

GRANT COUNTY, NEW MEXICO  
RESOLUTION NO. R-18-16

AUTHORIZING AND ACKNOWLEDGING THE TERMS AND CONDITIONS  
OF A GRANT AGREEMENT BY AND BETWEEN GRANT COUNTY, NEW  
MEXICO AND THE NEW MEXICO ASSOCIATION OF COUNTIES, FOR  
THE 2018-2019 WILDFIRE REDUCTION GRANT PROGRAM

WHEREAS, Grant County "the Grantee" submitted an application to the New Mexico Association of Counties "the Grantor" for funding under the 2018-2019 Wildfire Risk Reduction Program for Rural Communities for a project titled: Educating the Community on being Fire Wise; and

WHEREAS, the funding for this program is provided by the National Fire Plan through the Bureau of Land Management in cooperation with the New Mexico Association of Counties; and

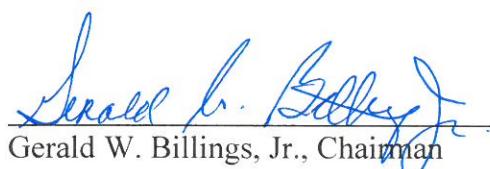
WHEREAS, the Grantor selected Grant County as a funding recipient with a grant award of ten thousand dollars (\$10,000.00) with a minimum of ten percent (10%) in-kind or cash match; and

WHEREAS, County officials will utilize this funding for community outreach and education about fire, fire safety, and preventative measures.

NOW, THEREFORE, BE IT RESOLVED THAT:

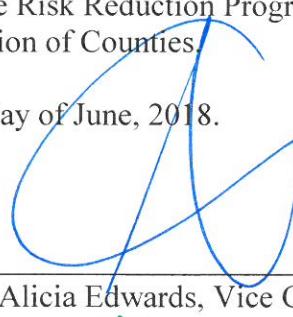
The Grant County Board of Commissioners hereby agrees to accept the grant award and comply with the terms and conditions of the Wildfire Risk Reduction Program as set forth in Exhibit A, as provided by the New Mexico Association of Counties.

PASSED, APPROVED AND ADOPTED this 12<sup>th</sup> day of June, 2018.

  
Gerald W. Billings, Jr., Chairman

  
Gabriel Ramos, Member

  
Brett Kasten, Member

  
Alicia Edwards, Vice Chair

  
Harry Browne, Member

Attest:

  
Marisa Castrillo, County Clerk



## Exhibit A

### NEW MEXICO ASSOCIATION OF COUNTIES WILDFIRE RISK REDUCTION GRANT PROGRAM

#### Terms & Conditions

##### NMAC AUTHORITY

This is a sub-grant of federal financial assistance from the New Mexico Association of Counties, (hereinafter referred to as "the Grantor"). Your organization (hereinafter referred to as "the Grantee") agrees to grant funds in the amount specified on the Grant Acknowledgement Form, and to support the Wildfire Risk Reduction Grant Program activated under this Grant Award. The Grantee agrees to abide by the Grant Award terms and conditions as set forth in this document.

The Wildfire Risk Reduction Program Administrator shall be responsible for oversight of the program, monitoring the performance of all grant recipient activities described in the application and distribution of grant funds. All correspondence should be directed to:

Aelysea Webb  
444 Galisteo Street  
Santa Fe, NM 87501  
(505) 395-3403  
[awebb@nmcounties.org](mailto:awebb@nmcounties.org)

##### FUNDING AUTHORITY

Funding for the Wildfire Risk Reduction Grant Program is provided to the New Mexico Association of Counties through the following:

CFDA #15.228  
National Fire Plan: Wildland Urban Interface Community Fire Assistance  
Grant Number: L14AS00201  
Grant Period: October 2014 – September 2019  
Questioned Costs: None  
Federal Agency: Department of Interior, Bureau of Land Management

##### AMOUNT AWARDED

This Grant Agreement is for the administration and completion of the approved Wildfire Risk Reduction grant award for fiscal year 2018-2019. Grant Agreement funds may not be used for other purposes. If costs exceed the maximum amount of funding approved, the Grantee shall pay the costs in excess of the approved budget.

##### COST SHARE

The cost-share requirement for this award is a minimum of 10% in-kind or cash match. This information can be reflected on your quarterly reports or upon your final reimbursement request. If you need assistance in determining your cost share contributions please contact the Wildfire Risk Reduction Program Administrator.

## PROJECT DESCRIPTION

The Grantee shall perform the work described in the application package and made a part of the grant agreement articles.

## DISBURSEMENT OF FUNDS

Funds will be distributed on a reimbursement basis. Reporting requirements must be met before funds will be released. Final payment will be made upon completion of project. Please submit your receipts to the Wildfire Risk Reduction Program Administrator following the reporting and reimbursement chart below.

## REPORTING REQUIREMENTS

The Grantee shall submit quarterly status reports during the performance period. A copy of the required document is provided with this award package. There are no penalties for early completion of project.

Reporting Period	Report Due Date	*Completion Percentage
Jul. 1 <sup>st</sup> – Sept. 30, 2018	October 1 <sup>st</sup> , 2018	25%
Oct. 1 <sup>st</sup> – Dec. 31 <sup>st</sup> , 2018	January 1 <sup>st</sup> , 2019	50%
Jan. 1 <sup>st</sup> – Mar. 31 <sup>st</sup> , 2019	April 1 <sup>st</sup> , 2019	75%
Apr. 1 <sup>st</sup> – Jun. 30 <sup>th</sup> , 2019	July 1 <sup>st</sup> , 2019	100%

*\*Completion percentage is an estimate. Please notify NMAC immediately if you are not on schedule after the first 6 months.*

## FINAL REPORT/EXECUTIVE SUMMARY

Upon completion of the grant, the Grantee will be required to submit an executive summary of the project to the New Mexico Association of Counties. All CWPP grants must submit their completed CWPP to New Mexico State Forestry by August for appropriate signatures.

## PERIOD OF PERFORMANCE

The performance period for the Grantee shall not exceed a maximum of 12 months. All costs must be incurred during the period of performance. Unless an extension agreement is reached with NMAC, failure to meet project objectives within 12 month performance period will be considered a default in agreement and repayment of grant funds will be required.

## AUDIT REQUIREMENTS

All grantees expending \$500,000 or more in federal awards during a fiscal year are required to submit a copy of their financial audit to NMAC. In order to comply with the federal requirements that regulate the funding provided for the Wildfire Risk Reduction Grant Program, NMAC is required to ensure that grant recipient audits meet the requirements of OMB Circular A-133 and that the required audits are completed within 9 months of the end of the grantees audit period. In the event of audit findings, NMAC will issue a management decision within 6 months after receipt of the grantees audit report. NMAC must ensure that the grantee takes timely and appropriate corrective action on all audit findings. In cases of continued inability or unwillingness of a grantee to have the required audits, NMAC will take appropriate action using sanctions. Grantees agree to permit NMAC and auditors access to the records and financial statements as necessary for NMAC to comply with these requirements.

## REVISIONS

The Grantee shall notify the Grantor within 30 days of any changes in the primary contact or financial representative for their project.

## COMPLIANCE ISSUES

It is the responsibility of the Grantee to assure that their project complies with all applicable local, state, and federal laws. The Grantee also agrees to comply with all applicable laws and regulations governing standard grant management practices.

## TERMINATION

The Grantee may terminate the grant award agreement by giving written notice to the NMAC within ten (10) business days of receipt of this agreement.

## MEDIA

As a term and condition of the grant, NMAC requires that the Grantee provide recognition and acknowledgement of New Mexico Association of Counties' award and contribution in all activities, publications, and materials associated with this funding. All media communications pertaining to your project or program should clearly indicate the support of the New Mexico Association of Counties and the National Fire Plan funding through the Bureau of Land Management by written word and inclusion of the official NMAC logo (see logos below).

The following is a suggested communications plan outline for your project's grant award:

### Press Releases

- a. Send out a press release announcing the grant award to your organization from NMAC.
- b. Send out press releases preceding and following your program's events and include the NMAC logo on all correspondences.
- c. Invite local media, donors, and elected officials and provide photo opportunities when appropriate.

### In-House Publications

- a. Feature the grant award in any newsletters, donor update letters, or notifications your organization has with its constituents. Include the official NMAC logo in all features.

### Inform District Government Representatives

- a. Send letters from your organization to help legislators understand the importance of investing public funds in the wildfire risk reduction programs and initiatives.

### Photos

- a. This is a requirement of all projects.
- b. For treatments, please submit before and after images.
- c. For planning and CWPPs, please submit images of collaborative processes, meetings, etc.
- d. For education, please submit images of public gatherings and outreach initiatives.

### Logos

- a. Public events and materials are expected to have an official NMAC logo clearly visible.
- b. Include the NMAC logo and URL link on your website.
- c. Please contact Aelysea Webb at [awebb@nmcounties.org](mailto:awebb@nmcounties.org) to obtain an electronic copy of the NMAC logo.

*Acceptance of this award, including the Terms and Conditions, is acknowledged by the grantee upon signature of the governing body (i.e. County Commission, City Council, Board of Directors, Tribal Council.) Return the attached grant acknowledgement form and signatures of governing body to NMAC no later than July 2, 2018.*