



Grant Administration & Fiscal Compliance Consulting

Location: Santa Fe, NM
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CORE COMPETENCIES

- State & Local Grant Administration
 - Fiscal Agent Services & Oversight
 - Capital Outlay & Infrastructure Funding
 - Compliance Monitoring & Audit Readiness
 - Grant Reporting & Reimbursement Management
 - Technical Assistance for Public Sector Grantees
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COMPANY OVERVIEW

Kay Brown Enterprises is a New Mexico-based consulting firm providing senior-level grant administration and fiscal compliance services to state agencies, local governments, tribal entities, and regional organizations. The firm specializes in managing state and capital outlay funding from obligation through reimbursement while ensuring full compliance with New Mexico Department of Finance and Administration requirements.

Principal Consultant Kay Brown brings hands-on experience navigating New Mexico grant systems, fiscal controls, and procurement standards, serving as a trusted advisor to public sector clients across multiple disciplines.

DIFFERENTIATORS

- Direct grant experience with **Departments of Finance, Transportation, Indian Affairs, and Environment**
- Proven fiscal agent services for **multi-jurisdictional entities**
- End-to-end grant lifecycle management (obligation to close-out)
- Strong audit readiness and compliance focus
- Senior-level consulting with flexible contract support

PAST PERFORMANCE

North Central New Mexico Economic Development District *(FY 2025–2026)*

- Fiscal Agent Services Manager for **13 municipalities, counties, and tribal governments**
- Administered state and capital outlay grants using **CAPS and PARS**
- Reviewed and submitted Notices of Obligation, Payment Requests, and compliance documentation

New Mexico Economic Development Department – Outdoor Recreation Division *(FY 2026)*

- Grant administration for statewide programs
- Managed obligations, reimbursements, and reporting
- Provided technical assistance to **100+ grantees**

Additional Government Experience (2014–2019)

- NM Department of Public Safety – Purchasing Manager, Certified Procurement Officer
- EMW Gas Association – Purchasing Manager, Certified Procurement Officer
- Village of Eagle Nest - Certified Procurement Officer, Grant Administrator, Finance Assistant

CERTIFICATIONS & CREDENTIALS

- Certified Public Procurement Buyer (CPPB) — UPPCC
- NM Chief Procurement Officer Certificate
- NM Public Purchasing Professional Certificate (NMPPP) - NMSU EDGE
- Department of Finance CDBG Certificate
- Women-Owned Small Business
- NM Resident Business Preference (Pending)

SYSTEMS EXPERIENCE

- PARS • CAPS • Submittable • Monday.com
- DFA Local Government Division Systems
- QuickBooks Online • Microsoft 365
- Adobe Acrobat Pro • Adobe Sign
- Virtual Private Network (VPN)

COMPANY DATA

- **YEAR STARTED:** 2025
- **SAM UEI:** EYVSY7Z6LMZ9
- **NM GRT Registered:** #03-604675-002
- **EIN:** 39-2409991
- **Insurance:** Commercial General Liability (State Farm, active through 3/12/2027)
- **NAICS:** 541611 – Administrative Management & General Management Consulting Services
- **Compliance:** 2025 New Mexico Public Finance Accountability Act (PFAA)
NM Procurement Code Sections 13-1-28 to 13-1-199 NMSA 1978