

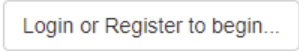

Online New Mexico Fire Protection Grant Application Users Handbook

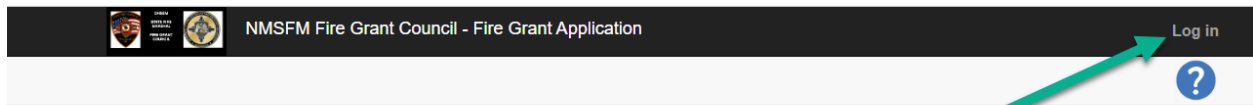
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Online New Mexico Fire Protection Grant Application Users Handbook

This year begins the use of a new Fire Grant Application program. To use this new program, you will need to open the new program in your Internet browser and log in with your username and password. If you do not have a username and password, please reference [Appendix A – New User Creation](#) to create them. Following are instructions to help you successfully complete and submit your application.

- I. Open the new program by left clicking on this link or copying and pasting this link in your Internet browser. [Fire Grant: Home \(newmexicostatefireservicesgrant.com\)](#)
- II. Please read this opening page, then left click on “Log in” at the top right corner of the page or the  button at the bottom left of this page.
- III. This  symbol indicates there is help text for the page you are working on. This symbol will always appear at the top right corner of the page if help text is available.



FY - Online Fire Protection Grant Application (OFPGA)

*For questions and technical support regarding the application, departments should initially contact their SFMO Fire Support Inspector.

Welcome to the Online New Mexico Fire Protection Grant Application

This web-app is in response to feedback from many New Mexico departments for a more user - friendly process. Your continued patience and understanding is appreciated as we work to improve the process and serve you better.

Please read the eligibility requirements on the Welcome Page carefully before completing the application.

Should you have technical questions or experience problems navigating through the application, click on the Technical Support link. Your question will be answered within 2 business days.

Should you have questions specific to the content requirements of the application, click on the SFMO Fire Services Support Team link, describe the question, and click SEND. Your question will be answered within 2 business days.

You are now ready to begin entering the NM Fire Protection Grant application.

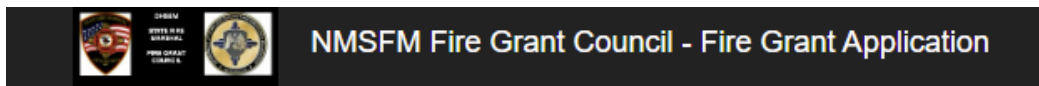
[New Mexico State Fire Marshal Fire Grant Council »](#)

Online New Mexico Fire Protection Grant Application Users Handbook

Log In to your account

To log in to the grant application program simply

- 1 Enter your username
- 2 Enter your password
- 3 Check the “Remember Me?” checkbox
- 4 Left click the blue “Log in” button.



Login

Use a local account to log in.

User Name 1
The email field is required.

Password 2
The password field is required.

3 Remember me?

4

Online New Mexico Fire Protection Grant Application Users Handbook

Your User Home

After you successfully logged in you will see your user home. Your user home will first show you a list of all your Current applications. Also, at the top of the page is an option to view Prior Applications and an option to get support for the program.

One thing to notice is the Session Time Remaining located in the middle of the bottom of every page after you log in. While you are logged in and not working on your application(s), you will remain logged in for one hour. After one hour the program will save your work and log you out. When you log back in you can start where you left off in the application.

Current Apps

This is the default list shown to you when you successfully log in. The user in this screenshot is associated to only one department. If he was associated to more departments, they would all appear in the Current Apps list. This is a list of grant applications for the current year.

The screenshot shows the user home interface for the NMSFM Fire Grant Council. At the top, there is a navigation bar with the title "NMSFM Fire Grant Council - Fire Grant Application" and a user greeting "Hello, LKing!" with a "Log off" link. Below the navigation bar, there are three menu items: "Current App(s)", "Prior Apps", and "Support". A help icon (question mark) is also present. The main content area is titled "User Home" and features a "Select Fiscal Year" dropdown menu set to "2023". Below this, a message reads: "Please select the department application that you would like to start/edit." A table displays the current application:

Edit	Department	County	Application Number	Date Submitted	Application Status	Last Change
Edit/Start	A Test Fire Department	Santa Fe	2023-0001		In Process	6/6/2022 1:16:08 PM

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Session Time Remaining: 00:59:57

version 1.0.0 -- Monday, June 6, 2022

Prior Apps

Currently, prior apps are not populated.

Technical Support

When you left click on Support at the top of the page you will be presented with two (2) options, Technical Support and Fire Service Support. These options are currently not linked. To obtain either Technical Support or Fire Services Support, please get in touch with Derrick Rodriguez at the New Mexico State Fire Marshal's office.

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Overall Application Completion Rules

1. Any label that has an asterisk * at the end of the label indicates information that is required before you can complete the application. Example: **Grant Source ***
2. Throughout the application you will find information already filled out for you. You cannot change this information. This type of information will have a bold outline. For example:

A Test Fire Department

3. Error messages appear at the top of the application page you are currently working on. These messages will appear in a red box and are displayed when you Save an application page or go to the next application page by clicking the Next button, or when you click any of the application section links in the Application Completion Guide. Example of error messages:

Grant Source is Required.
Fire Department ID (NFIRS ID) is Required.
Fire Chief Name is Required.
Phone Number is Required.
Email Address is Required.
Department city/muni or county is Required.
Department Type is Required.
Community Type is Required.
Name of person completing the application is Required.
Fire department membership response is Required.

4. Error messages disappear as you provide the information required by the error message and the application section is saved. You can save any application section any number of times by clicking the “Save” button at the bottom of the page. You can move between application sections by clicking the Next button or clicking on an application section in the Application Completion Guide.
5. Application page navigation appears at the bottom of each application page. Three buttons control the application section page navigation



- **Cancel** – clicking this button will cause all **unsaved** information you have entered in the current application to be lost.
- **Save** – clicking this button will save the information you have entered on the current application page and will allow you to continue entering information on the current page.
- **Next** – clicking this button will save the information you have entered on the current application page and will take you to the next application page. For instance, if you are currently working on the General Information page and click the Next button, your work on the General Information page will be saved and you will be taken to the Budget Information page which is the next step in the application process.

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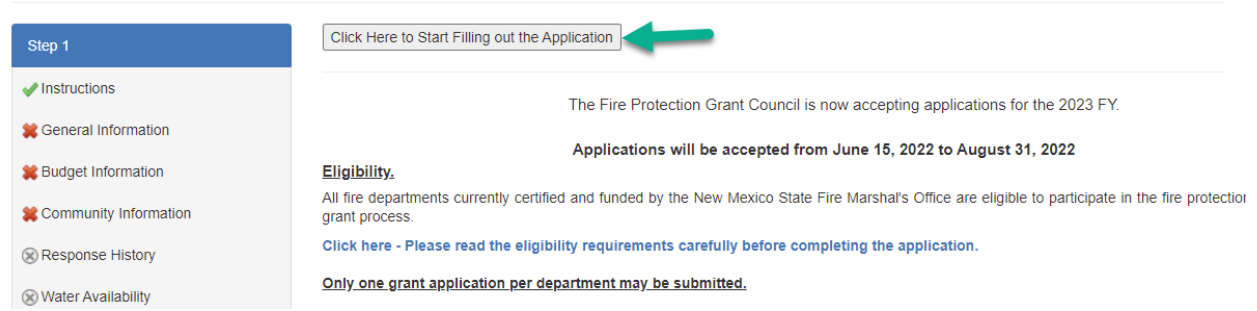
The Application Completion Guide

The left-hand side of the application pages contains the application completion guide which is divided into three (3) sections. This guide will appear on each page of the application. Each item in the three sections must be completed before the program will allow you to submit an application.

The application completion guide relates directly to the information you provide in each section of the application. For instance, in the screenshot below in Step 1 the “Instructions” link has a green checkmark next to it. A green checkmark indicates a section in the application has been completed. A red X indicates there are errors in a section. And a gray circle with an X in it indicates you have not started entering information in that section.

Application Instructions

A Test Fire Department - FY2023 (Application Status: In Process)



Step 1

Click Here to Start Filling out the Application

The Fire Protection Grant Council is now accepting applications for the 2023 FY.
Applications will be accepted from June 15, 2022 to August 31, 2022

Eligibility.
All fire departments currently certified and funded by the New Mexico State Fire Marshal's Office are eligible to participate in the fire protection grant process.
[Click here - Please read the eligibility requirements carefully before completing the application.](#)
Only one grant application per department may be submitted.

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Edit/Start or Edit/View Applications

To start an application, left click on the **Edit/Start** link next to the application you want to start.

Please Note: Once you have submitted an application the **Edit/Start** link is replaced with **Edit/View**.

NMSFM Fire Grant Council - Fire Grant Application

Hello, LKing! Log off

Current App(s) Prior Apps Support

User Home

Select Fiscal Year: 2023

Please select the department application that you would like to start/edit.

Edit	Department	County	Application Number	Date Submitted	Application Status	Last Change
Edit/Start	A Test Fire Department	Santa Fe	2023-0001		In Process	6/6/2022 1:16:08 PM

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Start Application

To start an application, left click on the **Edit/Start** link to the left of the Department name. Please work on one (1) application at a time.

Step 1

Instructions

When you click on the **Edit/Start** link you will automatically be taken to the Instructions section of Step 1. Please read the instructions page carefully as this information may have changed since the last Fiscal Year. When you are ready to start filling out the application you may either click on the [“Click Here to Start Filling out the Application”](#) button or click on the [“General Information”](#) link in the Application Guide.

General Information

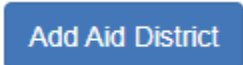
Supply all information required on this page. Then left click the Save button at the bottom of the page. Please note: The following information is provided for you and cannot be changed – Fire Department Name, Insurance Services Office (ISO) Rating, County, Main Stations, Substations, Admin buildings. Please verify the department's mailing address.

Budget Information

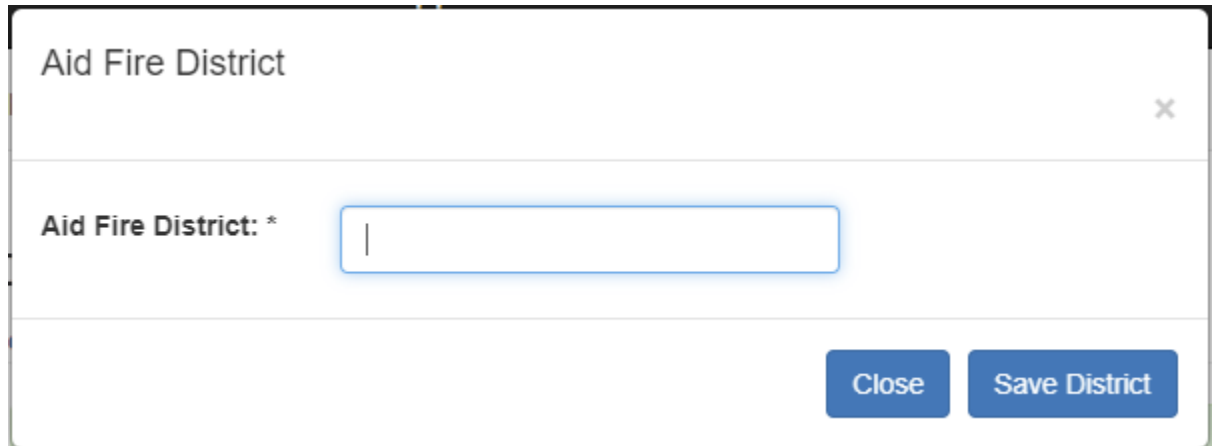
Supply all information required on this page. Then left click the Save button at the bottom of the page. Please note: You must complete the percentage of annual budget derivation section. If you place a percentage in “Other” a text box will open for you to explain your “Other” selection.

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Community Information


Supply all required information on this page. If you answer “Yes” to mutual aid districts then you are required to list all adjacent automatic aid fire districts. Left click on the  button.

When you click on the “Add Aid District” button the following form will pop up at the top of the page.



Simply place the name of the Aid Fire District in the field then left click the “Save District” button. The district will immediately appear in the list of aid districts. If you click the Close button, the information you entered will not be saved.

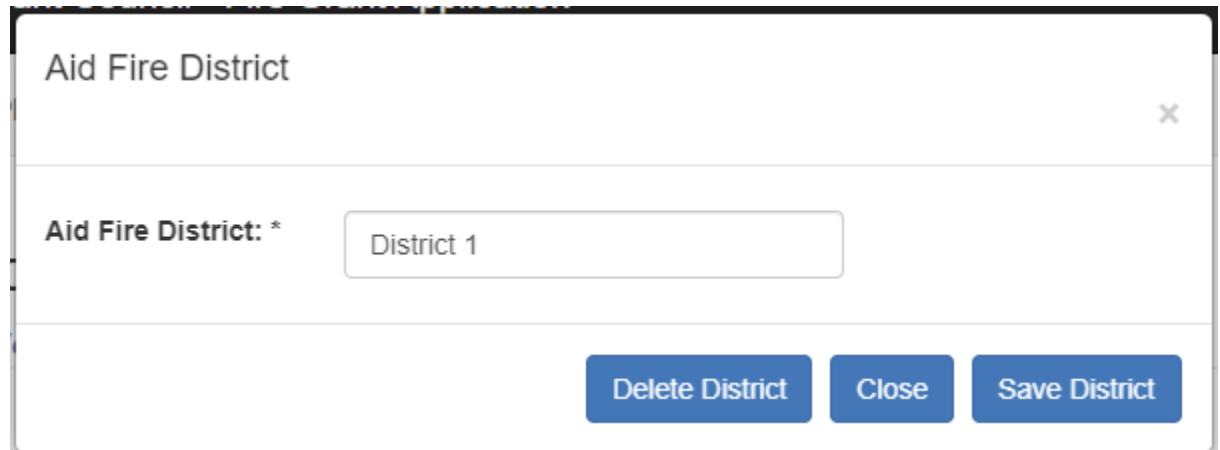
List adjacent automatic aid fire districts (with written agreements)



Edit	Number	Automatic Aid Fire Districts
View/Edit	1	District 1
View/Edit	2	District 2

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If you need to edit or delete a district, left click the View/Edit link to the left of the district you want to edit. The following form will pop up at the top of the page.



The screenshot shows a modal form titled "Aid Fire District" with a close button (x) in the top right corner. Below the title bar, there is a label "Aid Fire District: *" followed by a text input field containing the text "District 1". At the bottom right of the form, there are three buttons: "Delete District", "Close", and "Save District".

To save any changes you make to the district, left click the Save District button. To delete the displayed district, left click the "Delete District" button. To close the form without making any changes, left click the "Close" button.

Response History

"Are you NFIRS Current?" is a required field. Please supply the responses per category for this department. Total Calls may be zero.

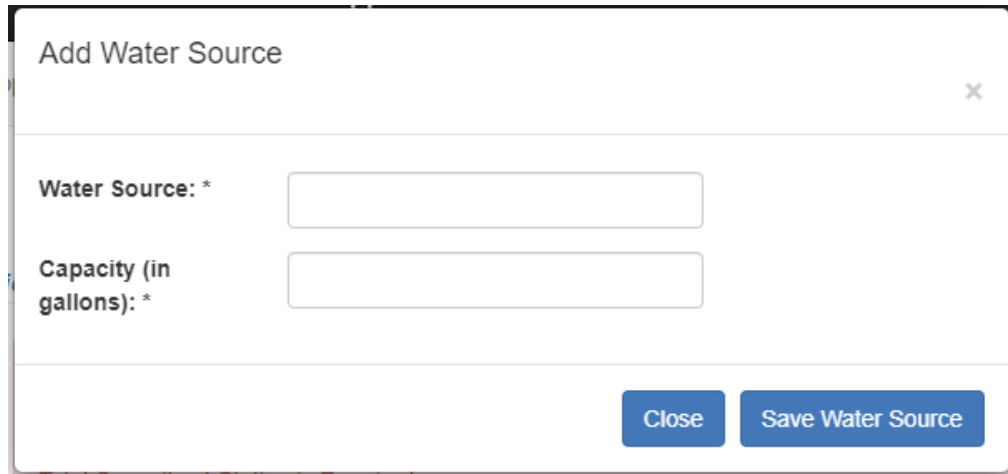
Water Availability

All questions on this page are required. It is not a requirement to indicate additional water source(s) if there are none. To describe Additional Water Source(s) left click on the

[Add Water Source](#) button.

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When you click on the “Add Water Source” button the following form will pop up at the top of the page.



The screenshot shows a modal window titled "Add Water Source" with a close button (X) in the top right corner. The form contains two required input fields: "Water Source: *" and "Capacity (in gallons): *". At the bottom right of the form, there are two buttons: "Close" and "Save Water Source".

Enter the “Water Source” description and the “Capacity (in gallons)” then left click the “Save Water Source” button. If you do not want to save a water source, left click the “Close” button. If you save the water source, it will appear in the list of water sources. Example:

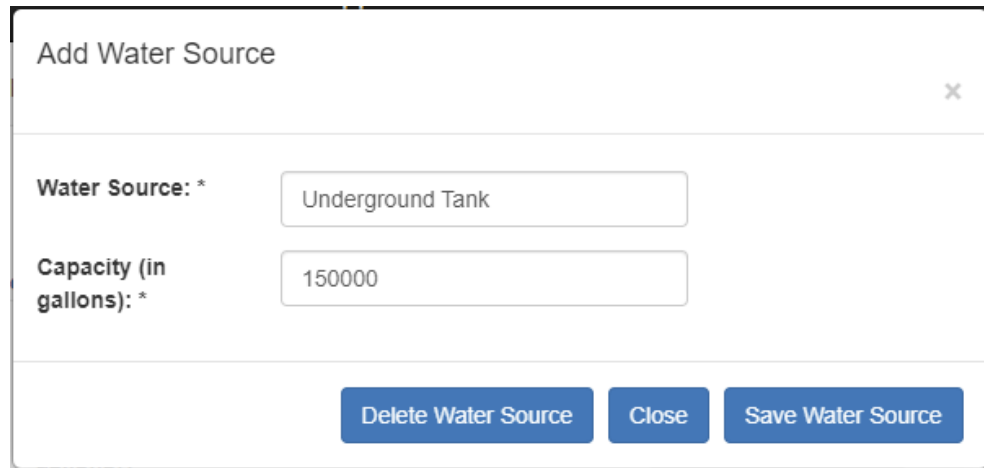
Describe Additional Water Source(s)

[Add Water Source](#)

Edit	Number	Water Source	Capacity (in gallons)
View/Edit	1	Underground Tank	150000

To edit or delete an additional water source left click the View/Edit link to the left of the additional water source in the list of additional water sources. A form will pop up at the top of the page.

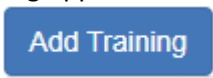
Online New Mexico Fire Protection Grant Application Users Handbook

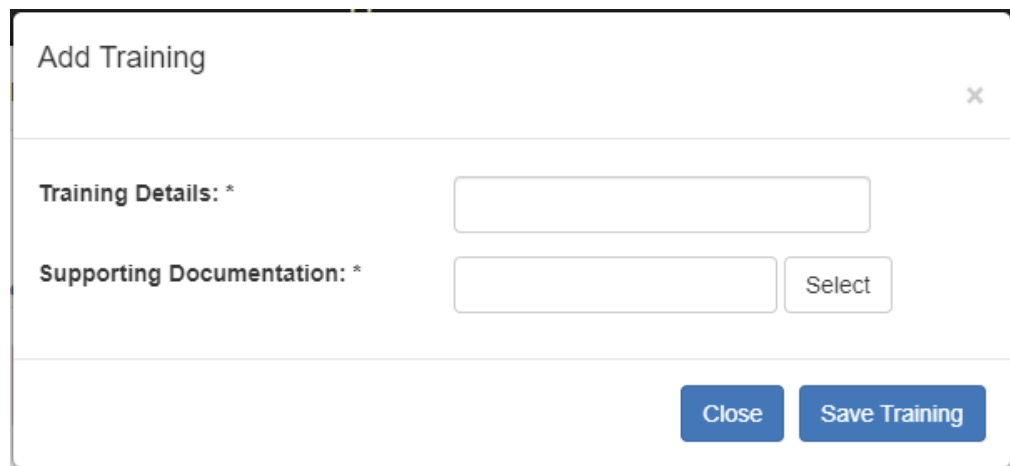


The screenshot shows a modal window titled "Add Water Source". It features a close button (x) in the top right corner. The form contains two required fields: "Water Source: *" with a dropdown menu showing "Underground Tank", and "Capacity (in gallons): *" with a text input field containing "150000". At the bottom of the modal, there are three blue buttons: "Delete Water Source", "Close", and "Save Water Source".

Change any information then left click the “Save Water Source” button. To delete the displayed water source, click the “Delete Water Source” button. To leave the form without making any changes, left click the “Close” button.

Training

The “Average number of training hours per firefighter per year?” is required information. The training opportunities list is not required. If you want to enter training opportunities simply left click the  button. A form will pop up at the top of the



The screenshot shows a modal window titled "Add Training". It features a close button (x) in the top right corner. The form contains two required fields: "Training Details: *" with an empty text input field, and "Supporting Documentation: *" with an empty text input field and a "Select" button to its right. At the bottom of the modal, there are two blue buttons: "Close" and "Save Training".

Please fill in the training details and upload supporting documentation. Both are required to add a training opportunity. To upload supporting documentation left click on the “Select” button then choose the document you need to upload. When you have selected your document, left click the “Open” button on the file selection page. Your training opportunity and the name of the supporting documentation will appear in the list of training opportunities.

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To edit or delete a training opportunity, left click on the View/Edit link to the left of the training opportunity. A form will pop up at the top of the page allowing you to edit the information or delete the training opportunity.

Apparatus

“Apparatus is part of the project?” is a required question. If you answer “No”, you may left click the Next button and move on to the next page. If you answer “Yes”, you will be presented with two more required questions:

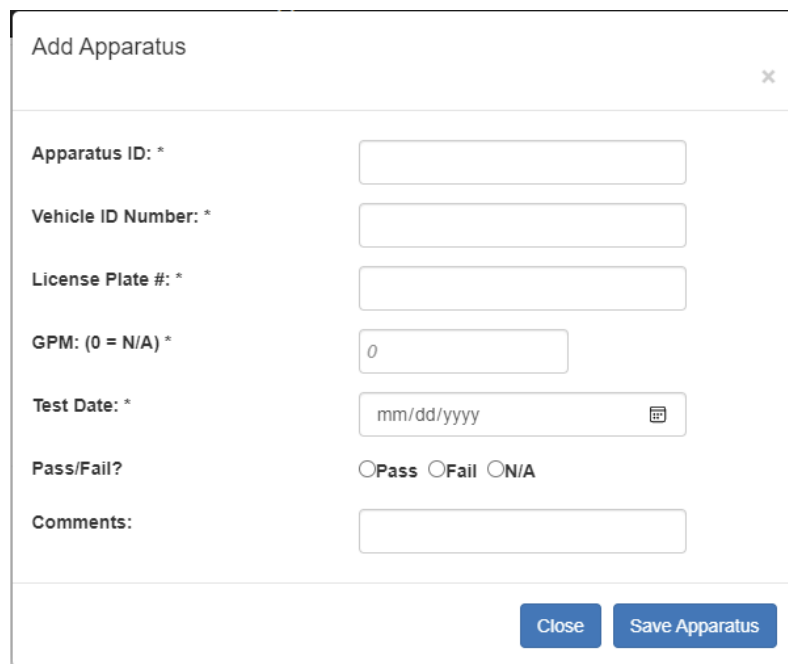
“Are pump tests conducted annually on apparatus?” If you answer “Yes”, you may continue to the next question. However, if you answer “No”, a text box will open requiring you to explain why pump tests are not conducted annually on apparatus.

“Has your annual hose testing been conducted?” If you answer “Yes”, you may continue to list all apparatus associated with your project. If you answer “No”, a text box will open requiring you to explain why hose testing has not been conducted.

How to list the apparatus
Under the “LIST ALL
page, left click the button. A form will pop up at the top of the page. All the information on this form is required.



associated with your project:
APPARATUS” section of this
page, left click the button. A form will pop up at the top of the page. All the information on this form is required.

A screenshot of a web form titled "Add Apparatus" with a close button (X) in the top right corner. The form contains the following fields:

- Apparatus ID: * (text input)
- Vehicle ID Number: * (text input)
- License Plate #: * (text input)
- GPM: (0 = N/A) * (text input with value "0")
- Test Date: * (calendar picker showing "mm/dd/yyyy")
- Pass/Fail? (radio buttons for Pass, Fail, N/A)
- Comments: (text input)

At the bottom right of the form are two buttons: "Close" and "Save Apparatus".

When you have filled in all the information, left click the “Save Apparatus” button to save this apparatus. The apparatus will appear in the apparatus list.

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LIST ALL APPARATUS

[Add Apparatus](#)

Edit	Number	Apparatus ID	Vehicle ID #	License Plate	GPM	Test Date	Pass/Fail	Comments
View/Edit	1	XXXX	ID099	NM 209198	1500	2/1/2022	True	N/A

To edit or delete an apparatus from the list left click on the View/Edit link next to the apparatus you want to edit. A form will pop up at the top of the page allowing you to edit or delete the selected apparatus.

Add Apparatus [x]

Apparatus ID: *

Vehicle ID Number: *

License Plate #: *

GPM: (0 = N/A) *

Test Date: *

Pass/Fail? Pass Fail N/A

Comments:

To edit the apparatus information simply make your changes, then left click the “Save Apparatus” button. To delete the apparatus left click the “Delete Apparatus” button. To not make any changes left click the “Close” button.

Communication Equipment

“Communications is part of the project?” is a required question. If you answer “Yes” or “No” you will need to answer all the questions on the page. This information is required.

You will need place a number in the fields even if the number is zero.

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To add communication equipment to the existing communication equipment list, left click on the

Add Communication Equipment button.

A pop-up form will appear at the top of the page. All the information on this form is required. When you finish filling in the equipment information simply left click the “Save Communication Equipment” button to save the information. The equipment will appear in the communication equipment list.

List Existing Communication Equipment by Type

Add Communication Equipment

Edit	Number	Communication Equipment	Communication Qty
View/Edit	1	Hammurland HP234	2

To edit or delete communications equipment, left click on the View/Edit link next to the equipment you need to edit/delete. A form will pop up at the top of the page.

Add Communication Equipment

Communication Equipment: *

Quantity: *

Delete Communication Equipment **Close** **Save Communication Equipment**

To change the information simply make your changes then left click the “Save Communication Equipment” button. To delete the equipment, left click the “Delete Communication Equipment” button. To close the form without making any changes simply left click the “Close” button.

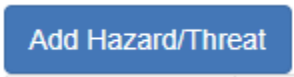
Answer all the Interoperability questions then left click the “Next” button. The Hazards/Threats page will appear.

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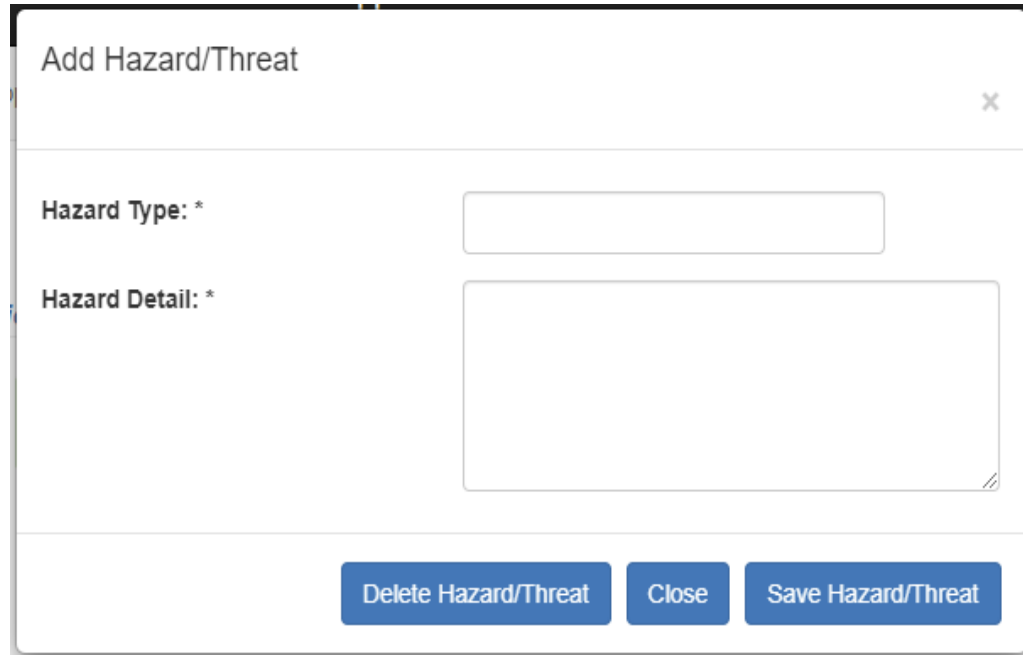
Hazards/Threats

This section is not required. However, you may enter as many hazards or threats as you wish.

To add a hazard or threat left click on the will appear asking for information about threat.



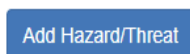
button. A form the hazard or

A screenshot of a web form titled "Add Hazard/Threat". The form has a title bar with a close button (X). It contains two input fields: "Hazard Type: *" with a text box, and "Hazard Detail: *" with a larger text area. At the bottom, there are three buttons: "Delete Hazard/Threat", "Close", and "Save Hazard/Threat".

Enter the hazard type then detail the hazard. When you are finished with the information left click the "Save Hazard/Threat" button. The hazard/threat will appear in the list of hazards/threats to the community.

Describe the threat to the community:

(i.e., fuel storage bulk plants, railroads, high hazard occupancies, etc.)



Edit	Number	Hazard Type	Hazard Detail
View/Edit	1	Flammable Uncontained Storage	Barrells of oil uncovered behind a warehouse.

If you need to edit or delete a hazard/threat, left click the View/Edit link to the left of the hazard/threat. A form will pop up at the top of the page. You may edit the information then left click the "Save Hazard/Threat" button to save your edits. You may delete the hazard/threat by left clicking on the "Delete Hazard/Threat" button.

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When you are finished listing all hazards/threats, left click the “Next” button. The PPE page will appear.


PPE

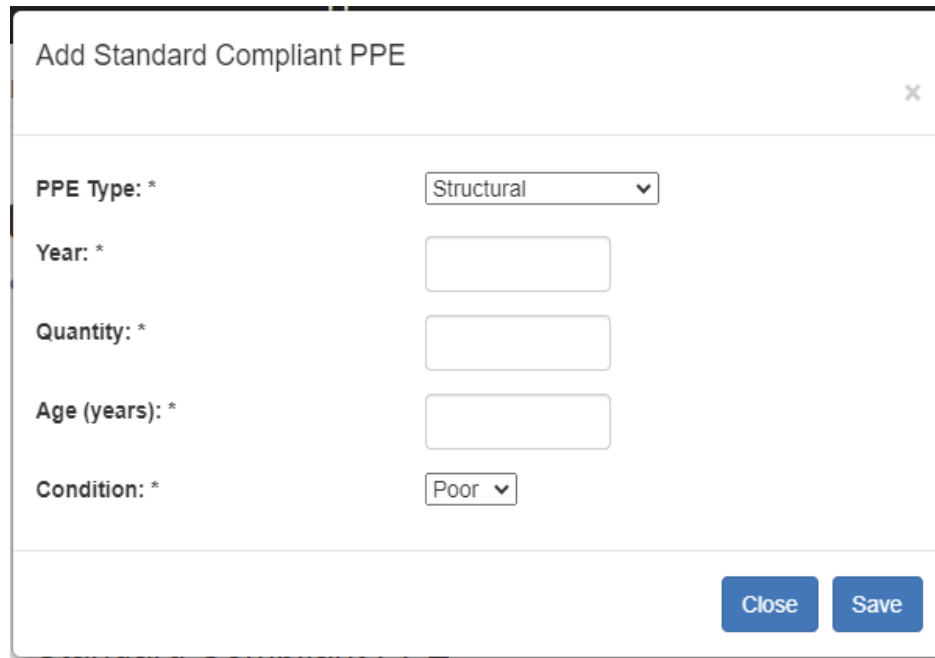
“PPE is part of the project? *” is a required question. If you answer “No”, left click the “Next” button and the equipment needs page will appear.

If you answer “Yes”, more questions and lists will appear.

Answer yes or no to “All PPE inspected to the most current NFPA 1881 standard?”

Next list the Standard Compliant PPE. This is required.

To do this left click on the  button. A pop-up form will appear at the top of the page. On this form select the PPE Type from the dropdown list. Then enter the year the PPE was manufactured, the quantity of this type of PPE and the age of this PPE in years. Finally, select the condition of this PPE from the Condition dropdown list. Left click the “Save” button to save this PPE. Left click the “Close” button to lose the information you have entered.



The screenshot shows a pop-up window titled "Add Standard Compliant PPE" with a close button (X) in the top right corner. The form contains the following fields:

- PPE Type: *** with a dropdown menu showing "Structural".
- Year: *** with an empty text input field.
- Quantity: *** with an empty text input field.
- Age (years): *** with an empty text input field.
- Condition: *** with a dropdown menu showing "Poor".

At the bottom right of the form are two buttons: "Close" and "Save".

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Your PPE will appear in the “Standard Compliant PPE” list.

Standard Compliant PPE

[Add Standard Compliant PPE](#)

Edit	PPE Type	Year	Quantity	Age (years)	Condition
View/Edit	Wildland	2012	3	10	Good

To edit or delete PPE from this list, left click on the View/Edit link to the left of the PPE. A pop-up form will appear at the top of the page with the PPE information. Make any changes then left click the “Save” button. To delete the PPE, left click the “Delete” button. To close the form without any changes left click the “Close” button.

Add Standard Compliant PPE

PPE Type: * Wildland

Year: * 2012

Quantity: * 3

Age (years): * 10

Condition: * Good

Delete Close Save

Follow the same above procedures for the “Standard Compliant SCBA” list. However, left click [Add Standard Compliant SCBA](#) the button to populate this list. Listing the standard compliant SCBA is required.

Equipment Needs

List the specific equipment you will purchase if this grant is awarded.

Then add estimated equipment costs. To do this left click on the [Add Equipment](#) button. A form will pop up at the top of the page. Select the

[Add Equipment](#)

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Priority Category from the dropdown. Then select the Equipment Needed from the dropdown. Enter the quantity of this type of equipment. Then enter the total cost of this equipment. When you have entered all the information left click the “Save Equipment” button. Your equipment will appear in the Estimated Equipment Cost list. A running total of equipment cost appears at the bottom of the Cost column.

Add Estimated Equipment Cost

Add Equipment					
Edit	Number	Priority Category	Equipment Needed	Quantity	Cost
View/Edit	1	Apparatus	Wildland	1	\$185,000.00
View/Edit	2	General Fire Fighting Equipment	Hose	20	\$2,500.00
					\$187,500.00

The next question is “Will fulfilling this need impact your organization’s ISO rating?”. If you answer “No”, left click the “Next” button to go to the Grant Justification page. If you answer “Yes”, a text box will open. You are required to explain why your ISO rating will be impacted. When you have finished the explanation, left click the “Next” button to open the Grant Funding Justification page.

Step 2

Grant Funding Justification

This page contains four (4) required descriptions. They are Financial Need, the Problem, the Benefit to the Community, and the Consequences. When you have finished these descriptions, left click the “Next” button to open the Project Budget Sheet. If you need to save the justification page, left click the “Save” button. You may come back to this section later.

Project Budget Sheet

This is a summary page of the Apparatus, intended purchases, ISO rating impact (if any). This information cannot be changed on this page.

In the section “Provide information on your estimated budget” enter the Total Project Cost and the Grant Amount Requested. The total amount the department is responsible for will be calculated - you cannot modify this field. Then enter the stipend amount requested.

When you have finished the budget information, left click on the “Next” button to open the Signatures and Supporting Docs page.

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Step 3

Signatures

Beginning this year, the New Mexico State Fire Marshal Grant Council starts accepting electronic signatures. You will no longer need to print your application, have it signed, scan it, and email it or attach the signed document to the application.

Please follow closely the instructions for uploading supporting documentation and for gathering electronic signatures.

To add an electronic signature, left click the  button.

A form will pop up at the top of the page. Select the Role the person signing plays – either Fiscal Agent, Fire Chief, or Administrative Manager.

1. The person filling out this application will add a signature record for each of the three roles (Fiscal Agent, Fire Chief & Administrative Manager).
 - If the person filling out the application is one of the roles above, they will check the box on the signature form labeled “I am signing this application as the role ...” and enter their name/title and signature and check the agreement checkbox.
 - For the other roles the person filling out the application will just enter the signer name/title and email address.
2. Once all three required signature records have been added, the person filling out the application will click the button “Save & Send Emails”.
3. The application system will send an email to the individuals who were identified but do not have a signature. The email will include a link that the signer will click to open the application and sign off on the application.
4. Once all three signature records have a signature then the person filling out the application can log in and “Submit” the application.

Please note, you will not be able to submit your application for approval until all sections have been successfully completed and all signatures have been successfully added.

View/Print Application

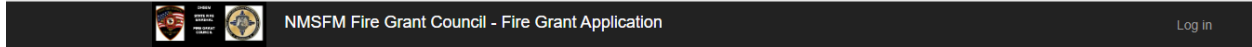
When information is complete on this page, left click the “Next” button to be taken to the View/Print Application section. This section will automatically open your application as a PDF file. You may download your application and/or print your application.

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Appendix A – New User Registration

- I. Open the new program by left clicking on this link or copying and pasting this link in your Internet browser. [Fire Grant: Home \(newmexicostatefireservicesgrant.com\)](https://www.newmexicostatefireservicesgrant.com)
- II. Left click on “Log in” at the top right corner of the page.

<https://www.newmexicostatefireservicesgrant.com>



FY - Online Fire Protection Grant Application (OFPGA)

[Click Here](#)

*For questions and technical support regarding the application, departments should initially contact their SFMO Fire Support Inspector.

Welcome to the Online New Mexico Fire Protection Grant Application

This web-app is in response to feedback from many New Mexico departments for a more user - friendly process. Your continued patience and understanding is appreciated as we work to improve the process and serve you better.

[Please read the eligibility requirements on the Welcome Page carefully before completing the application.](#)

Should you have technical questions or experience problems navigating through the application, click on the Technical Support link. Your question will be answered within 2 business days.

Should you have questions specific to the content requirements of the application, click on the SFMO Fire Services Support Team link, describe the question, and click SEND. Your question will be answered within 2 business days.

You are now ready to begin entering the NM Fire Protection Grant application.

[New Mexico State Fire Marshal Fire Grant Council »](#)

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Session Time Remaining: 00:54:04

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III. To register your new account, please left click on the blue “Register New Account” button.



Login

Use a local account to log in.

User Name

The email field is required.

Password

The password field is required.

Remember me?

Log in

Register New Account

Forgot Password



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- IV. After left clicking on the “Register New Account” button you will be taken to the Register New Account page. This page has three (3) sections that are required to be filled out.
- a. **Enter User Information:** Please enter your First Name, Last Name, Email address, Phone Number and NFIRS FDID number.

Enter User Information

First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email *	<input type="text"/>
Phone Number	<input type="text" value="() -"/>
NFIRS FDID # *	<input type="text"/>

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b. Select Associated Departments:

- i. You select the Departments you are associated to by placing a checkmark in the box to the left of the department name.
- ii. You may search for your department(s) by typing in the Department name or a portion of the name then left click on the “Search Departments” blue link.
- iii. If you wish to scroll through the Department list, you can use the number buttons at the bottom of the Department list. The number of Departments shown defaults to ten (10). You may increase this by choosing another number from the dropdown.

Select Associated Departments *

Search by Department Name

[Search Departments](#)

<input type="checkbox"/>	Department	City
<input type="checkbox"/>	A Test Fire Department	Santa Fe
<input type="checkbox"/>	Abeytas	Socorro
<input type="checkbox"/>	Abiquiu	Abiquiu
<input type="checkbox"/>	Agua Fria	Santa Fe
<input type="checkbox"/>	Agua Sana	Espanola
<input type="checkbox"/>	Alamo West	Alamogordo
<input type="checkbox"/>	Alamogordo	Alamogordo
<input type="checkbox"/>	Albuquerque	Albuquerque
<input type="checkbox"/>	Amalia	Amalia
<input type="checkbox"/>	Amistad-Hayden	Nara Visa

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c. Enter Account Information: In this section you enter the Username and Password you will use to log in to the program.

- i. Enter your username in the Username area.
- ii. Enter your password in the Password area.
- iii. Confirm your password by reentering it in the Confirm Password area.
- iv. Finally, left click the blue “Register” button to create your new account.
- v. Warning, if you left click the “Cancel” button all your work on this page will be lost. To register you will need to start the process over.

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Enter Account Information

Username *

Password *

Confirm Password *



Register

Cancel

Once you have completed all the registration steps you will be able to log in to work on your grant application(s). Please refer to the Grant Applicant User Guide for help completing your application.

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Appendix B – Eligibility Requirements and Award Information

Two Types of Grant Applications:

1. Individual Department Grant with or without a request for stipends, recruiting, retention and educational programs.
2. County-Wide Project Grant with or without a request for stipends, recruiting, retention and educational programs.

Eligibility:

1. All fire departments currently certified and funded by the New Mexico State Fire Marshal's Office are eligible to apply for an Individual Department Grant. The Department must have a unique FDID.
2. County offices having administrative responsibility for more than one district or department may apply for a County-Wide Project Grant providing that each district or department that is under their jurisdiction is compliant with the requirements of the grant. The County-Wide Grant project must benefit all the departments. A County Administrative Office applying for a grant or the application for a County-Wide Grant does not prevent individual departments within the county from applying for a grant.

Restrictions:

1. Grant applications must not be contingent on another grant award.
2. Joint applications will not be considered.
3. Only one grant application per FDID may be submitted.
4. Any fire department that is awarded a grant and subsequently loses its qualification to participate in the Fire Protection Funding process shall return the apparatus and or equipment the State Fire Marshal for redistribution as per NMSA 59A-53 and Title 10 Chapter 25 Part 10 of the NMAC.
5. So that as many grant requests as possible may be honored, it is not necessary to apply for the full amount available for the category. Request only an amount that is necessary to address the need.