required reports within one year of the period of performance end date, per 2 C.F.R. § 200.344(i), FEMA must report in FAPIIS the recipient's material failure to comply with the terms and conditions of the award.

If FEMA administratively closes an award where no final FFR has been submitted, FEMA uses that administrative closeout date in lieu of the final FFR submission date as the start of the record retention period under 2 C.F.R. § 200.334.

In addition, if an award is administratively closed, FEMA may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

f. Additional Reporting Requirements

i. Disclosing Information per 2 C.F.R. § 180.335

This reporting requirement pertains to disclosing information related to government-wide suspension and debarment requirements. Before a recipient enters into a grant award with FEMA, the recipient must notify FEMA if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:

- Are presently excluded or disqualified;
- Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
- Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
- Have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to FEMA in accordance with 2 C.F.R. § 180.350.

ii. Reporting of Matters Related to Recipient Integrity and Performance

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds \$10 million for any period of time during the period of performance of an award under this funding opportunity.

Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

iii. Single Audit Report

For audits of fiscal years beginning on or after December 26, 2014, recipients that expend \$750,000 or more from all federal funding sources during their fiscal year are required to submit an organization-wide financial and compliance audit report, also known as the single audit report.

The audit must be performed in accordance with the requirements of U.S. Government Accountability Office's (GAO) Government Auditing Standards, located at <https://www.gao.gov/yellowbook/overview>, and the requirements of Subpart F of 2 C.F.R. Part 200, located at <http://www.ecfr.gov/cgi-bin/text-idx?node=sp2.1.200.f>.

6. Monitoring and Oversight

Per 2 C.F.R. § 200.337, FEMA, through its authorized representatives, has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, FEMA

will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit FEMA, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to FEMA requests for information relating to the award.

Grant recipients will be monitored periodically by FEMA staff, both programmatically and financially, to ensure that the project goals, objectives, performance requirements, timelines, milestones, budgets, and other related program criteria are being met. Monitoring may be accomplished through either a desk-based review or on-site monitoring visits, or both. Monitoring will involve the review and analysis of the financial, programmatic, performance, compliance, and administrative processes and policies, activities, and other attributes of each federal assistance award and will identify areas where technical assistance, corrective actions, and other support may be needed.

Recipients should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of purchasing documentation along with copies of cancelled checks or other adequate payment documentation for verification. Recipients have the opportunity to participate in a Post Award Orientation (PAO) offered by the FEMA Regional Fire Program Specialist (FPS) to have their questions answered, receive technical assistance, or to review the terms and conditions of the grant. The PAO is optional.

G. DHS Awarding Agency Contact and Resource Information

1. AFG Help Desk

The AFG Help Desk provides technical assistance to applicants for the online completion and submission of applications into FEMA GO, answers questions concerning applicant eligibility and recipient responsibilities, and helps in the programmatic administration of awards. The AFG Help Desk can be contacted at (866) 274-0960 or by email at FireGrants@fema.dhs.gov. Normal hours of operation are from 8 a.m. to 4:30 p.m., Monday through Friday.

2. FEMA Regional Fire Program Specialists

Each FEMA region has FPSs who can assist applicants with application information, award administration, and technical assistance. Contact information for a Regional FPS can be located on the AFG Program website at <https://www.fema.gov/grants/preparedness/firefighters/regional-contacts>.

3. Environmental Planning and Historic Preservation

GPD's EHP Team provides guidance and information about the EHP review process to recipients and subrecipients. All inquiries and communications about GPD projects under this NOFO or the EHP review process, including the submittal of EHP review materials, should be sent to gpdehpinfo@fema.dhs.gov.

4. FEMA GO System Information

For technical assistance with the FEMA GO system, please contact the FEMA GO Helpdesk at femago@fema.dhs.gov or (877) 585-3242, Monday through Friday, 8 a.m. – 6 p.m. ET.

H. Additional Information

1. Termination Provisions

FEMA may terminate a federal award in whole or in part for one of the following reasons. FEMA and the recipient must still comply with closeout requirements at 2 C.F.R. §§ 200.344-200.345 even if an award is terminated in whole or in part. To the extent that subawards are permitted under this NOFO, pass-through entities should refer to 2 C.F.R. § 200.340 for additional information on termination regarding subawards.

a. Noncompliance

If a recipient fails to comply with the terms and conditions of a federal award, FEMA may terminate the award in whole or in part. If the noncompliance can be corrected, FEMA may first attempt to direct the recipient to correct the noncompliance. This may take the form of a Compliance Notification. If the noncompliance cannot be corrected or the recipient is non-responsive, FEMA may proceed with a Remedy Notification, which could impose a remedy for noncompliance per 2 C.F.R. § 200.339, including termination. Any action to terminate based on noncompliance will follow the requirements of 2 C.F.R. §§ 200.341-200.342 as well as the requirement of 2 C.F.R. § 200.340(c) to report in FAPIIS the recipient's material failure to comply with the award terms and conditions. See also the section on Actions to Address Noncompliance in this NOFO.

b. With the Consent of the Recipient

FEMA may also terminate an award in whole or in part with the consent of the recipient, in which case the parties must agree upon the termination conditions, including the effective date, and in the case of partial termination, the portion to be terminated.

c. Notification by the Recipient

The recipient may terminate the award, in whole or in part, by sending written notification to FEMA setting forth the reasons for such termination, the effective date, and in the case of partial termination, the portion to be terminated. In the case of partial termination, FEMA may determine that a partially terminated award will not accomplish the purpose of the federal award, so FEMA may terminate the award in its entirety. If that occurs, FEMA will follow the requirements of 2 C.F.R. §§ 200.341-200.342 in deciding to fully terminate the award.

2. Extensions to the Grant Period of Performance

Extensions to the period of performance under this grant program are allowed. An award's period of performance must be active for a recipient to submit a proposed

extension request to FEMA. Recipients should request extensions sparingly and only under exceptional circumstances. *Approval is not guaranteed.*

Extensions to the initial period of performance identified in the award will only be considered through formal amendment requests, via FEMA GO, and must contain specific and compelling justifications as to why an extension is required. All extension requests must contain:

- Grant Program, fiscal year, and award number
- Reason for delay—this must include details of the legal, policy, or operational challenges being experienced that prevent the final outlay of awarded funds by the applicable deadline
- Current status of the activity/activities
- Approved period of performance termination date and new project completion date
- Amount of funds drawn down to date
- Remaining available funds, both federal and non-federal
- Budget outlining how remaining federal and non-federal funds will be expended
- Plan for completion, including milestones and timeframes for achieving each milestone and the position/person responsible for implementing the plan for completion
- Certification that the activity/activities will be completed within the extended period of performance without any modification to the original Statement of Work approved by FEMA

3. Requirements for Period of Performance Extension Consideration

To be eligible for consideration, recipients must submit extension requests via FEMA GO. Recipients generally can submit requests at least 60 days prior to the end of the award's period of performance. In accordance with FEMA policy, FEMA reviews extensions on a case-by-case basis and typically grants them for no more than a six-month period. FEMA will grant extension requests only due to compelling legal, policy, or operational challenges. The review process can take up to 30 days or longer. Applicants should factor this review period into the timing of when to submit a request for an extension.

Example: Recipients may request an extension when an equipment order was placed during the period of performance but factors beyond the recipients' control have resulted in a delay in the expected delivery and receipt of the equipment outside of the existing period of performance; or where a specific statute or regulation mandates an environmental review that cannot be completed within this timeframe or where other extenuating circumstances warrant a brief extension.

4. Conflicts of Interest in the Administration of Federal Awards or Subawards

For conflicts of interest under grant-funded procurements and contracts, refer to the section on Procurement Integrity in this NOFO and 2 C.F.R. §§ 200.317 – 200.327.

To eliminate and reduce the impact of conflicts of interest in the subaward process, recipients and pass-through entities must follow their own policies and procedures regarding the elimination or reduction of conflicts of interest when making subawards. Recipients and pass-through entities are also required to follow any applicable federal and state, local, tribal, or territorial (SLTT) statutes or regulations governing conflicts of interest in the making of subawards.

The recipient or pass-through entity must disclose to the respective Program Analyst or Program Manager, in writing, any real or potential conflict of interest that may arise during the administration of the federal award, as defined by the federal or SLTT statutes or regulations or their own existing policies, within five days of learning of the conflict of interest. Similarly, subrecipients, whether acting as subrecipients or as pass-through entities, must disclose any real or potential conflict of interest to the recipient or next-level pass-through entity as required by the recipient or pass-through entity's conflict of interest policies, or any applicable federal or SLTT statutes or regulations.

Conflicts of interest may arise during the process of FEMA making a federal award in situations where an employee, officer, or agent, any members of his or her immediate family, his or her partner has a close personal relationship, a business relationship, or a professional relationship, with an applicant, subapplicant, recipient, subrecipient, or FEMA employees.

5. **Procurement Integrity**

Through audits conducted by the DHS Office of Inspector General (OIG) and FEMA grant monitoring, findings have shown that some FEMA recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with federal procurement requirements jeopardizes the integrity of the grant as well as the grant program. To assist with determining whether an action is a procurement or instead a subaward, please consult 2 C.F.R. § 200.331.

The below highlights the federal procurement requirements for FEMA recipients when procuring goods and services with federal grant funds. FEMA will include a review of recipients' procurement practices as part of the normal monitoring activities. **All procurement activity must be conducted in accordance with federal procurement standards at 2 C.F.R. §§ 200.317 – 200.327.** Select requirements under these standards are listed below. The recipient and any of its subrecipients must comply with all requirements, even if they are not listed below.

Under 2 C.F.R. § 200.317, when procuring property and services under a federal award, states (including territories) must follow the same policies and procedures they use for procurements from their non-federal funds; additionally, states must now follow 2 C.F.R. § 200.321 regarding socioeconomic steps, 200.322 regarding domestic preferences for procurements, 200.323 regarding procurement of recovered materials, and 2 C.F.R. § 200.327 regarding required contract provisions.

All other non-federal entities, such as tribes (collectively, non-state entities),
must

have and use their own documented procurement procedures that reflect applicable SLTT laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in 2 C.F.R. Part 200. These standards include, but are not limited to, providing for full and open competition consistent with the standards of 2 C.F.R. § 200.319 and § 200.320.

a. Important Changes to Procurement Standards in 2 C.F.R. Part 200

OMB recently updated various parts of Title 2 of the Code of Federal Regulations, among them, the procurement standards. States are now required to follow the socioeconomic steps in soliciting small and minority businesses, women's business enterprises, and labor surplus area firms per 2 C.F.R. § 200.321. All non-federal entities should also, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States per 2 C.F.R. § 200.322.

The recognized procurement methods in 2 C.F.R. § 200.320 have been reorganized into informal procurement methods, which include micro-purchases and small purchases; formal procurement methods, which include sealed bidding and competitive proposals; and noncompetitive procurements. The federal micro-purchase threshold is currently \$10,000, and non-state entities may use a lower threshold when using micro-purchase procedures under a FEMA award. If a non-state entity wants to use a micro-purchase threshold higher than the federal threshold, it must follow the requirements of 2 C.F.R. § 200.320(a)(1)(iii)-(iv). The federal simplified acquisition threshold is currently \$250,000, and a non-state entity may use a lower threshold but may not exceed the federal threshold when using small purchase procedures under a FEMA award.

See 2 C.F.R. §§ 200.216, 200.471, and Appendix II as well as section D.13.a of the NOFO regarding prohibitions on covered telecommunications equipment or services.

b. Competition and Conflicts of Interest

Among the requirements of 2 C.F.R. § 200.319(b) applicable to all non-federal entities other than states, in order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. FEMA considers these actions to be an organizational conflict of interest and interprets this restriction as applying to contractors that help a non-federal entity develop its grant application, project plans, or project budget. This prohibition also applies to the use of former employees to manage the grant or carry out a contract when those former employees worked on such activities while they were employees of the non-federal entity.

Under this prohibition, unless the non-federal entity solicits for and awards a contract covering both development and execution of specifications (or similar elements as described above), and this contract was procured in compliance with 2 C.F.R. §§ 200.317 – 200.327, federal funds cannot be used to pay a contractor to carry out the work if that contractor also worked on the development of those specifications. This

rule applies to all contracts funded with federal grant funds, including pre-award costs, such as grant writer fees, as well as post-award costs, such as grant management fees.

Additionally, some of the situations considered to be restrictive of competition include, but are not limited to:

- Placing unreasonable requirements on firms for them to qualify to do business;
- Requiring unnecessary experience and excessive bonding;
- Noncompetitive pricing practices between firms or between affiliated companies;
- Noncompetitive contracts to consultants that are on retainer contracts;
- Organizational conflicts of interest;
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- Any arbitrary action in the procurement process.

Per 2 C.F.R. § 200.319(c), non-federal entities other than states must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed SLTT geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

Under 2 C.F.R. § 200.318(c)(1), non-federal entities other than states are required to maintain written standards of conduct covering conflicts of interest and governing the actions of their employees engaged in the selection, award, and administration of contracts. **No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.** Such conflicts of interest would arise when the employee, officer or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The officers, employees, and agents of the non-federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-federal entities may set standards for situations in which the financial interest is not substantial, or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-federal entity. If the recipient or subrecipient (other than states) has a parent, affiliate, or subsidiary organization that is not a state, local, tribal, or territorial government, the non-federal entity must also maintain written standards of conduct covering organizational conflicts of interest. In this context, organizational conflict of interest means that because of a

relationship with a parent company, affiliate, or subsidiary organization, the non-federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization. The non-federal entity must disclose in writing any potential conflicts of interest to FEMA or the pass-through entity in accordance with applicable FEMA policy.

c. Supply Schedules and Purchasing Programs

Generally, a non-federal entity may seek to procure goods or services from a federal supply schedule, state supply schedule, or group purchasing agreement.

iii. General Services Administration Schedules

States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may procure goods and services from a General Services Administration (GSA) schedule. GSA offers multiple efficient and effective procurement programs for state, tribal, and local governments, and instrumentalities thereof, to purchase products and services directly from pre-vetted contractors. The GSA Schedules (also referred to as the Multiple Award Schedules and the Federal Supply Schedules) are long-term government-wide contracts with commercial firms that provide access to millions of commercial products and services at volume discount pricing.

Information about GSA programs for states, tribes, and local governments, and instrumentalities thereof, can be found at <https://www.gsa.gov/resources-for/programs-for-State-and-local-governments> and <https://www.gsa.gov/buying-selling/purchasing-programs/gsa-schedules/schedule-buyers/state-and-local-governments>.

For tribes, local governments, and their instrumentalities that purchase off of a GSA schedule, this will satisfy the federal requirements for full and open competition provided that the recipient follows the GSA ordering procedures; however, tribes, local governments, and their instrumentalities will still need to follow the other rules under 2 C.F.R. §§ 200.317 – 200.327, such as solicitation of minority businesses, women’s business enterprises, small businesses, or labor surplus area firms (§ 200.321), domestic preferences (§ 200.322), contract cost and price (§ 200.324), and required contract provisions (§ 200.327 and Appendix II).

iv. Other Supply Schedules and Programs

For non-federal entities other than states, such as tribes, local governments, and nonprofits, that want to procure goods or services from a state supply schedule, cooperative purchasing program, or other similar program, in order for such procurements to be permissible under federal requirements, the following must be true:

- The procurement of the original contract or purchasing schedule and its use by the non-federal entity complies with state and local law, regulations, and written procurement procedures;
- The state or other entity that originally procured the original contract or purchasing schedule entered into the contract or schedule with the express

purpose of making it available to the non-federal entity and other similar types of entities;

- The contract or purchasing schedule specifically allows for such use, and the work to be performed for the non-federal entity falls within the scope of work under the contract as to type, amount, and geography;
- The procurement of the original contract or purchasing schedule complied with all the procurement standards applicable to a non-federal entity other than states under at 2 C.F.R. §§ 200.317 – 200.327; and
- With respect to the use of a purchasing schedule, the non-federal entity must follow ordering procedures that adhere to applicable state, tribal, and local laws and regulations and the minimum requirements of full and open competition under 2 C.F.R. Part 200.

If a non-federal entity other than a state seeks to use a state supply schedule, cooperative purchasing program, or other similar type of arrangement, FEMA recommends the recipient discuss the procurement plans with its FEMA Program Analyst.

d. Procurement Documentation

Per 2 C.F.R. § 200.318(i), non-federal entities other than states and territories are required to maintain and retain records sufficient to detail the history of procurement covering at least the rationale for the procurement method, contract type, contractor selection or rejection, and the basis for the contract price. States and territories are encouraged to maintain and retain this information as well and are reminded that in order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g).

Examples of the types of documents that would cover this information include but are not limited to:

- Solicitation documentation, such as requests for quotes, invitations for bids, or requests for proposals;
- Responses to solicitations, such as quotes, bids, or proposals;
- Pre-solicitation independent cost estimates and post-solicitation cost/price analyses on file for review by federal personnel, if applicable;
- Contract documents and amendments, including required contract provisions; and
- Other documents required by federal regulations applicable at the time a grant is awarded to a recipient.

6. Record Retention

a. Record Retention Period

Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award generally must be maintained for at least three years from the date the final FFR is submitted. *See* 2 C.F.R. § 200.334. Further, if the recipient does not submit a final FFR and the award is administratively closed, FEMA uses the date of administrative closeout as the start of the general record retention period.

The record retention period **may be longer than three years or have a different start date** in certain cases. These include:

- Records for real property and equipment acquired with federal funds must be retained for **three years after final disposition of the property**. *See* 2 C.F.R. § 200.334(c).
- If any litigation, claim, or audit is started before the expiration of the three-year period, the records **must be retained until** all litigation, claims, or audit findings involving the records **have been resolved and final action taken**. *See* 2 C.F.R. § 200.334(a).
- The **record retention period will be extended if the recipient is notified in writing** of the extension by FEMA, the cognizant or oversight agency for audit, or the cognizant agency for indirect costs. *See* 2 C.F.R. § 200.334(b).
- Where FEMA requires recipients to report program income after the period of performance ends, the **program income record retention period begins at the end of the recipient's fiscal year in which program income is earned**. *See* 2 C.F.R. § 200.334(e).
- For indirect cost rate proposals, cost allocation plans, or other rate computations records, the start of the record retention period depends on whether the indirect cost rate documents were submitted for negotiation. If the **indirect cost rate documents were submitted for negotiation, the record retention period begins from the date those documents were submitted** for negotiation. If indirect cost rate documents were **not submitted for negotiation, the record retention period begins at the end of the recipient's fiscal year or other accounting period covered by that indirect cost rate**. *See* 2 C.F.R. § 200.334(f).

b. Types of Records to Retain

FEMA requires that non-federal entities maintain the following documentation for federally funded purchases:

- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Canceled checks

Non-federal entities should keep detailed records of all transactions involving the grant. FEMA may at any time request copies of any relevant documentation and records, including purchasing documentation along with copies of canceled checks for verification. *See, e.g.,* 2 C.F.R. §§ 200.318(i), 200.334, 200.337.

In order for any cost to be allowable, it must be adequately documented per 2 C.F.R. § 200.403(g). Non-federal entities who fail to fully document all purchases may find their

expenditures questioned and subsequently disallowed.

7. Actions to Address Noncompliance

Non-federal entities receiving financial assistance funding from FEMA are required to comply with requirements in the terms and conditions of their awards or subawards, including the terms set forth in applicable federal statutes, regulations, NOFOs, and policies. Throughout the award lifecycle or even after an award has been closed, FEMA or the pass-through entity may discover potential or actual noncompliance on the part of a recipient or subrecipient. This potential or actual noncompliance may be discovered through routine monitoring, audits, closeout, or reporting from various sources.

In the case of any potential or actual noncompliance, FEMA may place special conditions on an award per 2 C.F.R. §§ 200.208 and 200.339, FEMA may place a hold on funds until the matter is corrected, or additional information is provided per 2 C.F.R. § 200.339, or it may do both. Similar remedies for noncompliance with certain federal civil rights laws are authorized pursuant to 44 C.F.R. Parts 7 and 19.

In the event the noncompliance is not able to be corrected by imposing additional conditions or the recipient or subrecipient refuses to correct the matter, FEMA might take other remedies allowed under 2 C.F.R. § 200.339. These remedies include actions to disallow costs, recover funds, wholly or partly suspend or terminate the award, initiate suspension and debarment proceedings, withhold further federal awards, or take other remedies that may be legally available. For further information on termination due to noncompliance, see the section on Termination Provisions in the NOFO.

FEMA may discover and take action on noncompliance even after an award has been closed. The closeout of an award does not affect FEMA's right to disallow costs and recover funds as long the action to disallow costs takes place during the record retention period. *See* 2 C.F.R. §§ 200.334, 200.345(a). Closeout also does not affect the obligation of the non-federal entity to return any funds due as a result of later refunds, corrections, or other transactions. 2 C.F.R. § 200.345(a)(2).

The types of funds FEMA might attempt to recover include, but are not limited to, improper payments, cost share reimbursements, program income, interest earned on advance payments, or equipment disposition amounts.

FEMA may seek to recover disallowed costs through a Notice of Potential Debt Letter, a Remedy Notification, or other letter. The document will describe the potential amount owed, the reason why FEMA is recovering the funds, the recipient's appeal rights, how the amount can be paid, and the consequences for not appealing or paying the amount by the deadline.

If the recipient neither appeals nor pays the amount by the deadline, the amount owed will become final. Potential consequences if the debt is not paid in full or otherwise resolved by the deadline include the assessment of interest, administrative fees, and penalty charges; administratively offsetting the debt against other payable federal funds;

and transferring the debt to the U.S. Department of the Treasury for collection.

FEMA notes the following common areas of noncompliance for FEMA's grant programs:

- Insufficient documentation and lack of record retention.
- Failure to follow the procurement under grants requirements.
- Failure to submit closeout documents in a timely manner.
- Failure to follow EHP requirements.
- Failure to comply with the POP deadline.

8. Audits

FEMA grant recipients are subject to audit oversight from multiple entities including the DHS OIG, the GAO, the pass-through entity, or independent auditing firms for single audits, and may cover activities and costs incurred under the award. Auditing agencies such as the DHS OIG, the GAO, and the pass-through entity (if applicable), and FEMA in its oversight capacity, must have access to records pertaining to the FEMA award. Recipients and subrecipients must retain award documents for at least three years from the date the final FFR is submitted, and even longer in many cases subject to the requirements of 2 C.F.R. § 200.334. In the case of administrative closeout, documents must be retained for at least three years from the date of closeout, or longer subject to the requirements of 2 C.F.R. § 200.334. If documents are retained longer than the required retention period, the DHS OIG, the GAO, and the pass-through entity, as well as FEMA in its oversight capacity, have the right to access these records as well. *See* 2 C.F.R. §§ 200.334, 200.337.

Additionally, non-federal entities must comply with the single audit requirements at 2 C.F.R. Part 200, Subpart F. Specifically, non-federal entities, other than for-profit subrecipients, that expend \$750,000 or more in federal awards during their fiscal year must have a single or program-specific audit conducted for that year in accordance with Subpart F. 2 C.F.R. § 200.501. A single audit covers all federal funds expended during a fiscal year, not just FEMA funds. The cost of audit services may be allowable per 2 C.F.R. § 200.425, but non-federal entities must select auditors in accordance with 2 C.F.R. § 200.509, including following the proper procurement procedures. For additional information on single audit reporting requirements, see section F of this NOFO under the header "Single Audit Report" within the subsection "Additional Reporting Requirements."

The objectives of single audits are to:

- Determine if financial statements conform to generally accepted accounting principles (GAAP);
- Determine whether the schedule of expenditures of federal awards is presented fairly;
- Understand, assess, and test the adequacy of internal controls for compliance with major programs; and
- Determine if the entity complied with applicable laws, regulations, and contracts or grants.

For single audits, the auditee is required to prepare financial statements reflecting its financial position, a schedule of federal award expenditures, and a summary of the status of prior audit findings and questioned costs. The auditee also is required to follow up and take appropriate corrective actions on new and previously issued but not yet addressed audit findings. The auditee must prepare a corrective action plan to address the new audit findings. 2 C.F.R. §§ 200.508, 200.510, 200.511.

Non-federal entities must have an audit conducted, either single or program-specific, of their financial statements and federal expenditures annually or biennially pursuant to 2 C.F.R. § 200.504. Non-federal entities must also follow the information submission requirements of 2 C.F.R. § 200.512, including submitting the audit information to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The audit information to be submitted include the data collection form described at 2 C.F.R. § 200.512(c) and Appendix X to 2 C.F.R. Part 200 as well as the reporting package described at 2 C.F.R. § 200.512(b).

The non-federal entity must retain one copy of the data collection form and one copy of the reporting package for three years from the date of submission to the Federal Audit Clearinghouse. 2 C.F.R. § 200.512; *see also* 2 C.F.R. § 200.517 (setting requirements for retention of documents by the auditor and access to audit records in the auditor's possession).

FEMA, the DHS OIG, the GAO, and the pass-through entity (if applicable), as part of monitoring or as part of an audit, may review a non-federal entity's compliance with the single audit requirements. In cases of continued inability or unwillingness to have an audit conducted in compliance with 2 C.F.R. Part 200, Subpart F, FEMA and the pass-through entity, if applicable, are required to take appropriate remedial action under 2 C.F.R. § 200.339 for noncompliance, pursuant to 2 C.F.R. § 200.505.

Appendix A – FY 2020 AFG Program Updates

Appendix A contains a brief list of changes between FY 2019 and FY 2020 to the AFG Program.

New for FY 2020

The FY 2020 AFG Program NOFO contains some changes to definitions, descriptions and priority categories. Changes to the FY 2020 AFG Program NOFO include:

- Under sections D – Application and Submission Information, E – Application Review Information, F – Federal Award Administration Information, G – DHS Awarding Agency Contact and Resource Information, and H – Additional Information:
 - Various grants management changes due to recent OMB revisions to 2 C.F.R., particularly regarding SAM registration, performance measures, procurement, closeout, and termination
- Under Federal Award Information:
 - Period of performance for AFG Program awards is 24 months
- Under Supporting Definitions:
 - Paid on-call/Stipend departments are added to the definition of Combination Fire Department
- Under Application Tips:
 - Explanation of AFG Program-approved seated riding positions was added
- Under Training Activity:
 - Rental of Audio/Visual equipment was added as eligible activity
- Under Operations and Safety Activity:
 - Radio over Internet Protocol (Rip) communication equipment was added as a Medium Priority
 - Integrated thermal imaging cameras were added under ineligible list under PPE category
- Under Modifications to Facility Activity:
 - Intruder alerting systems and deployment notification systems were added as ineligible
- Under Regional Applications:
 - Guidance requiring purchases from same vendor added
- Under EHP
 - Updated process for EHP added

- Under Award Administration Information (Appendix C):
 - Updated process for Economic Hardship Waiver added
 - Excess Funds Restrictions specifies High Priority items as eligible under this option
 - Updated instruction on supporting documentation is added for advance and reimbursement payment request

DISCUSSION



ACTION ITEMS



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 1, 2021

SUBJECT: AUTHORIZING THE MAYOR TO APPROVE THE SOLE SOURCE PURCHASE OF LIFE TECHNOLOGIES RAPIDHIT DNA ID SYSTEM.

DEPT. OF ORIGIN: **Hobbs Police Department**
DATE SUBMITTED: **1/15/2021**
SUBMITTED BY: **Chief John Ortolano**

Summary: The Rapid Link DNA ID System is an instrument that helps obtain DNA profiles in less than 90 minutes for investigative purposes. With this instrument, and its proper use, we could see a significant reduction in crime and the identification of offenders more rapidly than ever before.

Fiscal Impact: **\$104,009.65**

Reviewed By: _____
Finance Department

Budget # 010203-43006
Equipment over \$5,000.00- \$100,335.00 (Rapid DNA)
Equipment over \$5,000.00- \$ 24,995.00 (Refill Cartridges)

If approved, the sole source purchase will require the City of Hobbs to place quote on the City of Hobbs website for 30 days before a purchase order can be issued. (City of Hobbs Procurement Ordinance/NM State Procurement Ordinance)

Attachments:

Life Technologies Corporation proposal and Sole Source letter.

Legal Review:

Approved As To Form: _____
City Attorney

This agreement was reviewed by the City Attorney

Recommendation:

Motion authorizing the Mayor to approve the purchase between the City of Hobbs and Life Technologies Corporation.

Approved For Submittal By:

Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied _____
Other _____ File No. _____

CITY OF HOBBS
SOLE SOURCE/EMERGENCY

TO: CPO
FROM: HOBBS PD
DATE: 11/20/21

CHECK ONE: SOLE SOURCE EMERGENCY PURCHASE

ITEM(S)/SERVICE(S) TO BE PURCHASED: RAPIDID DNA MACHINE

Award To (If new vendor make sure address is on this form): LIFE TECHNOLOGIES CORP.
5781 VAN ALLEN WAY
CARLSBAD, CA 92008
800-955-6288
Phone/Fax No.
JPR00 PRICE
Point of Contact
COST: \$ 104,009.65

JUSTIFICATION FOR SOLE SOURCE OR EMERGENCY PURCHASE: THIS INSTRUMENT IS ONLY MADE BY THE FISHWAL SUPPLIED BY LIFE TECHNOLOGIES. IT WILL BE USED TO SOLVE CRIMES AND IDENTIFY OFFENDERS BY UTILIZING DNA PROFILES. DNA PROFILES CAN BE OBTAINED IN 90 MINUTES OR LESS, COMPARED TO STATE LAB TAKING 6-9 MONTHS.

Account No. 001-0203-030-43006 Prepared By: CAPT. SHANE BLEVINS

Department Approval: 

CPO: _____

See back of form for further information.

CITY OF HOBBS REQUISITION/QUOTE FORM
(Purchases \$500.00-\$5,000.00 SPD & GSA Contract)

TO: CPO
 FROM: Hobbs Police Department
 DATE: 1/15/2021

VENDOR NAME:
 ADDRESS:
 PHONE/FAX NO:

1) Life Technologies Corp
 North America
 5781 Van Allen Way
 Carlsbad, CA 92008
 800-955-6288

2)
 3)

QTY	DESCRIPTION ITEM(S) SERVICE TO BE PURCHASED	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	RAPIDHIT ID System	\$100,258.00	\$100,258.00				
1	Rapid Link License	0	0				
1	Annual Subscription for Staff Elimination	0	0				
1	Annual Subscription for Kinship Application	0	0				
1	Annual Subscription for Match Application	0	0				
1	Annual Subscription for Familial Application	0	0				
1	Laptop Rapidlink	0	0				
1	50 ID Kits	\$3,751.65	\$3,751.65				
	TOTAL AMOUNT		\$104,009.65				
	DELIVERY DATE						
	ESTIMATED SHIPPING CHARGES						

CHECK ONE: STATE CONTRACT / GSA CONTRACT CONTRACT NO. N/A - Sole Source EXPIRATION DATE 7/30/21
 SPD or GSA contracts should be attached or on file in CPO. GSA contracts must have a letter from the contractor indicating a willingness to extend pricing, and all terms to the City of Hobbs.

AWARD TO: Life Technologies Corporation POINT OF CONTACT: Jarod Price 479-899-7577 (If new vendor make sure address is on this form)

If lowest price is not recommended, please state why (subject to approval by CPO) _____

Account No. 001-0203-030-43006 Prepared By: Capt. Shane Blevins Department Approval: 

WHITE-CFO PINK-Department

Quotation

PAGE 1 of 3

Life Technologies Corporation
 North America
 5781 Van Allen Way
 Carlsbad, CA 92008 U.S.A.
 (800) 955-6288

To: NA
 CITY OF HOBBS
 200 E BROADWAY
 HOBBS NM 88240

Quote No.: 21123764
 Quote Valid To: 07/30/2021
 Quote Date: 01/11/2021
 Pay Terms: Net 30 Days
 Freight Terms: FOB FACTORY - FRT FREE

Telephone No. 575-397-9265
 Fax No.

**Please reference Quote No.
 when placing your orders.**

Item	Part Number	Description	QTY	Unit Price	Unit Net Price	Total Extended Price
0001	A41810	AB RAPIDHIT ID SYSTEM	1.00	158,100.00	100,258.00	100,258.00
0002	A41813	AB RLINK SW V1.0 1LIC This product is for single RapidLINK License	1.00	10,300.00	0.00	0.00
0003	A41816	AB RLINK SW V1.0 SED APP This product is for an annual subscription for the Staff Elimination Database Application.	1.00	5,180.00	0.00	0.00
0004	A41817	AB RLINK SW V1.0 KIN APP This product is for an annual subscription for the Kinship Application	1.00	5,180.00	0.00	0.00
0005	A41818	AB RLINK SW V1.0 MATCH APP This product is for an annual subscription for the Match Application	1.00	5,180.00	0.00	0.00
0006	A41819	AB RLINK SW V1.0 FAM APP This product is for an annual subscription for the Familial Application	1.00	5,180.00	0.00	0.00
0007	A48503	RAPIDLINK LAPTOP SYSTEM This includes a laptop & power cords.	1.00	2,545.00	0.00	0.00
0008	A43942	AB RI SC 50 KIT	1.00	6,300.00	3,751.65	3,751.65

To reduce the number of pages we have to send you with every quotation, we are taking advantage of the internet to direct you to Life's General Terms and Conditions of Sale on our website. Please read the important statement below carefully.

This quotation, and Life's **GENERAL TERMS AND CONDITIONS OF SALE** (which are incorporated by reference into this quotation and any resulting contract), set out the terms on which Life is offering to sell the product(s) or service(s) listed in this quotation. By issuing a purchase order or otherwise ordering or accepting product(s) or services, you expressly confirm that you intend to be bound by and agree to the terms of this quotation and Life's General Terms and Conditions of Sale to the exclusion of all other terms not expressly agreed to in writing by an authorized representative of Life, and that the purchase and sale transaction between you and Life is subject to and will be governed by this quotation and Life's General Terms and Conditions of Sale.

Life's General Terms and Conditions of Sale can be found on Life's website at <http://www.lifetechnologies.com/termsandconditions> under the "terms and conditions" link at the bottom of Life's webpage.

If you have any questions, please visit our website at www.lifetechnologies.com.

Sales Representative: Your Invitrogen AM

Prepared by: Jared Price

ACCEPTANCE OF THIS QUOTATION IS LIMITED TO THE ATTACHED TERMS

Quotation

PAGE 2 of 3

Life Technologies Corporation
 North America
 5781 Van Allen Way
 Carlsbad, CA 92008 U.S.A.
 (800) 955-6288

QUOTE NO.: 21123764
QUOTE VALID TO: 07/30/2021
QUOTE DATE: 01/11/2021

To: NA
 CITY OF HOBBS

**Please reference Quote No.
 when placing your orders.**

Item	Part Number	Description	QTY	Unit Price	Unit Net Price	Total Extended Price
		The AB RapidINTEL Sample cartridge, 50-Pack Kit contains 50 sample cartridges, 2 positive control cartridges and 2 negative control cartridges. Contents to be stored refrigerated (4c to 10C)				
TOTAL NET PRICE						104,009.65
<p>*** All orders made in reference to this quotation must include all part numbers and quantities as listed. If you would like to modify this order, please contact your Sales Representative at 1-800-874-9868.</p>						
<p>To place your Life Technologies order:</p> <p>For fastest turnaround time of your CONSUMABLES order, please visit us at www.lifetechnologies.com Email: customerservice@lifetech.com Fax: 800.331.2286 Phone: 800.955.6288</p> <p>For INSTRUMENTS Email: NAInstrumentOrders@thermofisher.com Fax (877) 680-2537 Attn: Instruments Pricing Administration</p> <p>For FIXED PRICE and TRAINING orders, please email servicesupport@lifetech.com or call 888.435.6862</p>						
<p>Thermo Fisher Financial Services (TFFS) can arrange competitive and flexible customer financing solutions for Life Technologies instruments, maintenance services and consumables.</p> <p>We now offer highly competitive financing options with low monthly payments. Please contact your local sales representative for more information on how we can meet your financing needs.</p> <p>* TFFS financing solutions are subject to credit approval and satisfactory documentation.</p>						



Thermo Fisher Scientific
Human Identification Business
180 Oyster Point Boulevard
South San Francisco, CA 94080
www.thermofisher.com

08 January 2021

Attention: Captain Shane Blevins
Criminal Investigations Division
Hobbs Police Department
300 Turner Street
Hobbs, NM 88240

Re: Sole Source Justification – RapidHIT™, Applied Biosystems RapidHIT ID™ & Applied Biosystems RapidLINK™ Software

To Whom It May Concern:

In support of a sole source manufacturer justification for procurement purposes, I am pleased to inform you that these product(s) listed below are currently solely manufactured and distributed by Applied Biosystems, a part of Life Technologies Corporation, a part of Thermo Fisher Scientific, Inc.:

- RapidHIT™ – Instrument, Consumables, & Service
- Applied Biosystems RapidHIT ID™ – Instrument, Consumables, & Service
- Applied Biosystems RapidLINK™ – Software

Sincerely,

Dennis Young
Director of Sales, Human Identification, North America
Thermo Fisher Scientific | HID
180 Oyster Point Blvd. East, South San Francisco, CA, , USA
E: Dennis.Young@Thermofisher.com T: +1 415 819 1226

Applied Biosystems™ RapidHIT™ ID Differentiating Features

Instrument Model Number: A41810

Instrument Description: The Applied Biosystems RapidHIT ID System is a fast and simple-to-use instrument that produces lab-quality forensic DNA profiles in as little as 90 minutes. The system integrates sample preparation and capillary electrophoresis to generate short tandem repeat (STR) based DNA profiles that are aggregated within Applied Biosystems RapidLINK Software for direct upload to the database of choice or for further review and analysis. The RapidHIT ID System delivers the reliable, reproducible, high-quality data you have come to expect from the Applied Biosystems brand. This system is for use with Applied Biosystems RapidLINK Software v1.0 (and higher) and its applications. The U.S. Federal Bureau of Investigation (FBI) has approved the Applied Biosystems RapidHIT™ ID System for use by accredited forensic DNA laboratories to process single source DNA samples and search resulting profiles against the National DNA Index System (NDIS) database without manual interpretation and review.

Thermo Fisher Scientific is the sole manufacturer of the Applied Biosystems RapidHIT ID System. Thermo Fisher Scientific's factory trained service engineers and authorized partners are the only personnel certified to perform preventative maintenance and service work on the RapidHIT ID systems.

The differentiating features document contains specifications or benefits that, taken as whole, no other instrument system in the current market can achieve or no other genetic analyzer manufacturer can offer.

The RapidHIT ID system contains the following differentiating features and benefits:

System

- Can be used with networked software to allow multiple systems at different locations to be monitored centrally
- Can be supplied with software allowing administrative users to control the instrument remotely and securely review results
- Samples processed can be successfully recovered from the processed sample cartridge, enabling retesting with the same system or with other traditional laboratory methods

Instrument

- Has a small footprint with height of 48cm, length of 53cm and width of 27cm
- Designed for use with self-contained, easy to use ACE and INTEL sample cartridge formats
- Designed for use with the primary cartridge; a reagent cartridge that contains the necessary reagents and consumables for capillary electrophoresis for 100 sample runs
- Has a weight of 25.4kg without the primary cartridge and 28.4kg with the primary cartridge

For Forensics, Human Identification or Paternity/Kinship Use Only. Not for use in diagnostic or therapeutic applications.

- Built with a solid-state long-life laser
- Has multiple built-in options for control of instrument access: facial recognition camera, fingerprint reader, and PIN/password access
- Includes automatic calibration of consumables, saving users time and maintenance costs
- Has built in refrigeration for primary cartridge gel, enabling up to 6 months of primary cartridge on-instrument time
- Has 6-dye detection capability
- Generates a full DNA profile in as little as 90 minutes
- For DNA sizing for fragments in the resolution range 60 to 460 bp; for a given allele, the system is designed to perform with a standard deviation of less than 0.15 bp
- Has single base pair resolution

Instrument On-board Computer

- The instrument can run in standalone mode, without a computer attached
- The instrument includes a touchscreen interface that can start the instrument without the need for an attached computer
- The instrument contains on-board storage capability with memory capacity (100GB) to store approximately 650 runs
- The instrument's touch screen interface allows for the creation of user accounts with PIN/password, fingerprint or facial recognition protected access
- The instrument touchscreen interface primarily uses imagery to instruct users to maximize universal understanding
- The instrument touchscreen interface allows for time zone customization
- Enables consumables tracking through the radio-frequency identification (RFID) reader on the instrument and RFID chips in the consumables.
- The instrument also allows for manual entry of barcodes of other non-RFID consumables
- The instrument enables network security through on-instrument encryption, VPN and Active Directory

Consumables

- The Applied Biosystems ACE GlobalFiler Express and RapidINTEL Sample Cartridges contain all necessary reagents for sample preparation, including Applied Biosystems GlobalFiler Express chemistry. The sample cartridges also have an RFID chip that contains information that includes lot number and expiration date. This is a single use consumable with up to 8 months shelf life.
- The Sample cartridges accept standard cotton swabs and do not require specialized swab or sample collection equipment.
- The Applied Biosystems Primary Cartridge includes the capillary array, optimized polymer/gel and buffers for system installation and 100 sample runs. It has up to 6 months shelf life from the date of manufacture.
- The Applied Biosystems ACE GlobalFiler Express Positive and Negative control cartridges, when used regularly, give the user confidence that the system is performing to specification
- The Sample cartridges are packaged in colored Mylar pouches to visually differentiate different sample cartridges and to protect sensitive reagents from light.
- The Sample cartridges are labeled using colored labels to visually differentiate different sample cartridge types

For Forensics, Human Identification or Paternity/Kinship Use Only. Not for use in diagnostic or therapeutic applications.

Analysis Software

- The instrument software is designed with a touchscreen interface for instrument control to regulate the functions of the instrument and perform automatic primary analysis. If the system detects potential issues associated with the data analysis, flags are generated and associated with the run data. Different colored flags denote the following run status:
 - Green - profile generated, no flags associated
 - Yellow - profile generated with associated flags and may require review in the Applied Biosystems RapidLINK v1.0 (and higher) software
 - Red - no profile generated, proceed with troubleshooting

- The Applied Biosystems RapidLINK v1.0 (and higher) software is an external software that is part of the Applied Biosystems RapidHIT ID System as it:
 - securely manages one or more RapidHIT ID systems from a central location
 - allows the review of DNA profiles in real time prior to uploading to a third-party database
 - enables and disables users in real time
 - collects and allows for the review of metadata
 - allows the system to be Expert System-capable through sample accessioning capable workflows and the creation of RCMF or CMF files
 - contains Match, Familial, Staff Elimination Database and Kinship software applications
 - is a database that stores and provides status of all RapidHIT ID system runs
 - is designed to export data in PDF and CSV format

- The instrument can connect with RapidLINK v1.0 (and higher) software for data upload and instrument monitoring through direct connection (via Ethernet cable) and wired/wireless networks

Optional Computer

- Optional computer laptop designed and tested with the RapidLINK v1.0 and above Software and instrument RapidHIT ID System is recommended for system with direct connect use case

Compliance

- The instrument is cUL compliant; tested to CAN/CSA standards, UL, CE, CISPR11, RoHS, WEEE

Vendor Service and Support

- The instrument is provided with a limited warranty for a period of one year from the date of installation. Optional post warranty service contracts are available, including next-business day, on-site repairs (depending on region).
- The instrument is provided with a one-day field service installation session by a certified Thermo Fisher Scientific field service engineer or authorized partner.



CITY OF HOBBS
COMMISSION STAFF SUMMARY FORM

MEETING DATE: February 1st, 2021

SUBJECT: Approving the 2nd quarter fiscal year 2021 DFA Report for Lodgers' Tax.

DEPT. OF ORIGIN: Finance
DATE SUBMITTED: January 26th, 2021
SUBMITTED BY: Toby Spears, Finance Director

Summary:

The NM Department of Finance Administration recommends approving the City of Hobbs quarterly lodgers' tax process. The following attachment is for the 2nd quarter 2021 DFA report.

Fiscal Impact:

Reviewed By: 
Finance Department

The December 31st, 2020 Cash Balance for the Lodgers' Tax Fund is \$1,440,218.83

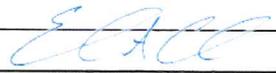
Total lodgers' tax revenue for the 2nd quarter fiscal year 2021 was \$156,999.39 and total expenditures were \$479,384.38. Breakdown of the cash balances by category are as follows:

Profit, Non-profit, Public Entities (20%)	=	\$340,684.92
Local Government (40%)	=	\$428,193.63
Fire, EMS, Sanitation (15%)	=	\$ 0.00
Airline Subsidy (25%)	=	\$671,340.28

Attachments:

Resolution
12-31-2020 Financial Report

Legal Review:

Approved As To Form: 
City Attorney

Recommendation:

To be determined by City Commission.

Approved For Submittal By:


Department Director

City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____	Continued To: _____
Ordinance No. _____	Referred To: _____
Approved _____	Denied _____
Other _____	File No. _____

CITY OF HOBBS
RESOLUTION NO. 7027

A RESOLUTION APPROVING THE FY2021
LODGERS' TAX DFA 2ND QUARTER FINANCIAL REPORT

WHEREAS, the State of New Mexico requires the 2nd quarter Lodgers' Tax DFA Financial Report to be approved annually, they now recommend that all quarterly financial reports be approved.

WHEREAS, the ending cash balance for the period ended December 31, 2020 was \$1,440,218.83 for lodgers' tax funds; and

WHEREAS, the City of Hobbs actual quarter-to-date lodgers' tax revenue and expenditures for fiscal year 2021 crosswalk the amounts to the DFA 2nd quarter financial report;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced 2nd quarter lodgers' tax financial report be approved.

PASSED, ADOPTED AND APPROVED this 1st day of February, 2021

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

INSTRUCTIONS

1. Provide quarterly and year-to-date revenue for the quarterly reporting period. Money received through joint powers agreements must be reported separately. Other sources includes private grants, donations, reimbursements, etc.
2. Allocate revenue to the promotional, non-promotional and general funds based on the percent of tax imposed. Administrative costs may not exceed 10% of the gross pro
3. Provide a "book cash balance" for both the promotional and non-promotional funds for the quarterly reporting period and year to date amounts.
4. Provide quarterly and year-to-date transfers-in and transfers - out.
[Note: The Lodgers' Tax Act does not allow transfers from the Lodgers' Tax Fund to the General Fund or other Funds of the local public body.]
5. Provide quarterly and year-to-date expenditures on the expenditures lab. Contractual service expenditures must comply with the Lodgers' Tax Act, terms of the contract and the Procurement Code 13-1-28 through 13-1-199 NMSA 1978.

REPORTING ENTITY: City of Hobbs 5 (PERCENT IMPOSED) QUARTER ENDING: 12/31/2020
MONTH/YEAR

1. REVENUE SUMMARY:	QUARTERLY AMOUNT (THIS REPORTING PERIOD)	YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)	2. REVENUE ALLOCATION:	QUARTERLY AMOUNT (THIS REPORTING PERIOD)	YEAR-TO-DATE (Y-T-C) AMOUNT (SUM OF ALL QUARTERS)
LODGERS' TAX PROCEEDS	\$ 156,999	\$ 320,504	NON-PROMOTIONAL FUND	\$ 0	\$ 0
INVESTMENT INCOME	310	1,229	PROMOTIONAL FUND	\$ 157,310	321,733
LATE PENALTIES			ADMINISTRATIVE COST	\$ 0	\$ 0
CONVENTION CENTER FINANCING FEES					
HOSPITALITY FEE ACT FEES					
1. _____			(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,		
2. _____			i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)		
TOTAL REVENUE	\$ 157,310	\$ 321,733			

3. CASH BALANCES:

Carryover From Previous Fiscal Year: Non-Promotional	\$ 15,511
Carryover From Previous Fiscal Year: Promotional	1,810,648
(Note: 2 years maximum carryover before money must be spent).	
NON-PROMOTIONAL FUND	\$ 0
PROMOTIONAL FUND	\$ (385,940)
Grand Total (Non-Promo)	\$
Grand Total (Promo)	\$ 1,440,219

4. TRANSFERS: IN

INTERGOVERNMENT, INTERFUND TRANSFERS - IN		
(e.g. JPAs, GRANTS TRANSFERRED TO LODGERS' TAX FUND)		
1. _____	\$ _____	\$ _____
2. _____		
	\$ 0	\$ 0

TRANSFERS:OUT

NON-PROMOTIONAL FUND		
INTERFUND TRANSFERS - (OUT)		
(e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	\$ 0	\$ 0

PROMOTIONAL FUND		
INTERFUND TRANSFERS - (OUT)		
(e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	\$ 0	\$ 0

INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	\$ 0	\$ 0

INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	\$ 0	\$ 0

CITY OF HOBBS
EVENT SUMMARIES
12/31/2020

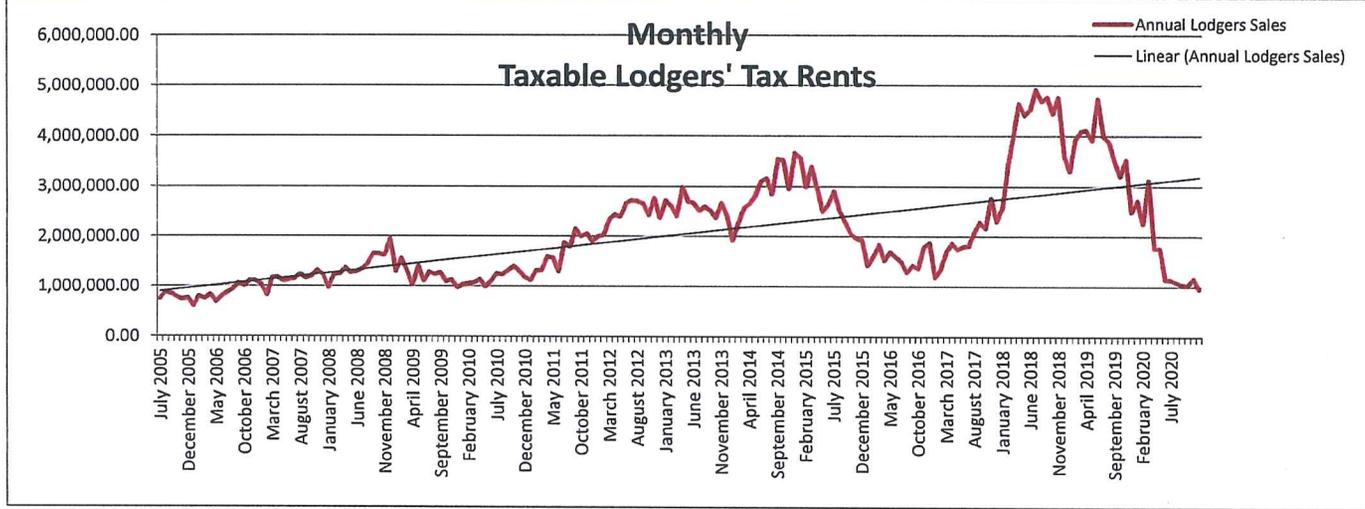
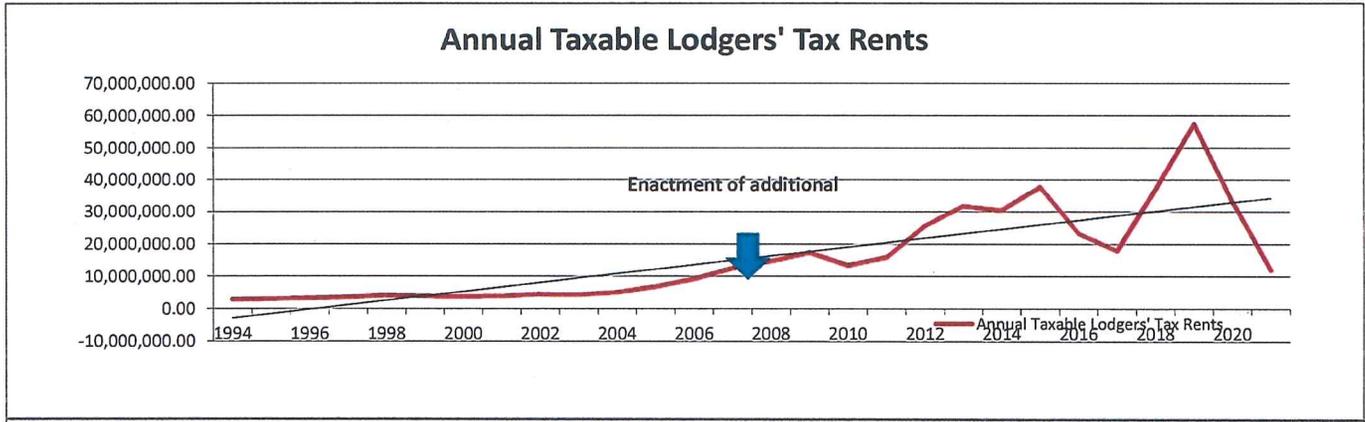
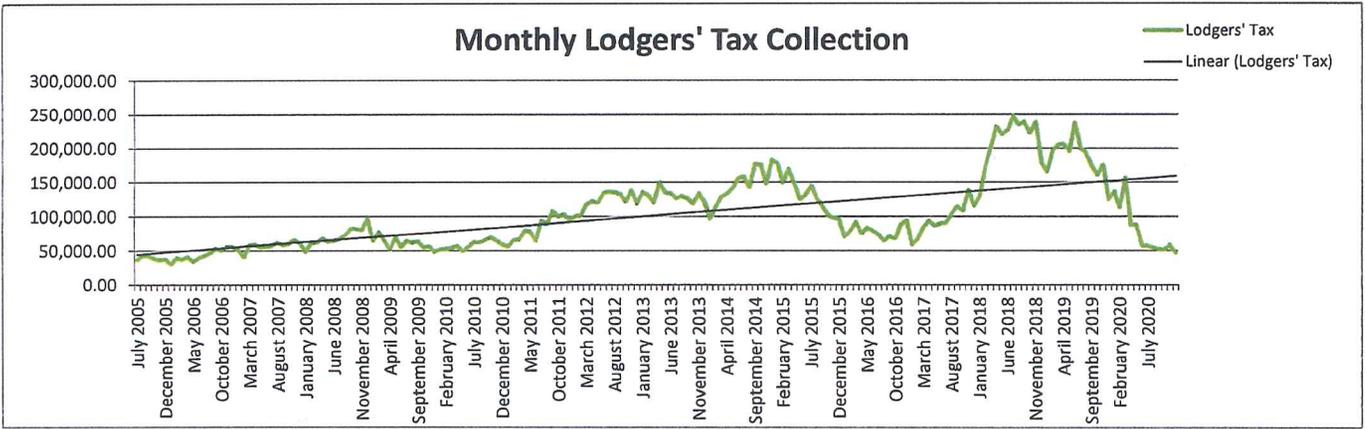
TOTAL
AMOUNT

21-1	ROCKWIND COMMUNITY LINKS - 2020	4/11/2019	4,000.00
21-2	C.O.R.E - 2020 - MARKETING	4/11/2019	9,571.05
21-3	C.O.R.E - 2020 - OPERATING	4/11/2019	250,000.00
	CITY OF HOBBS POLICE, FIRE, SANITATION	4/11/2019	48,075.61
20-23	EDC - 2020 AIRLINE SUBSIDY (Marketing)	4/11/2019	<u>396,025.76</u>
	TOTAL		<u><u>707,672.42</u></u>

12/31/20

CITY OF HOBBS LODGERS' TAX PROGRAM
EXPENDITURE REPORT FOR THE 2ND QUARTER OF 2020 - 2021

		PROMO	NON PROMO	TOTAL
CASH BAL.	6/30/20	1,810,647.23	15,511.46	1,826,158.69
FIRST QUARTER INCOME		163,504.67		163,504.67
FIRST QUARTER INTEREST		918.36		918.36
TOTAL REVENUE		164,423.03	0.00	164,423.03
FIRST QUARTER EXPENSES		228,288.04		228,288.04
CASH BAL.	9/30/20	1,746,782.22	15,511.46	1,762,293.68
SECOND QUARTER INCOME		156,999.39		156,999.39
SECOND QUARTER INTEREST		310.20		310.20
TOTAL REVENUE		157,309.59	0.00	157,309.59
SECOND QUARTER EXPENSES		479,384.38		479,384.38
CASH BAL.	12/31/20	1,424,707.43	15,511.46	1,440,218.89
THIRD QUARTER INCOME				0.00
THIRD QUARTER INTEREST				0.00
TOTAL REVENUE		0.00	0.00	0.00
THIRD QUARTER EXPENSES				0.00
CASH BAL.	3/31/21	1,424,707.43	15,511.46	1,440,218.89
FOURTH QUARTER INCOME(FORCE EXTRA TO PROMO)				0.00
FOURTH QUARTER INTEREST				0.00
TOTAL REVENUE		0.00	0.00	0.00
FOURTH QUARTER EXPENSES**				0.00
CASH BAL.	6/30/21	1,424,707.43	15,511.46	1,440,218.89
YEAR TO DATE INCOME		320,504.06	0.00	320,504.06
YEAR TO DATE INTEREST		1,228.56	0.00	1,228.56
TOTAL REVENUE		321,732.62	0.00	321,732.62
YEAR TO DATE EXPENSES		707,672.42	0.00	707,672.42
YEAR TO DATE CASH BALANCES		1,424,707.43	15,511.46	1,440,218.89





FINANCE DEPARTMENT

200 E. Broadway
Hobbs, NM 88240

575-397-9235 bus
575-397-9450 fax

January 26th, 2021

Jolene Gonzales, Special Projects Analyst
Department of Finance & Administration
Local Government Division
407 Galistero
Santa Fe, NM 87501

Re: 2nd quarter lodgers' tax quarterly report

Enclosed is the following:

2nd quarter lodgers' tax report for fiscal year 2021

Sincerely,

A handwritten signature in blue ink, appearing to read "Toby Spears", is written over the typed name.

Toby Spears, CPA, CFE
Finance Director
CITY OF HOBBS



CITY OF HOBBS

COMMISSION STAFF SUMMARY FORM

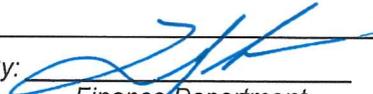
MEETING DATE: February 1, 2021

SUBJECT: Resolution approving the FY2021 DFA 2nd Quarter (December 2020) Financial Report
DEPT. OF ORIGIN: Finance Department
DATE SUBMITTED: January 25, 2021
SUBMITTED BY: Deborah Corral, Assistant Finance Director

Summary:

Submitting the FY2021 2nd Quarter DFA Financial Report for the approval of the governing body. The Department of Finance and Administration only requires that the 4th Quarter DFA Report be approved by resolution, however, it **recommends** all quarterly reports be approved by the governing body.

Fiscal Impact:

Reviewed By: 

Finance Department

The ending cash balance represents actual revenue and expenditure activity from 07/01/20-12/31/20.

- Actual Ending Cash Balance at 12/31/20 is \$145,782,922.26 for all funds (restricted and unrestricted).
- The City of Hobbs year-to-date actual revenues and expenditures for the period are \$51,629,461.97 and \$53,595,674.14 respectively.

Attachments:

- 2nd Quarter DFA Report Recap
- December 31, 2020 City of Hobbs Cash Report
- Resolution approving 2nd Quarter DFA Report

Legal Review:

Approved As To Form: 

City Attorney

Recommendation:

Motion to approve the resolution.

Approved For Submittal By:


Department Director


City Manager

CITY CLERK'S USE ONLY
COMMISSION ACTION TAKEN

Resolution No. _____

Continued To: _____

Ordinance No. _____

Referred To: _____

Approved _____

Denied _____

Other _____

File No. _____

CITY OF HOBBS
RESOLUTION NO. 7028

A RESOLUTION APPROVING THE FY2021
DFA 2nd QUARTER FINANCIAL REPORT

WHEREAS, the State of New Mexico only requires the 4TH quarter DFA Financial Report to be approved annually, however, they now recommend that all quarterly financial reports be approved.

WHEREAS, the ending cash balance for the period ended December 31, 2020 was \$145,782,922.26 for all funds; and

WHEREAS, the City of Hobbs actual year-to-date revenue and expenditures for fiscal year 2021 crosswalk the amounts to the DFA 2nd Quarter Financial Report;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF HOBBS, NEW MEXICO, that the herein referenced 2nd Quarter Financial Report be approved.

PASSED, ADOPTED AND APPROVED this 1st day of February, 2021.

SAM D. COBB, Mayor

ATTEST:

JAN FLETCHER, City Clerk

City of Hobbs
Cash Balance by Fund
12/31/2020

	Ending Cash 06/30/2020	June - July FY2020 Revenues	Actual Cash TRANSFERS	June - July FY2020 Expenditures	FY20 Balance Sheet Adjustments	Ending Cash 12/31/20
GOVERNMENTAL FUNDS						
11000 001 GENERAL	91,426,513.57	26,568,213.23	(2,156,382.97)	28,395,101.34	(244,085.63)	87,687,328.12
29900 002 LAND ACQUISITION	349,146.16	-	-	162,718.58	-	186,427.58
	91,775,659.73	26,568,213.23	(2,156,382.97)	28,557,819.92	(244,085.63)	87,873,755.70
SPECIAL REVENUES						
20100 110 LOCAL GOV CORR	856,783.06	131,917.44	-	31,228.52	-	957,471.98
21100 120 POLICE PROTECTION	63,885.81	80,400.00	-	15,661.94	-	128,623.87
29900 130 P D N (parif, drug, narcotics)	1,918.75	-	-	-	-	1,918.75
29900 150 COPS GRANT	1,000.00	21,537.89	60,000.00	184,503.29	(101,965.40)	-
21700 160 HWLC	585,453.07	351,207.40	975,415.65	1,761,999.57	1.55	150,075.00
21900 170 OLDER AMERICAN	1,000.00	109,437.16	336,801.39	446,238.55	-	1,000.00
51800 180 GOLF	1,000.00	498,263.27	920,716.13	1,418,997.98	(18.98)	1,000.00
50600 190 CEMETERY	14,477.08	109,228.80	154,830.85	277,536.73	-	1,000.00
50400 200 AIRPORT	273,054.13	7,074.71	-	44,141.01	-	235,987.83
30300 210 LEGISLATIVE APPROP	-	-	-	-	-	-
21800 220 INTERGOVERNMENTAL GRANTS	-	1,587,094.00	-	1,587,094.00	-	-
21400 230 LODGERS' TAX	1,826,158.69	321,732.56	(311,646.66)	396,025.76	-	1,440,218.83
29900 270 PUBLIC TRANSPORTATION	32,975.73	379,395.92	20,265.61	431,637.26	-	1,000.00
20900 280 FIRE PROTECTION	604,904.69	350,270.22	-	100,119.21	-	855,055.70
20600 290 EMER MEDICAL SERV	202.82	20,000.00	-	9,172.10	-	11,030.72
30200 370 COMM DEVE CONST	186,193.20	-	-	-	-	186,193.20
	4,449,007.03	3,967,559.37	2,156,382.97	6,704,355.92	(101,982.83)	3,970,576.28
CAPITAL PROJECTS FUNDS						
39900 460 BEAUTIFICATION IMPROVEMENT	1,538,849.89	-	-	-	-	1,538,849.89
21600 480 STREET IMPROVEMENTS	3,414,077.71	556,499.16	-	290,510.86	-	3,680,066.01
39900 490 CITY COMM. IMPROVEMENTS	5,622,342.68	1,059,311.27	(45,503.56)	29,888.01	-	6,606,262.38
	10,575,270.28	1,615,810.43	(45,503.56)	320,398.87	-	11,825,178.28
DEBT SERVICE FUNDS						
40400 510 UTILITY BOND	0.00	-	54,560.62	54,560.62	-	0.00
40400 530 2005 WASTEWATER BOND ISSUE	1,989,842.96	-	1,921,489.12	1,921,489.12	-	1,989,842.96
	1,989,842.96	-	1,976,049.74	1,976,049.74	-	1,989,842.96
TOTAL GOVERNMENTAL FUNDS	108,789,780.00	32,151,583.03	1,930,546.18	37,558,624.45	(346,068.46)	105,659,353.22
ENTERPRISE FUNDS						
50200 100 SOLID WASTE	2,484,591.03	3,669,826.89	-	3,582,895.44	-	2,571,522.48
39900 440 JOINT UTILITY EXTENSIONS CAPIT	1,000.00	44,941.78	45,503.56	53,368.16	-	38,077.18
50100 600 JOINT UTILITY	1,000.00	-	2,589,896.79	2,589,896.79	-	1,000.00
50100 610 JOINT UTILITY CONST	1,000.00	-	697,462.86	697,462.86	-	1,000.00
50300 620 WASTE WATER PLANT CONST	7,957,145.56	23,484.66	-	151,521.57	-	7,829,108.65
50300 630 JOINT UTILITY - WASTEWATER	1,000.00	-	1,763,979.57	1,763,979.57	-	1,000.00
50300 650 JOINT UTILITY INCOME - WASTE	5,840,103.73	3,834,916.99	(3,685,468.69)	14,943.81	-	5,974,608.22
50100 660 JOINT UTILITY INCOME	4,898,581.14	5,013,480.47	(3,341,920.27)	-	25,998.05	6,544,143.29
50100 680 METER DEPOSIT RES	1,118,043.91	190,795.44	-	179,731.44	-	1,129,107.91
TOTAL ENTERPRISE FUNDS	22,302,465.37	12,777,446.23	(1,930,546.18)	9,033,799.64	25,998.05	24,089,567.73
INTERNAL SERVICE FUNDS						
69900 640 MEDICAL INSURANCE	3,793,491.45	3,752,499.87	-	2,761,495.57	(95.39)	4,784,591.14
69900 670 WORKERS COMP TRUST	1,142,028.21	186,023.72	-	182,894.78	-	1,145,157.15
69900 690 INTERNAL SUPPLY	43,966.87	88,525.15	-	158,641.63	(26,149.61)	(0.00)
69900 740 INSURANCE - RISK	1,876,630.31	-	-	1,205,366.61	-	671,263.70
TOTAL INTERNAL SERVICE FUNDS	6,856,116.84	4,027,048.74	-	4,308,398.59	(26,245.00)	6,601,011.99
TRUST AND AGENCY FUNDS						
79900 700 MOTOR VEHICLE	17,511.25	2,046,162.67	-	2,049,730.54	1,188.10	12,755.28
79900 710 MUNI JUDGE BOND FUND	105,852.84	-	-	-	(673.50)	106,526.34
79900 720 RETIREE HEALTH INSURANCE TRL	9,000,000.00	548,747.64	-	600,734.22	2,277.42	8,945,736.00
79900 730 CRIME LAB FUND	73,717.55	44,712.16	-	39,604.16	-	78,825.55
79900 750 FORECLOSURE TRUST FUND	71.88	-	-	-	-	71.88
79900 770 LIBRARY TRUST	6,019.48	157.50	-	85.20	-	6,091.78
79900 780 SENIOR CITIZEN TRUST	3,319.94	-	-	-	-	3,319.94
79900 790 PRAIRIE HAVEN MEM	5,826.98	3.98	-	-	-	5,830.96
79900 800 COMMUNITY PARK TRUST	1,558.61	1.07	-	-	-	1,559.68
79900 820 EVIDENCE TRUST FUND	220,886.46	33,333.90	-	-	-	254,220.36
79900 830 HOBBS BEAUTIFUL	19,971.41	13.55	-	4,412.66	-	15,572.30
79900 860 CITY AGENCY TRUST	2,512.43	251.50	-	284.68	-	2,479.25
TOTAL TRUST AND AGENCY FUNDS	9,457,248.83	2,673,383.97	-	2,694,851.46	2,792.02	9,432,989.32
GRAND TOTAL ALL FUNDS	147,405,611.04	51,629,461.97	(0.00)	53,595,674.14	(343,523.39)	145,782,922.26

State of New Mexico
Local Government Budget Management System (LGBMS)

Report Recap - Fiscal Year 2020-2021 - Hobbs (City) - FY2021 Q2

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Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	91,426,514.00	0.00	26,568,213.23	-2,156,382.97	28,395,101.34	244,085.63	87,687,328.55	2,366,258.45	85,321,070.10
20100 Corrections	856,784.00	0.00	131,917.44	0.00	31,228.52	0.00	957,472.92	0.00	957,472.92
20600 Emergency Medical Services	203.00	0.00	20,000.00	0.00	9,172.10	0.00	11,030.90	0.00	11,030.90
20900 Fire Protection	604,905.00	0.00	350,270.22	0.00	100,119.21	0.00	855,056.01	0.00	855,056.01
21100 Law Enforcement Protection	63,886.00	0.00	80,400.00	0.00	15,661.94	0.00	128,624.06	0.00	128,624.06
21400 Lodgers' Tax	1,826,159.00	0.00	321,732.56	-311,646.66	396,025.76	0.00	1,440,219.14	0.00	1,440,219.14
21600 Municipal Street	3,414,078.00	0.00	556,499.16	0.00	290,510.86	0.00	3,680,066.30	0.00	3,680,066.30
21700 Recreation	585,454.00	0.00	351,207.40	975,415.65	1,761,999.57	0.00	150,077.48	0.00	150,077.48
21800 Intergovernmental Grants	0.00	0.00	1,587,094.00	0.00	1,587,094.00	0.00	0.00	0.00	0.00
21900 Senior Citizens	1,000.00	0.00	109,437.16	336,801.39	446,238.55	0.00	1,000.00	0.00	1,000.00
29900 Other Special Revenue	385,041.00	0.00	400,933.81	80,265.61	778,859.13	101,965.40	189,346.69	0.00	189,346.69
30200 CDBG (HUD) Project	186,194.00	0.00	0.00	0.00	0.00	0.00	186,194.00	0.00	186,194.00
30300 State Legislative Appropriation Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
39900 Other Capital Projects	7,162,193.00	0.00	1,104,253.05	0.00	83,256.17	0.00	8,183,189.88	0.00	8,183,189.88
40400 NMFA Loan Debt Service	1,989,843.00	0.00	0.00	1,976,049.74	1,976,049.74	0.00	1,989,843.00	0.00	1,989,843.00
50100 Water Enterprise	6,018,626.00	0.00	5,204,275.91	-54,560.62	3,467,091.09	-25,998.05	7,675,252.15	0.00	7,675,252.15
50200 Solid Waste Enterprise	2,484,592.00	0.00	3,669,826.89	0.00	3,582,895.44	0.00	2,571,523.45	0.00	2,571,523.45
50300 Wastewater/Sewer Enterprise	13,798,250.00	0.00	3,858,401.65	-1,921,489.12	1,930,444.95	0.00	13,804,717.58	0.00	13,804,717.58
50400 Airport Enterprise	273,055.00	0.00	7,074.71	0.00	44,141.01	0.00	235,988.70	0.00	235,988.70

50600 Cemetery Enterprise	14,478.00	0.00	109,228.80	154,830.85	277,536.73	0.00	1,000.92	0.00	1,000.92
51800 Golf Course Enterprise	1,000.00	0.00	498,263.27	920,716.13	1,418,997.98	18.98	1,000.40	0.00	1,000.40
69900 Other Internal Service	6,856,117.00	0.00	4,027,048.74	0.00	4,308,398.59	26,245.00	6,601,012.15	0.00	6,601,012.15
79900 Other Trust & Agency	9,457,249.00	0.00	2,673,383.97	0.00	2,694,851.46	-2,792.02	9,432,989.49	0.00	9,432,989.49
Totals	147,405,621.00	0.00	51,629,461.97	0.00	53,595,674.14	343,524.94	145,782,933.77	2,366,258.45	143,416,675.32