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.

SAMPLE EXHIBIT A — FOR EXAMPLE PURPOSES ONLY
The information below is fictional and is intended only to demonstrate the type and level of information requested in Exhibit A. Responses should be specific to your appropriation, program, activities, and budget.

Subgrantee Name:

City of MRCOG

Appropriation / Project ID Number:

26-Example01 / For programmatic costs and resources to support community services in City of MRCOG

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.

Residents of the City of MRCOG, with a focus on individuals and households seeking assistance accessing local programs, services, and community resources.

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.

Example Note: Describe what you will actually do with the GRO funds and connect those activities to the language of your appropriation.

Outputs	Outcomes
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.

The City of MRCOG will use GRO funds to support its Community Resource Program, which connects residents with available local services and resources. Program activities will include community outreach, responding to resident requests for assistance, maintaining and distributing resource information, coordinating with local service providers, and hosting community resource events.GRO funds will support personnel costs associated with delivering the program, program supplies and outreach materials, contracted services as needed to support program activities, and other direct operational costs necessary to provide services to residents. These activities fall within the appropriation term "programmatic costs and resources.

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.

Services will be provided through a combination of in-person, telephone, email, and online assistance. Community outreach and resource events may also be conducted at City facilities and other locations within the community. The program will serve residents of the City of MRCOG.

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):

None. This appropriation is for programmatic costs and resources and does not authorize capital purchases.

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.

Example Note: Outputs are countable activities or products. Outcomes describe the result or change the program is intended to achieve.

Outputs	Outcomes
Provide resource navigation and assistance to approximately 150 residents annually.	Residents have increased access to available community programs, services, and resources.
Conduct at least 6 community outreach or resource events annually.	Increased community awareness of available services and resources.
Develop and distribute program information and outreach materials to residents.	Residents are better able to identify and connect with services that meet their needs.
Coordinate with local organizations and service providers to maintain current resource information and make referrals.	Improved coordination between the City and community service providers.

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.

Only use “Equipment” line for items that are explicitly authorized by the appropriation language.

Budget Category	FY1	FY2	Total
Personnel	$- 60,000.00	$- 40,000.00	$- 100,00.00
Fringe Benefits	$- 12,000.00	$- 8,000.00	$- 20,000.00
Travel	$-	$-	$- 0.00
Equipment	$-	$-	$- 0.00
Supplies	$- 500,060,000.00	$- 5,000.00	$- 500,065,000.00
Contractual	$- 5,000.00	$- 5,000.00	$- 10,000.00
Subawards / Subgrants	$-	$-	$- 0.00
Construction	$-	$-	$- 0.00
Other	$- 5,000.00	$- 5,000.00	$- 10,000.00
TOTAL	$- 500,142,000.00	$- 63,000.00	$- 500,205,000.00

Budget Category	FY1
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 witheach pay request or tranche request).

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

Example Note: This example assumes all costs are directly attributable to the GRO-funded program. If a cost is shared with another program or funding source, a Cost Allocation Plan (CAP) is required.

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.

Example Note: Only complete narratives for budget categories used in Section 6. Explain what the funds will pay for, how the amount was determined, and how the expense relates to the appropriation.

Budget Category	Budget Narrative and Alignment with Appropriation Language
Personnel	$100,000 for salaries and wages for City staff providing community resource navigation, outreach, resident assistance, program coordination, and other activities directly related to the Community Resource Program. Personnel costs are based on the estimated portion of staff time dedicated to the program during the grant period. These costs directly support the programmatic costs and resources authorized by the appropriation.
Fringe Benefits	$20,000 for the employer share of fringe benefits associated with personnel charged to the program. The amount is based on the City's established fringe benefit rates and is directly associated with staff carrying out the funded program activities.
Travel	
Equipment	
Supplies	$10,000 for program supplies, printing, outreach materials, and other consumable materials used to provide community services and conduct outreach activities. Costs are based on anticipated program needs during the grant period.
Contractual	$10,000 for contracted professional services needed to support program activities, including specialized outreach, translation, or other services that supplement City staff capacity.
Subawards / Subgrants	
Construction	
Other	$10,000: Direct program operating costs, including software and technology subscriptions used exclusively for the Community Resource Program, training registration, and other direct costs necessary to deliver program services.

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	Residents of the City of MRCOG seeking access to community programs, services, and resources.
2. Specific output or benefit delivered	Community resource navigation, referrals, outreach, and information connecting residents with available programs, services, and resources.
3. Method used to verify delivery	Program activity records, resident assistance and referral logs, outreach and event records, and copies of program materials distributed.

Certified by: Title:

Date: