EXHIBIT A

PRE-AWARD INFORMATION

GRO Fund – Government Results and Opportunity Program

How to use this Exhibit — Complete one exhibit for each appropriation. Sections 1 through 5 describe the program and establish the authorized purpose against which all pay requests and tranche requests will be evaluated. Section 6 is the approved budget. Section 7 is the Appropriation Justification for each budget category, and Section 8 is the Public Benefit Certification. Where the Grantee administers more than one appropriation under this Agreement, a separate Exhibit A is completed and submitted for each appropriation. The Grantee may work with its assigned Grant Manager to agree on an alternative means or format for submitting the information this Exhibit requires; this Exhibit enumerates the information to be collected and does not prescribe the only acceptable form.

Grantee Name:

Appropriation / Project ID Number:

PART 1 — PROGRAM DESCRIPTION

1. Target Population

GRO Eligible Expenditures Policy § 2 (Target Population).

Describe the specific group of individuals, households, or communities this program is designed to serve, as described in or reasonably inferred from the HB 2 appropriation language.

2. Program Activities and Service Delivery

GRO Eligible Expenditures Policy § 4, Guidance on Common Appropriation Terms.

Describe the activities the Grantee will carry out and how those activities relate to the appropriation language. Identify which term below applies and confirm planned activities fall within it.

Appropriation Term	Covers (per Policy § 4)
Programmatic costs and resources	Personnel, contracted services, program supplies, and operational costs directly tied to service delivery.
Operational expenses	Utilities, rent, software, and recurring administrative costs allocable to the funded program.
Staffing	Wages, salaries, and fringe benefits for staff whose time is directly allocable to program activities.
Capacity building	Training, technical assistance, and systems development that strengthen the organization's ability to deliver the funded program.
Community-based services	Direct service delivery to individuals or households within the defined service area.

3. Service Delivery Modality and Geographic Area

Scope change controls: GRO Eligible Expenditures Policy § 5.5; Grant Agreement, Article I(C).

Describe how services will be delivered (for example, in-person, virtual, or a combination) and the geographic area served. Any future change to the modality, target population, geographic area, or unit-cost methodology is a scope change requiring prior written approval from the LGD Division Director before related costs are incurred.

4. Capital Items (if applicable)

GRO Eligible Expenditures Policy § 5.2; Grant Agreement, Article IV(L).

If this appropriation explicitly authorizes the purchase of equipment, vehicles, or other capital items, identify the specific asset or asset type named in the HB 2 language. If the appropriation is programmatic or operational in nature, capital purchases (unit cost $5,000 or more) are not permitted under this award.

Capital items authorized under this appropriation (if any):

Budget modifications that would add a new capital item to a programmatic or operational appropriation are prohibited and will not be approved. Submit all other budget modification requests in writing to your Grant Manager before incurring the proposed expense.

5. Anticipated Outputs and Outcomes

GRO Eligible Expenditures Policy § 2 (Outputs and Outcomes); HB 158 reporting tiers: § 7.1; Grant Agreement, Article III(E).

List the direct, countable products of program activities (Outputs) and the changes in condition, behavior, or status the program is designed to achieve (Outcomes). These will inform the Public Benefit Certification and, for awards of $150,000 or more, the performance measures reported under HB 158.

Outputs	Outcomes

PART 2 — PROPOSED BUDGET

Complete only the rows that apply to your program. Each line item must trace to the HB 2 appropriation language — see the Appropriation Term mapping table in Section 2 above. This budget is the spending ceiling for the appropriation: reimbursements and tranche disbursements cannot exceed budgeted amounts in any category without a written, DFA-approved budget modification.

Approved budget as ceiling and modification process: GRO Eligible Expenditures Policy § 8.1–8.2; Grant Agreement, Article IV(A) and (J).

6. Budget by Category

Categories and definitions: GRO Eligible Expenditures Policy § 4.

Budget categories follow the federal object class categories used on SF-424A and in 2 CFR Part 200, so that a Grantee already budgeting to those categories for other awards can use the same structure here. Complete each applicable row. FY1 is the first full fiscal year of the grant; FY2 is the second. Leave a row blank if the category does not apply. Annual amounts should sum to Total Project Cost. This Section 6 is the approved budget referenced in Article IV of the Grant Agreement.

Budget Category	FY1	FY2	Total
Personnel	$ -	$ -	$ - 0.00
Fringe Benefits	$ -	$ -	$ - 0.00
Travel	$ -	$ -	$ - 0.00
Equipment	$ -	$ -	$ - 0.00
Supplies	$ -	$ -	$ - 0.00
Contractual	$ -	$ -	$ - 0.00
Subawards / Subgrants	$ -	$ -	$ - 0.00
Construction	$ -	$ -	$ - 0.00
Other	$ -	$ -	$ - 0.00
TOTAL	$ - 0.00	$ - 0.00	$ - 0.00

Category	What it covers under this award
Personnel	Wages and salaries for staff whose time is directly allocable to program activities. Timesheets must reflect actuals each pay period.
Fringe Benefits	Employer share of benefits for the personnel charged above, at the Grantee's established rate.
Travel	Transportation, lodging, and per diem for staff traveling in direct support of program activities, at State rates.
Equipment	Items with a unit cost of $5,000 or more. Eligible only where the appropriation language expressly authorizes the purchase (see Section 4).
Supplies	Consumable program supplies, educational materials, printing, small tools, and items under $5,000 per unit.
Contractual	Professional and contracted services procured under the State Procurement Code, including consulting, evaluation, legal, bookkeeping, and training.
Subawards / Subgrants	Pass-through funds to subrecipients that carry out a portion of the funded program under a subgrant agreement.

Construction	Not an eligible use of GRO funds. Purchase of real property or land is categorically ineligible.
Other	Utilities, rent and facility costs, software and technology subscriptions, training registration, and other direct costs allocable to the program.

Capital Item Threshold — A capital item is any item of equipment or property with a unit cost of $5,000 or more and is budgeted under Equipment. If the appropriation language is programmatic or operational, no capital items may be budgeted, and any pay request or tranche request including one will be denied and returned. If the appropriation explicitly authorizes specific equipment or vehicles, capital purchases are eligible subject to price reasonableness documentation, an asset inventory, and use restrictions. Split purchases and functionally integrated systems are treated as a single asset. GRO Eligible Expenditures Policy § 5.2(A)–(B).

Shared / Allocated Costs

GRO Eligible Expenditures Policy § 3.3; utilities allocation hierarchy: § 4 (Utilities); Grant Agreement, Article IV(K).

If any budgeted cost is shared with another program or funding source, a Cost Allocation Plan (CAP) is required. Organizations with no shared costs certify this with each pay request or tranche request and do not need a CAP.

☐ This budget includes no shared costs — no CAP required (certification will be provided with each pay request or tranche request).

☐ This budget includes shared costs — a written CAP will be submitted at grant execution or with the first request including a shared cost.

7. Appropriation Justification

GRO Eligible Expenditures Policy § 3.1 (Appropriation Justification); documentation: § 6.1; Grant Agreement, Article IV(F)(a).

For each budget category used in Section 6, provide a short budget narrative: describe what will be purchased or paid for, how the budgeted amount was derived, and how the cost advances the authorized purpose, citing the exact HB 2 appropriation clause. Leave a row blank if the category is not used. The narrative is what the Department evaluates each pay request and tranche request against, so it should track the appropriation language directly.

Budget Category	Budget Narrative and Alignment with Appropriation Language
Personnel	
Fringe Benefits	

Travel	
Equipment	
Supplies	
Contractual	
Subawards / Subgrants	
Construction	
Other	

8. Public Benefit Certification

GRO Eligible Expenditures Policy § 3.6 (Public Benefit Certification); documentation: § 6.1; Grant Agreement, Article IV(F)(b).

This certification documents that GRO funds were used for an eligible public purpose, consistent with the New Mexico Constitution's Anti-Donation Clause (Article IX, Section 14). One certification is acceptable for a request if all line items share the same target population and output; otherwise, complete a separate certification per line item.

1. Target population served	
2. Specific output or benefit delivered	
3. Method used to verify delivery	

Certified by: Title:

-Date: