

Henry P. Roybal
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Anna Hansen
Commissioner, District 2

Rudy N. Garcia
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

Ed Moreno
Commissioner, District 5

Katherine Miller
County Manager

MEMORANDUM

DATE: February 26, 2019

TO: Santa Fe County Board of County Commissioners

FROM: Erika Thomas, Budget Administrator

VIA: Katherine Miller, County Manager
Pablo Sedillo, Public Safety Director
David Sperling, Fire Chief *DS*

RE: Resolution No. 2019 - _____, A Resolution Requesting an Increase to the Fire Operations Fund (244) to Budget the New Mexico Fire Protection Grant Council Award to Various Fire Districts in the amount of \$907,100 (Finance Division / Erika Thomas)

SUMMARY:

The Finance Division requests the approval of this resolution to budget an increase to the Fire Operations Fund (244) in the amount of \$907,100. New funding is from multiple grants awarded by the NM Fire Protection Grant Council to various Fire Districts.

BACKGROUND:

On December 5, 2018 the Santa Fe County Fire Department was awarded grant funding by the NM Fire Protection Grant Council in the amount of \$907,100. The grant award will be used to replace Self-Contained Breathing Apparatus (SCBA) equipment for each Fire District that was awarded grant funding. The specifications for the purchase of SCBA's have been reviewed and approved on January 3, 2019 by the State Fire Marshal's Office. (See Table on Next Page)

Fire District	Awarded Amount	Fund Utilization
Chimayo	\$ 100,000.00	SCBA
Eldorado	\$ 100,000.00	SCBA
Edgewood	\$ 100,000.00	SCBA
Hondo	\$ 100,000.00	SCBA
La Puebla	\$ 51,300.00	SCBA
Pojoaque	\$ 100,000.00	SCBA
Tesuque	\$ 68,400.00	SCBA
La Cienega	\$ 100,000.00	SCBA
Madrid	\$ 36,100.00	SCBA
Glorieta	\$ 51,300.00	SCBA
Agua Fria	\$ 100,000.00	SCBA
AWARD AMOUNT		\$ 907,100.00

REQUESTED ACTION:

The Finance Division requests approval of this resolution to increase budget in the Fire Operations Fund (244) for the amount of \$907,100 to budget the NM Fire Protection Grant Council Award.

SANTA CLAY COUNTY

RESOLUTION 2019 - _____

A RESOLUTION REQUESTING AUTHORIZATION TO MAKE THE BUDGET ADJUSTMENT DETAILED ON THIS FORM

Whereas, the Board of County Commissioners meeting in regular session on February 26, 2019, did request the following budget adjustment:

Department / Division: Fire Department/Various Fire Districts Fund Name: Fire Operating Fund (244)

Budget Adjustment Type: Budget Increase Fiscal Year: 2019 (July 1, 2018 - June 30, 2019)

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	371	23-00	State Grants / Fire Protection	100,000	
244	0832	371	23-00	State Grants / Fire Protection	100,000	
244	0833	371	23-00	State Grants / Fire Protection	100,000	
244	0834	371	23-00	State Grants / Fire Protection	100,000	
244	0835	371	23-00	State Grants / Fire Protection	51,300	
TOTAL (if SUBTOTAL, check here X)					451,300	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0831	422	80-03	Capital Purchases / Equipment	100,000	
244	0832	422	80-03	Capital Purchases / Equipment	100,000	
244	0833	422	80-03	Capital Purchases / Equipment	100,000	
244	0834	422	80-03	Capital Purchases / Equipment	100,000	
TOTAL (if SUBTOTAL, check here X)					400,000	

Requesting Department Approval: [Signature] Title: Fire Chief Date: 2-11-19

Finance Department Approval: [Signature] Date: 2-13-19 Entered by: _____ Date: _____

County Manager Approval: _____ Date: _____ Updated by: _____ Date: _____

2019-7-17

SANTA FE COUNTY

RESOLUTION 2019 - _____

BUDGET ADJUSTMENT CONTINUATION SHEET

BUDGETED REVENUES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	REVENUE NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0836	371	23-00	State Grants / Fire Protection	100,000	
244	0838	371	23-00	State Grants / Fire Protection	68,400	
244	0840	371	23-00	State Grants / Fire Protection	100,000	
244	0841	371	23-00	State Grants / Fire Protection	36,100	
244	0842	371	23-00	State Grants / Fire Protection	51,300	
244	0843	371	23-00	State Grants / Fire Protection	100,000	
TOTAL (if SUBTOTAL, check here)					907,100	

BUDGETED EXPENDITURES: (use continuation sheet, if necessary)

FUND CODE XXX	DEPARTMENT/DIVISION XXXX	ACTIVITY BASIC/SUB XXX	ELEMENT/OBJECT XXXX	CATEGORY / LINE ITEM NAME	INCREASE AMOUNT	DECREASE AMOUNT
244	0835	422	80-03	Capital Purchases / Equipment	51,300	
244	0836	422	80-03	Capital Purchases / Equipment	100,000	
244	0838	422	80-03	Capital Purchases / Equipment	68,400	
244	0840	422	80-03	Capital Purchases / Equipment	100,000	
244	0841	422	80-03	Capital Purchases / Equipment	36,100	
244	0842	422	80-03	Capital Purchases / Equipment	51,300	
244	0843	422	80-03	Capital Purchases / Equipment	100,000	
TOTAL (if SUBTOTAL, check here)					907,100	

SANTA FE COUNTY

RESOLUTION 2019 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT: Name: Donna Morris Dept/Div: Fire Department/Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 1) Please summarize the request and its purpose.

On December 5, 2018 the Santa Fe County Fire Department was awarded grant funding by the NM Fire Protection Grant Council in the amount of \$907,100. The grant award will be used to replace Self-Contained Breathing Apparatus (SCBA) equipment for each Fire District that was awarded grant funding. The specifications for the purchase of SCBA's have been reviewed and approved on January 3, 2019 by the State Fire Marshal's Office.

a) Employee Actions

Line Item	Action (Add/Delete Position, Reclass, Overtime)	Position Type (permanent, term)	Position Title

b) Professional Services (50-xx) and Capital Category (80-xx) detail:

Line Item	Detail (what specific things, contracts, or services are being added or deleted)	Amount
80-03	SCBA Equipment	907,100

- 2) Is the budget action for RECURRING expense _____ or for NON-RECURRING (one-time only) expense X

SANTA FE COUNTY
RESOLUTION 2019 - _____

ATTACH ADDITIONAL SHEETS IF NECESSARY.

DEPARTMENT CONTACT:

Name: Donna Morris Dept/Div: Fire Department Administration Phone No.: 992-3082

DETAILED JUSTIFICATION FOR REQUESTING BUDGET ADJUSTMENT (If applicable, cite the following authority: State Statute, grant name and award date, other laws, regulations, etc.):

- 3) Does this request impact a revenue source? If so, please identify (i.e. General Fund, state funds, federal funds, etc.), and address the following:
 - a) If this is a state special appropriation, YES _____ NO X
If YES, cite statute and attach a copy.
 - b) Does this include state or federal funds? YES X NO _____
If YES, please cite and attach a copy of statute, if a special appropriation, or include grant name, number, award date and amount, and attach a copy of a award letter and proposed budget.

NM Fire Protection Grant Council Award (copies attached).

- c) Is this request a result of Commission action? YES _____ NO X
If YES, please cite and attach a copy of supporting documentation (i.e. Minutes, Resolution, Ordinance, etc.).

- d) Please identify other funding sources used to match this request.

District Fire Fund (209) Distribution.

SANTA FE COUNTY
RESOLUTION 2019 - _____

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Fe County that the Local Government Division of the Department of Finance and Administration is hereby requested to grant authority to adjust budgets as detailed above.

Approved, Adopted, and Passed This _____ Day of February, 2019.

Santa Fe Board of County Commissioners

Anna Hamilton, Chair

ATTEST:

Geraldine Salazar, County Clerk

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

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DISTRICT 4 LYNDY LOVEJOY
DISTRICT 5 SANDY JONES, CHAIR

CHIEF OF STAFF
Ernest D. Archuleta, P.E.

December 5, 2018

Daniel Martinez Fire Chief
Chimayo Fire Department
David Sperling
Santa Fe County Fire Chief
#35 Camino Justicia
Santa Fe, NM 87508

Ref: FY 19 New Mexico Fire Protection Grant Council Award Notice

Dear Fire Chief and Santa Fe County Fire Chief,

Congratulations! Your grant application on behalf of the Chimayo Fire Department for SCBA; award item(s) has been reviewed and an award has been granted.

Over 150 grant applications were submitted and over \$23 million in needs were considered. The Chimayo Fire Department has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. The specifications for the equipment needs identified in the 2019 Grant application must be submitted to this office for approval by close of business **January 15, 2019** and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

A voucher or ACH deposit, in the amount of \$100,000.00, for the purchase of the approved project request, will be sent to your local governing body Treasurer, after approval by this office of the submitted project specifications, on or near **January 22, 2019**.

The deadline to encumber the money by contract with the vendor is **May 15, 2019**. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the matching amount, the remaining money shall be returned to the grant fund. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission, to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

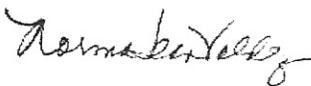
If further information is required, please contact John Kondratick, Deputy Fire Marshal; Fire Service Support Bureau at (505) 476-0165 or (505) 470-1044.

Sincerely,



Don Shainin
State Fire Marshal

Sincerely,



Norma Jean Valdez
Grant Council Chair

xc: Chief
Board of County Commissioners

1 888 4 ASK PRC
www.nmprc.state.nm.us



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

1-800-244-6702 (In-state only)
(505) 476-0174
Fax: (505) 476-0100

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NEW MEXICO PUBLIC REGULATION COMMISSION

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DISTRICT 5 SANDY JONES, CHAIR



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

CHIEF OF STAFF

Ernest D. Archuleta, P.E.

1-800-244-6702 (In-state only)
(505) 476-0066
Fax: (505) 476-0100

January 3, 2019

David Sperling
Santa Fe County Fire Department
35 Camino Justicia
Santa Fe, New Mexico 87508

Fire Chief Sperling:

The specifications you submitted on January 3, 2019 for the purchase of SCBA's have been reviewed and are approved. Chimayo Fire District is authorized to use fire protection fund monies and Grant Award Monies for the purchase of this equipment. Please be advised you SHALL comply with the current NFPA standards.

"This letter shall serve as approval to expend fire protection fund monies to finance the cost of the SCBA's. Chimayo Fire District is currently an ISO rating of 4 with a minimum yearly Fire Protection Fund Allocation of \$89,418.00.

If there are any major changes in the specifications that are made prior to bidding procedures, this office must approve the changes or this authorization of expenditure shall be rendered null and void.

If you anticipate a loan, I recommend that you contact the New Mexico Finance Authority (NMFA) at 505-984-1454 to finance the SCBA's loan through NMFA will be at minimal interest. This letter shall serve as authorization for you to enter into an agreement with NMFA for the commitment of fire protection fund monies.

For future references, please be reminded that all purchases shall be accomplished in accordance with the policies and guidelines of your governing body, the provisions of the Public Purchase Act, and as approved by the New Mexico Department of Finance and Administration.

If you have any question with this report please do not hesitate to contact me at 505-231-7162.

Sincerely,

A handwritten signature in cursive script that reads "Sammy Anaya".

Sammy Anaya
Fire Service Coordinator

XC Mr. Don Shainin, State Fire Marshal
File

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

Part 1

Upon completion of the funded project, this checklist must be submitted to the State Fire Marshal's Office, Fire Services Support Bureau.

DEPARTMENT NAME: Chimayo COUNTY: Santa Fe

FUNDED PROJECT: SCBA

AMOUNT AWARDED: \$100,000.00

PROJECT CHECKLIST

Benchmark	Deadline	Date	Name of SFMO Representative
Project specifications submitted to State Fire Marshal's Office for Review/Approval	January 15, 2019	Submittal Date	Submitted to:
Approval from SFMO to proceed with project specifications	February 15, 2019	Approval Date	Approved by:
Funds Encumbered by Procurement Code	May 15, 2019	Encumbrance Date	Encumbrance Method Contract/Purchase Order #
Project Completed		Goods/Services Received Date	
SFMO Inspection		Requested Date	Requested of whom:
SFMO Inspection Completed		Inspection Date	By Whom:
SFMO Check of NFIRS Compliance			

Please complete the FY 19 Closeout Checklist

Part 2

EXCESS/SURPLUS

PROJECT BUDGET TO ACTUALS SUMMARY Spreadsheet

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

**Part 2
PROJECT BUDGET TO ACTUALS SUMMARY
EXCESS/SURPLUS**

CHIMAYO FIRE DEPARTMENT

Instructions for this form:

(You may need to expand the row height to see all of the information in a row)

1. ENTER the "Total Actual Project Cost at Completion" in the yellow field highlighted in the spreadsheet below (LINE 1)
2. When you enter the "Total Actual Project Cost at Completion" amount into the yellow field the spreadsheet formulas will automatically calculate the Excess/Surplus results
3. Excess/Surplus Calculation
 - a. The amount in **Excess** of the "Total Actual Project Cost at Completion"
The department is responsible for this amount
 - b. The Amount in **Surplus** of the "Total Actual Project Cost at Completion" is shown in **RED PARENTHESIS ()**;
(Amount the department must return to the Fire Grant Fund)

Excess/Surplus Calculation

LINE 1	Total Actual Project Cost at Completion (Enter total amount here)	
LINE 2	FY 19 Grant Amount Awarded (Pre-Populated Field)	100,000.00
LINE 3	<u>Subtotal 1</u> Auto Calculated Field LINE 1 less LINE 2 Subtract "FY 19 Grant Amount Awarded" from "Total Actual Project Cost at Completion"	(\$100,000.00)
LINE 4	Minimum Matching Amount 10% of Total FY 19 Grant Amount Awarded (Pre-Populated Field)	\$10,000.00
LINE 5	<u>Subtotal 2</u> Auto Calculated Field LINE 3 Less LINE 4 If the amount shown is shown in BLACK , this is the amount in Excess of the FY 19 Grant Award; the department is responsible for this amount ----- If the amount is shown in RED () , this is the amount in Surplus of the FY 19 Grant Award; department must return to the Grant Fund	(\$110,000.00)

NEW MEXICO PUBLIC REGULATION COMMISSION

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P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

CHIEF OF STAFF
Ernest D. Archuleta, P.E.

1-800-244-6702 (In-state only)
(505) 476-0174
Fax: (505) 476-0100

December 5, 2018

Wendy Servey Fire Chief
El Dorado Fire Department
David Sperling
Santa Fe County Fire Chief
#35 Camino Justicia
Santa Fe, NM 87508

Ref: FY 19 New Mexico Fire Protection Grant Council Award Notice

Dear Fire Chief and Santa Fe County Fire Chief,

Congratulations! Your grant application on behalf of the El Dorado Fire Department for SCBA: award item(s) has been reviewed and an award has been granted.

Over 150 grant applications were submitted and over \$23 million in needs were considered. The El Dorado Fire Department has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. The specifications for the equipment needs identified in the 2019 Grant application must be submitted to this office for approval by close of business **January 15, 2019** and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

A voucher or ACH deposit, in the amount of **\$100,000.00**, for the purchase of the approved project request, will be sent to your local governing body Treasurer, after approval by this office of the submitted project specifications, on or near **January 22, 2019**.

The deadline to encumber the money by contract with the vendor is **May 15, 2019**. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the matching amount, the remaining money shall be returned to the grant fund. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission, to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If further information is required, please contact John Kondratick, Deputy Fire Marshal; Fire Service Support Bureau at (505) 476-0165 or (505) 470-1044.

Sincerely,

Handwritten signature of Don Shainin.

Don Shainin
State Fire Marshal

Sincerely,

Handwritten signature of Norma Jean Valdez.

Norma Jean Valdez
Grant Council Chair

xc: Chief
Board of County Commissioners

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NEW MEXICO PUBLIC REGULATION COMMISSION

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STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

CHIEF OF STAFF

Ernest D. Archuleta, P.E.

1-800-244-6702 (In-state only)
(505) 476-0066
Fax: (505) 476-0100

January 3, 2019

David Sperling
Santa Fe County Fire Department
35 Camino Justicia
Santa Fe, New Mexico 87508

Fire Chief Sperling:

The specifications you submitted on January 3, 2019 for the purchase of SCBA's have been reviewed and are approved. El Dorado Fire District is authorized to use fire protection fund monies and Grant Award Monies for the purchase of this equipment. Please be advised you **SHALL** comply with the current NFPA standards.

"This letter shall serve as approval to expend fire protection fund monies to finance the cost of the SCBA's. El Dorado Fire District is currently an ISO rating of 3 with a minimum yearly Fire Protection Fund Allocation of \$212,757.00.

If there are any major changes in the specifications that are made prior to bidding procedures, this office must approve the changes or this authorization of expenditure shall be rendered null and void.

If you anticipate a loan, I recommend that you contact the New Mexico Finance Authority (NMFA) at 505-984-1454 to finance the SCBA's loan through NMFA will be at minimal interest. This letter shall serve as authorization for you to enter into an agreement with NMFA for the commitment of fire protection fund monies.

For future references, please be reminded that all purchases shall be accomplished in accordance with the policies and guidelines of your governing body, the provisions of the Public Purchase Act, and as approved by the New Mexico Department of Finance and Administration.

If you have any question with this report please do not hesitate to contact me at 505-231-7162.

Sincerely,

A handwritten signature in cursive script that reads "Sammy Anaya".

Sammy Anaya
Fire Service Coordinator

XC Mr. Don Shainin, State Fire Marshal
File

FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST
Part 1

Upon completion of the funded project, this checklist must be submitted to the State Fire Marshal's Office, Fire Services Support Bureau.

DEPARTMENT NAME: El Dorado COUNTY: Santa Fe

FUNDED PROJECT: SCBA

AMOUNT AWARDED: \$100,000.00

PROJECT CHECKLIST

Benchmark	Deadline	Date	Name of SFMO Representative
Project specifications submitted to State Fire Marshal's Office for Review/Approval	January 15, 2019	Submittal Date	Submitted to:
Approval from SFMO to proceed with project specifications	February 15, 2019	Approval Date	Approved by:
Funds Encumbered by Procurement Code	May 15, 2019	Encumbrance Date	Encumbrance Method Contract/Purchase Order #
Project Completed		Goods/Services Received Date	
SFMO Inspection		Requested Date	Requested of whom:
SFMO Inspection Completed		Inspection Date	By Whom:
SFMO Check of NFIRS Compliance			

Please complete the FY 19 Closeout Checklist
Part 2

EXCESS/SURPLUS
PROJECT BUDGET TO ACTUALS SUMMARY Spreadsheet

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

**Part 2
PROJECT BUDGET TO ACTUALS SUMMARY
EXCESS/SURPLUS**

EL DORADO FIRE DEPARTMENT

Instructions for this form:

(You may need to expand the row height to see all of the information in a row)

1. ENTER the "Total Actual Project Cost at Completion" in the yellow field highlighted in the spreadsheet below (LINE 1)
2. When you enter the "Total Actual Project Cost at Completion" amount into the yellow field the spreadsheet formulas will automatically calculate the Excess/Surplus results
3. Excess/Surplus Calculation
 - a. The amount in **Excess** of the "Total Actual Project Cost at Completion"
The department is responsible for this amount
 - b. The Amount in **Surplus** of the "Total Actual Project Cost at Completion" is shown in **RED PARENTHESIS ()**;
(Amount the department must return to the Fire Grant Fund)

Excess/Surplus Calculation		
LINE 1	Total Actual Project Cost at Completion (Enter total amount here)	
LINE 2	FY 19 Grant Amount Awarded (Pre-Populated Field)	100,000.00
LINE 3	<u>Subtotal 1</u> Auto Calculated Field LINE 1 less LINE 2 Subtract "FY 19 Grant Amount Awarded" from "Total Actual Project Cost at Completion"	(\$100,000.00)
LINE 4	Minimum Matching Amount 10% of Total FY 19 Grant Amount Awarded (Pre-Populated Field)	\$10,000.00
LINE 5	<u>Subtotal 2</u> Auto Calculated Field LINE 3 Less LINE 4 If the amount shown is shown in BLACK , this is the amount in Excess of the FY 19 Grant Award; the department is responsible for this amount ----- If the amount is shown in RED () , this is the amount in Surplus of the FY 19 Grant Award; department must return to the Grant Fund	(\$110,000.00)

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

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DISTRICT 3 VALERIE ESPINOZA
DISTRICT 4 LYNDA LOVEJOY
DISTRICT 5 SANDY JONES, CHAIR

CHIEF OF STAFF
Ernest D. Archuleta, P.E.

December 5, 2018

Nate Miller Fire Chief
Edgewood Fire Department
David Sperling
Santa Fe County Fire Chief
#35 Camino Justicia
Santa Fe, NM 87508

Ref: FY 19 New Mexico Fire Protection Grant Council Award Notice

Dear Fire Chief and Santa Fe County Fire Chief,

Congratulations! Your grant application on behalf of the Edgewood Fire Department for SCBA: award item(s) has been reviewed and an award has been granted.

Over 150 grant applications were submitted and over \$23 million in needs were considered. The Edgewood Fire Department has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. The specifications for the equipment needs identified in the 2019 Grant application must be submitted to this office for approval by close of business **January 15, 2019** and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

A voucher or ACH deposit, in the amount of \$100,000.00, for the purchase of the approved project request, will be sent to your local governing body Treasurer, after approval by this office of the submitted project specifications, on or near **January 22, 2019**.

The deadline to encumber the money by contract with the vendor is **May 15, 2019**. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the matching amount, the remaining money shall be returned to the grant fund. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission, to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

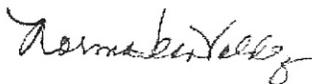
If further information is required, please contact John Kondratick, Deputy Fire Marshal; Fire Service Support Bureau at (505) 476-0165 or (505) 470-1044.

Sincerely,



Don Shainin
State Fire Marshal

Sincerely,



Norma Jean Valdez
Grant Council Chair

xc: Chief
Board of County Commissioners

1 888 4 ASK PRC
www.nmprc.state.nm.us



P.O. Box 1269
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STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

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DISTRICT 5 SANDY JONES, CHAIR

CHIEF OF STAFF

Ernest D. Archuleta, P.E.



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

1-800-244-6702 (In-state only)
(505) 476-0066
Fax: (505) 476-0100

January 3, 2019

David Sperling
Santa Fe County Fire Department
35 Camino Justicia
Santa Fe, New Mexico 87508

Fire Chief Sperling:

The specifications you submitted on January 3, 2019 for the purchase of SCBA's have been reviewed and are approved. Edgewood Fire District is authorized to use fire protection fund monies and Grant Award Monies for the purchase of this equipment. Please be advised you SHALL comply with the current NFPA standards.

"This letter shall serve as approval to expend fire protection fund monies to finance the cost of the SCBA's. Edgewood Fire District is currently an ISO rating of 5 with a minimum yearly Fire Protection Fund Allocation of \$168,558.00.

If there are any major changes in the specifications that are made prior to bidding procedures, this office must approve the changes or this authorization of expenditure shall be rendered null and void.

If you anticipate a loan, I recommend that you contact the New Mexico Finance Authority (NMFA) at 505-984-1454 to finance the SCBA's loan through NMFA will be at minimal interest. This letter shall serve as authorization for you to enter into an agreement with NMFA for the commitment of fire protection fund monies.

For future references, please be reminded that all purchases shall be accomplished in accordance with the policies and guidelines of your governing body, the provisions of the Public Purchase Act, and as approved by the New Mexico Department of Finance and Administration.

If you have any question with this report please do not hesitate to contact me at 505-231-7162.

Sincerely,

A handwritten signature in cursive script that reads "Sammy Anaya".

Sammy Anaya
Fire Service Coordinator

XC Mr. Don Shainin, State Fire Marshal
File

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

Part 1

Upon completion of the funded project, this checklist must be submitted to the State Fire Marshal's Office, Fire Services Support Bureau.

DEPARTMENT NAME: Edgewood COUNTY: Santa Fe

FUNDED PROJECT: SCBA

AMOUNT AWARDED: \$100,000.00

PROJECT CHECKLIST

Benchmark	Deadline	Date	Name of SFMO Representative
Project specifications submitted to State Fire Marshal's Office for Review/Approval	January 15, 2019	Submittal Date	Submitted to:
Approval from SFMO to proceed with project specifications	February 15, 2019	Approval Date	Approved by:
Funds Encumbered by Procurement Code	May 15, 2019	Encumbrance Date	Encumbrance Method Contract/Purchase Order #
Project Completed		Goods/Services Received Date	
SFMO Inspection		Requested Date	Requested of whom:
SFMO Inspection Completed		Inspection Date	By Whom:
SFMO Check of NFIRS Compliance			

Please complete the FY 19 Closeout Checklist

Part 2

EXCESS/SURPLUS

PROJECT BUDGET TO ACTUALS SUMMARY Spreadsheet

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

**Part 2
PROJECT BUDGET TO ACTUALS SUMMARY
EXCESS/SURPLUS**

EDGEWOOD FIRE DEPARTMENT

Instructions for this form:

(You may need to expand the row height to see all of the information in a row)

1. ENTER the "Total Actual Project Cost at Completion" in the yellow field highlighted in the spreadsheet below (LINE 1)
2. When you enter the "Total Actual Project Cost at Completion" amount into the yellow field the spreadsheet formulas will automatically calculate the Excess/Surplus results
3. Excess/Surplus Calculation
 - a. The amount in **Excess** of the "Total Actual Project Cost at Completion"
The department is responsible for this amount
 - b. The Amount in **Surplus** of the "Total Actual Project Cost at Completion" is shown in **RED PARENTHESIS ()**;
(Amount the department must return to the Fire Grant Fund)

Excess/Surplus Calculation

LINE 1	Total Actual Project Cost at Completion (Enter total amount here)	
LINE 2	FY 19 Grant Amount Awarded (Pre-Populated Field)	100,000.00
LINE 3	<u>Subtotal 1</u> Auto Calculated Field LINE 1 less LINE 2 Subtract "FY 19 Grant Amount Awarded" from "Total Actual Project Cost at Completion"	(\$100,000.00)
LINE 4	Minimum Matching Amount 10% of Total FY 19 Grant Amount Awarded (Pre-Populated Field)	\$10,000.00
LINE 5	<u>Subtotal 2</u> Auto Calculated Field LINE 3 Less LINE 4 If the amount shown is shown in BLACK , this is the amount in Excess of the FY 19 Grant Award; the department is responsible for this amount ----- If the amount is shown in RED () , this is the amount in Surplus of the FY 19 Grant Award; department must return to the Grant Fund	(\$110,000.00)

NEW MEXICO PUBLIC REGULATION COMMISSION

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DISTRICT 2 PATRICK H. LYONS
DISTRICT 3 VALERIE ESPINOZA
DISTRICT 4 LYNDA LOVEJOY
DISTRICT 5 SANDY JONES, CHAIR

CHIEF OF STAFF
Ernest D. Archuleta, P.E.

December 5, 2018

Terry Protheroe Fire Chief
Hondo Fire Department
David Sperling
Santa Fe County Fire Chief
#35 Camino Justicia
Santa Fe, NM 87508

Ref: FY 19 New Mexico Fire Protection Grant Council Award Notice

Dear Fire Chief and Santa Fe County Fire Chief,

Congratulations! Your grant application on behalf of the Hondo Fire Department for SCBA; award item(s) has been reviewed and an award has been granted.

Over 150 grant applications were submitted and over \$23 million in needs were considered. The Hondo Fire Department has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. The specifications for the equipment needs identified in the 2019 Grant application must be submitted to this office for approval by close of business **January 15, 2019** and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

A voucher or ACH deposit, in the amount of \$100,000.00, for the purchase of the approved project request, will be sent to your local governing body Treasurer, after approval by this office of the submitted project specifications, on or near **January 22, 2019**.

The deadline to encumber the money by contract with the vendor is **May 15, 2019**. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the matching amount, the remaining money shall be returned to the grant fund. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission, to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If further information is required, please contact John Kondratik, Deputy Fire Marshal; Fire Service Support Bureau at (505) 476-0165 or (505) 470-1044.

Sincerely,



Don Shainin
State Fire Marshal

Sincerely,



Norma Jean Valdez
Grant Council Chair

xc: Chief
Board of County Commissioners

1 888 4 ASK PRC
www.nmprc.state.nm.us

PRC
Working for You!



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

1-800-244-6702 (In-state only)
(505) 476-0174
Fax: (505) 476-0100

NEW MEXICO PUBLIC REGULATION COMMISSION

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DISTRICT 3 VALERIE ESPINOZA
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DISTRICT 5 SANDY JONES, CHAIR



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

CHIEF OF STAFF

Ernest D. Archuleta, P.E.

1-800-244-6702 (In-state only)
(505) 476-0066
Fax: (505) 476-0100

January 3, 2019

David Sperling
Santa Fe County Fire Department
35 Camino Justicia
Santa Fe, New Mexico 87508

Fire Chief Sperling:

The specifications you submitted on January 3, 2019 for the purchase of SCBA's have been reviewed and are approved. Hondo Fire District is authorized to use fire protection fund monies and Grant Award Monies for the purchase of this equipment. Please be advised you **SHALL** comply with the current NFPA standards.

"This letter shall serve as approval to expend fire protection fund monies to finance the cost of the SCBA's. Hondo Fire District is currently an ISO rating of 4 with a minimum yearly Fire Protection Fund Allocation of \$129,502.00.

If there are any major changes in the specifications that are made prior to bidding procedures, this office must approve the changes or this authorization of expenditure shall be rendered null and void.

If you anticipate a loan, I recommend that you contact the New Mexico Finance Authority (NMFA) at 505-984-1454 to finance the SCBA's loan through NMFA will be at minimal interest. This letter shall serve as authorization for you to enter into an agreement with NMFA for the commitment of fire protection fund monies.

For future references, please be reminded that all purchases shall be accomplished in accordance with the policies and guidelines of your governing body, the provisions of the Public Purchase Act, and as approved by the New Mexico Department of Finance and Administration.

If you have any question with this report please do not hesitate to contact me at 505-231-7162.

Sincerely,

A handwritten signature in cursive script that reads "Sammy Anaya".

Sammy Anaya
Fire Service Coordinator

XC Mr. Don Shainin, State Fire Marshal
File

FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST

Part 1

Upon completion of the funded project, this checklist must be submitted to the State Fire Marshal's Office, Fire Services Support Bureau.

DEPARTMENT NAME: Hondo COUNTY: Santa Fe

FUNDED PROJECT: SCBA

AMOUNT AWARDED: \$100,000.00

PROJECT CHECKLIST

Benchmark	Deadline	Date	Name of SFMO Representative
Project specifications submitted to State Fire Marshal's Office for Review/Approval	January 15, 2019	Submittal Date	Submitted to:
Approval from SFMO to proceed with project specifications	February 15, 2019	Approval Date	Approved by:
Funds Encumbered by Procurement Code	May 15, 2019	Encumbrance Date	Encumbrance Method Contract/Purchase Order #
Project Completed		Goods/Services Received Date	
SFMO Inspection		Requested Date	Requested of whom:
SFMO Inspection Completed		Inspection Date	By Whom:
SFMO Check of NFIRS Compliance			

Please complete the FY 19 Closeout Checklist

Part 2

EXCESS/SURPLUS

PROJECT BUDGET TO ACTUALS SUMMARY Spreadsheet

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

**Part 2
PROJECT BUDGET TO ACTUALS SUMMARY
EXCESS/SURPLUS**

HONDO FIRE DEPARTMENT

Instructions for this form:

(You may need to expand the row height to see all of the information in a row)

1. ENTER the "Total Actual Project Cost at Completion" in the yellow field highlighted in the spreadsheet below (LINE 1)
2. When you enter the "Total Actual Project Cost at Completion" amount into the yellow field the spreadsheet formulas will automatically calculate the Excess/Surplus results
3. Excess/Surplus Calculation
 - a. The amount in **Excess** of the "Total Actual Project Cost at Completion" The department is responsible for this amount
 - b. The Amount in **Surplus** of the "Total Actual Project Cost at Completion" is shown in **RED PARENTHESIS ()**;
(Amount the department must return to the Fire Grant Fund)

Excess/Surplus Calculation		
LINE 1	Total Actual Project Cost at Completion (Enter total amount here)	
LINE 2	FY 19 Grant Amount Awarded (Pre-Populated Field)	100,000.00
LINE 3	<u>Subtotal 1</u> Auto Calculated Field LINE 1 less LINE 2 Subtract "FY 19 Grant Amount Awarded" from "Total Actual Project Cost at Completion"	(\$100,000.00)
LINE 4	Minimum Matching Amount 10% of Total FY 19 Grant Amount Awarded (Pre-Populated Field)	\$10,000.00
LINE 5	<u>Subtotal 2</u> Auto Calculated Field LINE 3 Less LINE 4 If the amount shown is shown in BLACK , this is the amount in Excess of the FY 19 Grant Award; the department is responsible for this amount ----- If the amount is shown in RED () , this is the amount in Surplus of the FY 19 Grant Award; department must return to the Grant Fund	(\$110,000.00)

NEW MEXICO PUBLIC REGULATION COMMISSION

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DISTRICT 3 VALERIE ESPINOZA
DISTRICT 4 LYNDA LOVEJOY
DISTRICT 5 SANDY JONES, CHAIR

CHIEF OF STAFF
Ernest D. Archuleta, P.E.

December 5, 2018

Joseph Sandoval Fire Chief
La Puebla Fire Department
David Sperling
Santa Fe County Fire Chief
#35 Camino Justicia
Santa Fe, NM 87508

Ref: FY 19 New Mexico Fire Protection Grant Council Award Notice

Dear Fire Chief and Santa Fe County Fire Chief,

Congratulations! Your grant application on behalf of the La Puebla Fire Department for SCBA: award item(s) has been reviewed and an award has been granted.

Over 150 grant applications were submitted and over \$23 million in needs were considered. The La Puebla Fire Department has met the minimum requirements and is clearly addressing a critical need affecting the ISO fire protection classification. The specifications for the equipment needs identified in the 2019 Grant application must be submitted to this office for approval by close of business **January 15, 2019** and prior to encumbering any funds. The equipment purchased with this grant shall meet the requirements of the latest Editions of NFPA.

A voucher or ACH deposit, in the amount of \$51,300.00, for the purchase of the approved project request, will be sent to your local governing body Treasurer, after approval by this office of the submitted project specifications, on or near **January 22, 2019**.

The deadline to encumber the money by contract with the vendor is **May 15, 2019**. If the bid amount exceeds the awarded amount plus the required matching amount, the additional cost shall be the responsibility of the local government. If the specified equipment may be purchased for less than the grant amount plus the matching amount, the remaining money shall be returned to the grant fund. All equipment purchased with grant funds must be inspected by this office upon receipt and the attached Project Close-Out Checklist completed and submitted immediately thereafter.

Failure to meet deadlines will result in the loss of funds. If you need additional time to complete your project, your request for an extension must be made in writing, explaining the need for additional time. Grant recipients also need the Council's written permission, to make changes to their projects. Project modifications must be requested in writing, and the modification shall not significantly alter the original purpose of the approved application. Extension and modification requests are reviewed on a case-by-case basis and are not automatically granted.

If further information is required, please contact John Kondratick, Deputy Fire Marshal; Fire Service Support Bureau at (505) 476-0165 or (505) 470-1044.

Sincerely,



Don Shainin
State Fire Marshal

Sincerely,



Norma Jean Valdez
Grant Council Chair

xc: Chief
Board of County Commissioners

1 888 4 ASK PRC
www.nmprc.state.nm.us



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

1-800-244-6702 (In-state only)
(505) 476-0174
Fax: (505) 476-0100

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NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

DISTRICT 1 CYNTHIA B. HALL, VICE-CHAIR
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DISTRICT 4 LYNDA LOVEJOY
DISTRICT 5 SANDY JONES, CHAIR



P.O. Box 1269
1120 Paseo de Peralta, Room 413
Santa Fe, NM 87504-1269

STATE FIRE MARSHAL DIVISION
Don Shainin, State Fire Marshal

CHIEF OF STAFF

Ernest D. Archuleta, P.E.

1-800-244-6702 (In-state only)
(505) 476-0066
Fax: (505) 476-0100

January 3, 2019

David Sperling
Santa Fe County Fire Department
35 Camino Justicia
Santa Fe, New Mexico 87508

Fire Chief Sperling:

The specifications you submitted on January 3, 2019 for the purchase of SCBA's have been reviewed and are approved. La Puebla Fire District is authorized to use fire protection fund monies and Grant Award Monies for the purchase of this equipment. Please be advised you SHALL comply with the current NFPA standards.

"This letter shall serve as approval to expend fire protection fund monies to finance the cost of the SCBA's. La Puebla Fire District is currently an ISO rating of 4 with a minimum yearly Fire Protection Fund Allocation of \$129,502.00.

If there are any major changes in the specifications that are made prior to bidding procedures, this office must approve the changes or this authorization of expenditure shall be rendered null and void.

If you anticipate a loan, I recommend that you contact the New Mexico Finance Authority (NMFA) at 505-984-1454 to finance the SCBA's loan through NMFA will be at minimal interest. This letter shall serve as authorization for you to enter into an agreement with NMFA for the commitment of fire protection fund monies.

For future references, please be reminded that all purchases shall be accomplished in accordance with the policies and guidelines of your governing body, the provisions of the Public Purchase Act, and as approved by the New Mexico Department of Finance and Administration.

If you have any question with this report please do not hesitate to contact me at 505-231-7162.

Sincerely,

A handwritten signature in cursive script that reads "Sammy Anaya".

Sammy Anaya
Fire Service Coordinator

XC Mr. Don Shainin, State Fire Marshal
File

FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST

Part 1

Upon completion of the funded project, this checklist must be submitted to the State Fire Marshal's Office, Fire Services Support Bureau.

DEPARTMENT NAME: La Puebla COUNTY: Santa Fe

FUNDED PROJECT: SCBA

AMOUNT AWARDED: \$51,300.00

PROJECT CHECKLIST

Benchmark	Deadline	Date	Name of SFMO Representative
Project specifications submitted to State Fire Marshal's Office for Review/Approval	January 15, 2019	Submittal Date	Submitted to:
Approval from SFMO to proceed with project specifications	February 15, 2019	Approval Date	Approved by:
Funds Encumbered by Procurement Code	May 15, 2019	Encumbrance Date	Encumbrance Method Contract/Purchase Order #
Project Completed		Goods/Services Received Date	
SFMO Inspection		Requested Date	Requested of whom:
SFMO Inspection Completed		Inspection Date	By Whom:
SFMO Check of NFIRS Compliance			

Please complete the FY 19 Closeout Checklist

Part 2

EXCESS/SURPLUS

PROJECT BUDGET TO ACTUALS SUMMARY Spreadsheet

**FY19 NEW MEXICO FIRE PROTECTION GRANT AWARD
PROJECT CLOSEOUT CHECKLIST**

**Part 2
PROJECT BUDGET TO ACTUALS SUMMARY
EXCESS/SURPLUS**

LA PUEBLA FIRE DEPARTMENT

Instructions for this form:

(You may need to expand the row height to see all of the information in a row)

1. ENTER the "Total Actual Project Cost at Completion" in the yellow field highlighted in the spreadsheet below (LINE 1)
2. When you enter the "Total Actual Project Cost at Completion" amount into the yellow field the spreadsheet formulas will automatically calculate the Excess/Surplus results
3. Excess/Surplus Calculation
 - a. The amount in **Excess** of the "Total Actual Project Cost at Completion"
The department is responsible for this amount
 - b. The Amount in **Surplus** of the "Total Actual Project Cost at Completion" is shown in **RED PARENTHESIS ()**;
(Amount the department must return to the Fire Grant Fund)

Excess/Surplus Calculation

LINE 1	Total Actual Project Cost at Completion (Enter total amount here)	
LINE 2	FY 19 Grant Amount Awarded (Pre-Populated Field)	51,300.00
LINE 3	<u>Subtotal 1</u> Auto Calculated Field LINE 1 less LINE 2 Subtract "FY 19 Grant Amount Awarded" from "Total Actual Project Cost at Completion"	(\$51,300.00)
LINE 4	Minimum Matching Amount 10% of Total FY 19 Grant Amount Awarded (Pre-Populated Field)	\$5,130.00
LINE 5	<u>Subtotal 2</u> Auto Calculated Field LINE 3 Less LINE 4 If the amount shown is shown in BLACK , this is the amount in Excess of the FY 19 Grant Award; the department is responsible for this amount ----- If the amount is shown in RED () , this is the amount in Surplus of the FY 19 Grant Award; department must return to the Grant Fund	(\$56,430.00)