

# **CIBOLA COUNTY BOARD OF COMMISSIONERS**

Jack Molerés  
Chairman

Robert Armijo  
1<sup>st</sup> Vice Chairman

Robert Windhorst  
2<sup>nd</sup> Vice Chairman

Daniel Torrez  
Commissioner

Martha Garcia  
Commissioner

**Workshop / Special Meeting  
May 11, 2017 at 5:00 p.m.  
Cibola County Commission Chamber  
700 East Roosevelt Ave, Suite 50**

- 1) **Call to Order**
- 2) **Roll Call**
- 3) **Pledge of Allegiance**
- 4) **Prayer**
- 5) **Approval of Agenda**
- 6) **Commission Workshop** (For Discussion Purposes Only)
  - a) Budget Discussion
    - i) Road Department
    - ii) Detention
    - iii) Managers
    - iv) Treasurer
    - v) Commission
    - vi) CCSO
- 7) **Action Items – Action May Be Taken**
  - a) Approve list of obsolete properties to be disposed of
  - b) Appoint committee to oversee disposition
  - c) Consideration of JJAC contract
- 8) **Announcements**

The next Regular Commission Meeting will be held on Thursday, May 25, 2017 at 5:00 p.m. immediately following the Board of Finance Meeting in the County Convention Room.
- 9) **Adjournment**

*“If you are an individual with a disability who is in need of a reader, amplifier, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting please contact the Cibola County Commission Chamber 700 E. Roosevelt Ave. Suite 50, Grants, NM 87020, phone (505)287-9431 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Cibola County Administration if a summary or other type of accessible format is needed.”*

0820-0930 Gary Porter  
5-8-17

FY17 (2016-17 Operating Budget)							
Fund: 402		Road Fund		2016-2017		2017-2018	
FISCAL YEAR		2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017	Description	Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>EXPENDITURES:</b>							
402-015-416-00002	Full Time Salaries	\$ 585,294	\$ 636,080	\$ 433,746	\$ 579,400	\$ 578,328	\$ 590,320
402-015-416-00004	Temporary Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-015-416-00005	Overtime Salaries	\$ 2,050	\$ 30,000	\$ 1,185	\$ 30,000	\$ 1,580	\$ 24,000
402-015-416-00006	Postage	\$ 23	\$ 75	\$ 37	\$ 100	\$ 49	\$ 100
402-015-416-00007	Telephone & Telegraph	\$ 8,005	\$ 8,000	\$ 7,764	\$ 8,000	\$ 10,352	\$ 8,000
402-015-416-00008	Printing & Publishing	\$ 1,307	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 1,000
402-015-416-00009	Office Supplies	\$ 5,131	\$ 12,000	\$ 4,497	\$ 5,000	\$ 5,996	\$ 5,000
402-015-416-00010	Mileage & Per Diem	\$ -	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ -
402-015-416-00012	Equipment Maintenance & Repair	\$ 17,960	\$ 20,000	\$ 13,766	\$ 15,000	\$ 18,355	\$ 10,000
402-014-416-00013	Rental of Equipment	\$ 663	\$ 5,000	\$ 226	\$ 10,000	\$ 301	\$ 8,000
402-015-416-00023	Repair to Buildings	\$ 3,345	\$ 20,000	\$ 998	\$ 40,000	\$ 1,331	\$ 10,000
402-015-416-00024	Grounds Maintenance & Improvements	\$ 1,195	\$ 10,000	\$ 445	\$ 15,000	\$ 593	\$ 5,000
402-015-416-00025	Utilities	\$ 13,250	\$ 18,000	\$ 19,565	\$ 18,000	\$ 26,087	\$ 20,000
402-015-416-00028	Capital Outlay	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ -
402-015-416-00039	Incidental Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-015-416-00040	Cellular Phone Stipend	\$ 717	\$ 456	\$ 1,174	\$ 900	\$ 1,565	\$ 900
402-015-416-00044	Sign Shop Maintenance	\$ 445	\$ 5,000	\$ 3,125	\$ 7,000	\$ 4,167	\$ 5,000
402-015-416-00045	Building Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-015-416-00063	PERA	\$ 54,413	\$ 58,203	\$ 44,895	\$ 53,015	\$ 59,860	\$ 54,015
402-015-416-00064	Social Security	\$ 22,693	\$ 41,296	\$ 26,033	\$ 37,781	\$ 34,711	\$ 38,085
402-015-416-00065	Group Insurance	\$ 188,861	\$ 160,571	\$ 140,653	\$ 207,186	\$ 187,537	\$ 212,075
402-015-416-00066	Workers' Comp. Deduction	\$ 150	\$ 200	\$ 110	\$ 170	\$ 147	\$ 170
402-015-416-00067	Property & Liability Insurance	\$ 15,940	\$ 13,500	\$ 16,655	\$ 13,500	\$ 22,207	\$ 17,000
402-015-416-00068	Medicare Tax	\$ 5,307	\$ 9,661	\$ 6,088	\$ 8,838	\$ 8,117	\$ 8,909
402-015-416-00071	WC Insurance	\$ 31,585	\$ 33,716	\$ 31,585	\$ 33,716	\$ 42,113	\$ 33,716
402-014-416-00075	Equipment Repairs	\$ 21,016	\$ 2,000	\$ 23,699	\$ 85,000	\$ 31,599	\$ 40,000
402-014-416-00076	Equipment Operating Expense	\$ 130,532	\$ 125,000	\$ 75,453	\$ 150,000	\$ 100,604	\$ 100,000
402-015-416-00077	Tools & Supplies	\$ 14,095	\$ 15,000	\$ 9,990	\$ 15,533	\$ 13,320	\$ 10,000
402-014-416-00079	Road Construction & Maintenance - CoOps	\$ 270,480	\$ 216,549	\$ 407,366	\$ 1,041,033	\$ 543,155	\$ 468,941
402-014-416-00085	Road Construction & Maintenance - CoOps SP	\$ 352,568	\$ 361,367	\$ 115,896	\$ -	\$ 154,528	\$ -
402-014-416-00086	Road Construction & Maintenance - CoOps CAP	\$ 71,519	\$ 108,684	\$ 88,329	\$ -	\$ 117,772	\$ -
402-015-416-00081	Retiree Health Care	\$ 10,537	\$ 13,323	\$ 8,611	\$ 11,588	\$ 11,481	\$ 11,807
402-014-416-00080	Road Construction & Maintenance - Other	\$ 65,192	\$ 75,000	\$ 27,919	\$ 74,467	\$ 37,225	\$ -
402-015-416-00082	Safety Equipment	\$ 5,642	\$ 8,000	\$ 4,373	\$ 7,000	\$ 5,831	\$ 500
402-015-416-00183	Secure Rural Schools Public Rd	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-015-416-00098	Training & Staff Development	\$ -	\$ 2,000	\$ 2,440	\$ 2,000	\$ 3,253	\$ 2,000
402-014-416-00124	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-015-416-00126	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-015-416-00127	Uniforms	\$ 3,071	\$ 4,000	\$ 75	\$ 5,000	\$ 100	\$ 500
402-015-416-00259	Physical Exams	\$ 29	\$ 500	\$ 29	\$ 500	\$ 39	\$ 250
Total Transfers		\$ 1,903,015	\$ 2,079,681	\$ 1,516,727	\$ 2,481,227	\$ 2,022,303	\$ 1,685,288
Cash Balance Reserves		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenues Over (Under) Expenditures		\$ (541,162)	\$ (638,729)	\$ (888,175)	\$ (935,393)	\$ (1,184,233)	\$ 8,653

5000.00  
1500.00  
558,583.00  
OVER REVENUES!



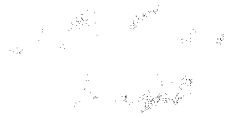
FY17 (2016-17 Operating Budget)										
Fund: 402		Road Fund Revenues		6/30/2015	3/31/2015	1/07/2000				
FISCAL YEAR 2017	Description	2015 - 2016 Actual	2015 - 2016 Budget	2016 - 2017 Actual 9 Mo.	2016 - 2017 Budget	2016 - 2017 Annualized	2016 - 2017 Annualized	2016 - 2017 Annualized	2017 - 2018 Budget	2017 - 2018 Budget
<b>REVENUES:</b>										
402-30-300-26100	Refunds	\$ 2,197	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-30-300-26200	Reimbursements	\$ 3,236	\$ -	\$ 730	\$ -	\$ 973	\$ -	\$ -	\$ -	\$ -
402-30-300-27000	Insurance Recoveries	\$ -	\$ -	\$ 1,950	\$ -	\$ 2,600	\$ -	\$ -	\$ -	\$ -
402-30-300-34000	Sale of County Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-25-300-51000	Motor Vehicle Road	\$ 221,763	\$ 225,000	\$ 172,341	\$ 225,000	\$ 229,788	\$ 225,000	\$ 229,788	\$ 225,000	\$ 225,000
402-25-300-52100	Gasoline Tax - 1 cent	\$ 153,196	\$ 150,000	\$ 115,412	\$ 150,000	\$ 153,883	\$ 150,000	\$ 153,883	\$ 125,000	\$ 125,000
402-25-300-52200	Hold Harmless - 1/8	\$ 441,394	\$ 440,000	\$ 319,562	\$ 450,000	\$ 426,083	\$ 450,000	\$ 426,083	\$ 450,000	\$ 425,000
402-27-300-59100	SHD - Coop Agreements	\$ 514,950	\$ 420,068	\$ -	\$ 514,950	\$ -	\$ 514,950	\$ -	\$ 351,705	\$ 351,705
402-28-300-60300	Other Agreements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-26-300-65000	Forest Reserve - Maintenance <i>SAS</i>	\$ -	\$ 205,884	\$ 18,557	\$ 205,884	\$ 24,743	\$ 205,884	\$ 24,743	\$ -	\$ 18556
402-26-300-80300	FEMA Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
402-28-382-31400	Other Revenue	\$ 25,117	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		\$ 1,361,853	\$ 1,440,952	\$ 628,552	\$ 1,545,834	\$ 838,070	\$ 1,545,834	\$ 838,070	\$ 1,126,705	\$ 1,151,705
<b>TRANSFERS:</b>										
402-30-499-40500	From 405 to 402 (from General Reserve Fund to Road)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542,236	\$ 542,236
<b>Total Transfers</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542,236	\$ 542,236
<b>Total Revenues</b>		\$ 1,361,853	\$ 1,440,952	\$ 628,552	\$ 1,545,834	\$ 838,070	\$ 1,545,834	\$ 838,070	\$ 1,693,941	\$ 1,693,941

FY17 (2016-17 Operating Budget)												
Salaries		Road										
Position		Name	ANNUAL SALARY Bi-Weekly X 26	FICA (C x .062)	MEDICARE (C x .0145)	(C x .0915) RETIREMENT	INSURANCE EMPLOYER 90% EMPLOYEE 10%	WORKERS' COMP. ASSESSMENT	HEALTH CARE (C X .0200)	DEFERED COMP 457 (C X .02)	CELL PHONE	TOTAL
PUBLIC ROADS SUPERINTENDENT	Full Time	Gary Porter	75,000	4,650	1,088	6,863	5,701	10	1,500	1,500	900	\$ 97,212
ASST PUBLIC ROADS SUPERINTENDENT	Full Time	Bernie R. Martinez	47,840	2,966	694	4,377	12,646	10	957	0	0	\$ 69,490
SECRETARY / RECEPTIONIST	Full Time	Audrey Archunde	33,280	2,063	483	3,045	6,301	10	666	0	0	\$ 45,848
SECRETARY	Full Time	Rita Montano	29,120	1,805	422	2,664	16,536	10	582	0	0	\$ 51,139
HEAVY EQUIPMENT DIESEL MECHANIC	Full Time	Richard A. Cerno	43,680	2,708	633	3,997	5,701	10	874	874	0	\$ 58,477
GAS MECHANIC	Full Time	John Hobbs	36,400	2,257	528	3,331	16,699	10	728	728	0	\$ 60,681
HEAVY EQUIPMENT OPERATOR	Full Time	Jose A. Guzman	37,440	2,321	543	3,426	12,646	10	749	0	0	\$ 57,135
HEAVY EQUIPMENT OPERATOR	Full Time	Marty W. Marquez	33,280	2,063	483	3,045	5,701	10	666	666	0	\$ 45,914
HEAVY EQUIPMENT OPERATOR	Full Time	Rudy Garcia	32,760	2,031	475	2,998	14,577	10	655	0	0	\$ 53,506
TRUCK DRIVER II	Full Time	Eric T. Barela SR.	27,040	1,676	392	2,474	12,646	10	541	0	0	\$ 44,779
TRUCK DRIVER II	Full Time	Martin S. Urioste	30,160	1,870	437	2,760	14,577	10	603	603	0	\$ 51,020
TRUCK DRIVER II	Full Time	Phillip E. Yniguez JR.	29,120	1,805	422	2,664	12,665	10	582	0	0	\$ 47,268
TRUCK DRIVER II	Full Time	Vacant	24,960	1,548	362	2,284	19,064	10	499	499	0	\$ 49,226
TRUCK DRIVER II	Full Time	Phillip M. Martinez	27,040	1,676	392	2,474	16,699	10	541	0	0	\$ 48,832
TRUCK DRIVER II	Full Time	Wayne W. Vigil	28,600	1,773	415	2,617	16,699	10	572	0	0	\$ 50,686
TRUCK DRIVER II	Full Time	Ernest Pohl	27,560	1,709	400	2,522	12,646	10	551	0	0	\$ 45,398
												\$ -
LABORER	Full Time	Austin S. Garcia	27,040	1,676	392	2,474	5,701	10	541	0	0	\$ 37,834
												\$ -
TEMPORARY SALARIES			0	0	0	0	0	0	0		0	\$ -
OVERTIME			24,000	1,488	348	0	0	0	0	0	0	\$ 25,836
PT												
Dept Total			\$ 614,320	\$ 38,085	\$ 8,909	\$ 54,015	\$ 207,205	\$ 170	\$ 11,807	\$ 4,870	\$ 900	\$ 940,281

560,240

(Delete T D II)  
" Rita M.





*Cibola County Road Dept.*  
*700 East Roosevelt*  
*Garden, New Mexico 87020*  
*Phone (505) 241-1100 Fax (505) 241-1100*  
*Gary Porter - Public Works Director*

To: Tony Boyd-County Manager  
Fr: Gary Porter-Road Superintendent

Here is a list of some items that we use our Safety Budget for. There may be some items missing from this list.

First Aid Items (Bandages, Eye Wash, Peroxide, Antibiotic Ointment, Antiseptic Toweletts etc.)  
Steel Toed Work Boots  
Work Gloves  
Rubber Gloves (for Distributor)  
Disposable Coveralls (for Distributor)  
Safety Glasses  
Safety Vests  
Hard Hats,  
Ear Plugs  
Masks  
Goggles  
Fire Extinguishers

Prices are subject to change through the year. If we think of anything else we will let you know.

10:30 - 11:55  
5-5-17  
A. Jaramillo  
W. Self

FY17 (2016-17 Operating Budget)							
Fund: 614 Care of Prisoners Enterprise Fund							
FISCAL YEAR	Description	2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017		Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>REVENUES:</b>							
614-86-300-40900	County Correctional Facility Gross Receipt Tax (1/8%)	\$ 477,053	\$ 440,000	\$ 347,548	\$ 450,000	\$ 463,397	\$ 450,000
614-85-301-57600	Fee Collections--Magistrate Court	\$ 47,998	\$ 45,000	\$ 20,852	\$ -	\$ 27,803	\$ -
614-85-380-30100	Care of Prisoners-Municipalities (7)\$65	\$ 211,922	\$ 153,300	\$ 190,833	\$ 166,105	\$ 254,444	\$ 166,105
614-85-380-30200	Care of Prisoners--Other Counties (48)\$65	\$ 425,847	\$ 1,270,200	\$ 259,729	\$ 1,138,800	\$ 346,305	\$ 1,138,800
614-85-380-30300	Care of Prisoners--State	\$ 19,257	\$ 84,000	\$ 171,013	\$ 45,000	\$ 228,017	\$ 45,000
614-85-380-30400	Care of Prisoners--Federal (20)\$50	\$ 480,095	\$ 664,300	\$ 904,309	\$ 365,000	\$ 1,205,745	\$ 365,000
614-85-380-30500	Care of Prisoners--Tribal	\$ 2,715	\$ -	\$ -	\$ -	\$ -	\$ -
614-85-380-30800	Care of Prisoners--Medical	\$ -	\$ 155,000	\$ -	\$ 155,000	\$ -	\$ 155,000
614-85-380-30700	Out-of-State Prisoner Fees	\$ 23,587	\$ 5,000	\$ 11,817	\$ 15,000	\$ 15,756	\$ 15,000
614-85-381-31100	Inmate Fees	\$ 8,364	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000
614-87-382-18100	Interest on Delinquent GRT	\$ 1,893	\$ -	\$ 368	\$ 2,500	\$ 491	\$ 2,500
614-87-382-18200	Penalty on Delinquent GRT	\$ 5,380	\$ -	\$ 1,687	\$ 5,000	\$ 2,249	\$ 5,000
614-87-382-31500	Commissary Proceeds	\$ 16,233	\$ 20,000	\$ 14,848	\$ 20,000	\$ 19,797	\$ 20,000
614-87-382-31600	Other Revenues	\$ 127,941	\$ 50,000	\$ 14,317	\$ 50,000	\$ 19,089	\$ 50,000
614-87-382-38300	Vending Machine Proceeds	\$ 591	\$ -	\$ 497	\$ 400	\$ 663	\$ 400
Total Revenue		\$ 1,848,876	\$ 2,901,800	\$ 1,937,818	\$ 2,427,805	\$ 2,583,756	\$ 2,427,805
<b>TRANSFERS IN:</b>							
614-101-499-09043	From 405 to 614 (from General Fund Reserve)	\$ 2,059,259	\$ 2,044,635	\$ 1,316,351	\$ 2,099,819	\$ 1,755,135	\$ 1,959,286
Total Transfers		\$ 2,059,259	\$ 2,044,635	\$ 1,316,351	\$ 2,099,819	\$ 1,755,135	\$ 1,959,286
<b>EXPENDITURES:</b>							
614-100-457-00002	Full Time Salaries	\$ 1,720,260	\$ 1,527,036	\$ 1,201,826	\$ 1,914,842	\$ 1,602,435	\$ 1,839,152
614-100-457-00004	Temporary Salaries	\$ -	\$ -	\$ -	\$ 31,200	\$ -	\$ -
614-100-457-00005	Overtime Salaries	\$ 131,332	\$ 95,000	\$ 128,611	\$ 95,000	\$ 171,481	\$ 85,000
614-100-457-00006	Postage	\$ 580	\$ 750	\$ 574	\$ 750	\$ 765	\$ 750
614-100-457-00007	Telephone	\$ 64,282	\$ 60,000	\$ 36,550	\$ 60,000	\$ 48,733	\$ 50,000
614-100-457-00008	Printing/Publishing	\$ 3,134	\$ 5,056	\$ 1,810	\$ 3,000	\$ 2,413	\$ 2,000
614-100-457-00009	Office Supplies	\$ 18,508	\$ 18,000	\$ 8,828	\$ 15,000	\$ 11,771	\$ 10,000
614-100-457-00010	Mileage/Per Diem	\$ 3,231	\$ 3,343	\$ 918	\$ 3,000	\$ 1,224	\$ 1,500
614-100-457-00011	Vehicle Expense	\$ 20,282	\$ 17,000	\$ 12,274	\$ 15,000	\$ 16,365	\$ 15,000
614-100-457-00012	Equipment Maintenance & Repairs	\$ 27,629	\$ 30,000	\$ 5,569	\$ 18,000	\$ 7,425	\$ 15,000
614-100-457-00013	Equipment Rental	\$ -	\$ -	\$ 7,648	\$ 10,000	\$ 10,197	\$ 5,000
614-100-457-00016	Cable TV	\$ 3,049	\$ 3,000	\$ 2,551	\$ 3,000	\$ 3,401	\$ 3,000
614-100-457-00017	Photographic Equipment & Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00018	Tech Support / Warranties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00024	Building & Grounds Maintenance and Repair	\$ 59,449	\$ 105,678	\$ 61,832	\$ 30,000	\$ 82,443	\$ 30,000
614-100-457-00025	Utilities	\$ 175,209	\$ 160,000	\$ 158,046	\$ 160,000	\$ 210,728	\$ 160,000
614-100-457-00028	Capital Outlay	\$ -	\$ 60,000	\$ 52,153	\$ 60,000	\$ 69,537	\$ 60,000
614-100-457-09325	Transportation of Prisoners	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00039	Incidental Pay	\$ 9,646	\$ 21,849	\$ 4,989	\$ -	\$ 6,652	\$ -
614-100-457-00063	PERA	\$ 146,115	\$ 139,727	\$ 111,828	\$ 169,377	\$ 149,104	\$ 163,367
614-100-457-00064	Social Security	\$ 72,257	\$ 100,573	\$ 80,315	\$ 120,663	\$ 107,087	\$ 115,972
614-100-457-00065	Group Insurance	\$ 328,550	\$ 331,278	\$ 185,490	\$ 533,572	\$ 247,320	\$ 601,680
614-100-457-00066	Workers' Compensation Deduction	\$ 455	\$ 500	\$ 297	\$ 590	\$ 396	\$ 580
614-100-457-00068	Medicare	\$ 16,899	\$ 23,522	\$ 18,979	\$ 28,221	\$ 25,305	\$ 27,124
614-100-457-00081	Retiree Healthcare	\$ 29,077	\$ 30,540	\$ 22,368	\$ 37,020	\$ 29,824	\$ 35,706
Total Next page							



FY17 (2016-17 Operating Budget)							
Fund: 614		Care of Prisoners Enterprise Fund					
FISCAL YEAR	Description	2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017		Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>EXPENDITURES:</b>	<b>Continued</b>						
614-100-457-00040	Cellular Phone Stipend	\$ 1,335	\$ -	\$ 3,021	\$ 5,160	\$ 4,028	\$ 4,260
614-100-457-00046	Janitorial Supplies	\$ 6,459	\$ 17,890	\$ 5,783	\$ 14,000	\$ 7,711	\$ 10,000
614-100-457-00147	Other Supplies	\$ 187	\$ 135	\$ 259	\$ 500	\$ 345	\$ 200
614-100-457-00049	Medical Supplies	\$ 8,142	\$ 7,500	\$ 4,522	\$ 7,500	\$ 6,029	\$ 7,500
614-100-457-00059	Food Service - Meals	\$ 238,325	\$ 250,000	\$ 191,670	\$ 250,000	\$ 255,560	\$ 250,000
614-100-457-00067	Property & Liability Insurance	\$ 422,294	\$ 345,000	\$ 467,196	\$ 425,000	\$ 622,928	\$ 425,000
614-100-457-00069	Memberships & Association Dues	\$ 160	\$ 100	\$ 550	\$ 1,495	\$ 733	\$ 1,500
614-100-457-00070	Ambulance Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00071	WC Insurance	\$ 65,135	\$ 69,529	\$ 65,135	\$ 69,529	\$ 86,847	\$ 66,000
614-100-457-00076	Equipment Operating Expenses (Diesel Generator, other)	\$ 12,888	\$ 8,500	\$ -	\$ 6,000	\$ -	\$ 6,000
614-100-457-00077	Tools & Supplies	\$ (756)	\$ 67,150	\$ 5,550	\$ 25,000	\$ 7,400	\$ 10,000
614-100-457-00082	Safety Equipment	\$ 940	\$ 2,834	\$ 123	\$ 4,000	\$ 164	\$ 4,000
614-100-457-00094	Training Supplies	\$ 2,050	\$ 3,000	\$ 2,305	\$ 3,000	\$ 3,073	\$ 3,000
614-100-457-00098	Training & Staff Development	\$ 6,912	\$ 8,792	\$ 765	\$ 7,500	\$ 1,020	\$ 2,000
614-100-457-00101	Professional Services	\$ 137,031	\$ 185,000	\$ 97,417	\$ 60,000	\$ 129,889	\$ 60,000
614-100-457-00124	Contractual Services - Others	\$ 38,186	\$ 13,000	\$ 30,320	\$ 13,000	\$ 40,427	\$ 40,000
614-100-457-00126	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00127	Uniforms	\$ 12,507	\$ 17,000	\$ 183	\$ 17,000	\$ 244	\$ 10,000
614-100-457-08134	Licenses, Fees, & Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-01328	Laundry Supplies	\$ 8,886	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000
614-100-457-00259	Physical Exams	\$ 3,044	\$ -	\$ 1,991	\$ -	\$ 2,655	\$ -
614-100-457-00260	Computer Equipment	\$ 6,562	\$ 14,217	\$ 2,205	\$ 1,705	\$ 2,940	\$ 3,000
614-100-457-03261	Bank Service Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-08300	Detention Supplies & Equipment	\$ 28,486	\$ 31,736	\$ 17,440	\$ 30,000	\$ 23,253	\$ 20,000
614-100-457-00301	Inmate Clothing	\$ 30,527	\$ 53,900	\$ 45,907	\$ 60,000	\$ 61,209	\$ 30,000
614-100-457-00300	K-9 Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
614-100-457-00302	Inmate Mental Care	\$ 60,902	\$ 40,000	\$ 39,806	\$ 40,000	\$ 53,075	\$ 40,000
614-100-457-00303	Monitoring Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00304	Medical Care of Prisoners-Juvenile	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00305	Care of Prisoners-Juveniles	\$ 105,852	\$ 85,000	\$ 142,930	\$ 85,000	\$ 190,573	\$ 85,000
614-100-457-00306	Care of Prisoners - Adult	\$ 1,368	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00307	Medical Care of Prisoners-Adult	\$ 47,703	\$ 60,000	\$ 36,347	\$ 60,000	\$ 48,463	\$ 50,000
614-100-457-00308	Inmate Dental & Vision Care	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
614-100-457-00309	Pharmaceuticals	\$ 58,965	\$ 25,000	\$ 28,718	\$ 25,000	\$ 38,291	\$ 30,000
614-100-457-00310	Homeless Voucher Matrix	\$ -	\$ -	\$ (284)	\$ -	\$ (379)	\$ -
614-100-457-00312	Inmate Recreation	\$ 226	\$ 300	\$ 133	\$ 500	\$ 177	\$ 500
614-100-457-00317	CRS Administrative Fees	\$ 16,844	\$ -	\$ 11,362	\$ -	\$ 15,149	\$ -
614-100-457-00508	Depreciation	\$ 203,589	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Expenditures</b>		<b>\$ 4,354,693</b>	<b>\$ 4,046,435</b>	<b>\$ 3,304,810</b>	<b>\$ 4,527,124</b>	<b>\$ 4,406,410</b>	<b>\$ 4,387,091</b>
<b>Revenues Over (Under) Expenditures</b>		<b>\$ (446,558)</b>	<b>\$ 900,000</b>	<b>\$ (50,641)</b>	<b>\$ 500</b>	<b>\$ (67,519)</b>	<b>\$ -</b>

—  
 200  
 470,000  
 —  
 —  
 —  
 2000  
 3 5000  
 — Cut  
 —  
 —  
 2000  
 —  
 45,000  
 —



FY17 (2016-17 Operating Budget)							
Fund: 401		County Manager		6/30/2015	9/30/2015	Department: 402	
FISCAL YEAR	Description	2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017		Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>EXPENDITURES:</b>							
401-004-402-00002	Full Time Salaries	\$ 428,894	\$ 391,227	\$ 359,667	\$ 417,699	\$ 479,556	\$ 386,270
401-004-402-00004	Temporary Salaries	\$ 97	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-402-00005	Overtime Salaries	\$ 22,651	\$ 35,000	\$ 3,062	\$ -	\$ 4,083	\$ -
401-004-402-00006	Postage	\$ 1,498	\$ 5,500	\$ 2,079	\$ 6,500	\$ 2,772	\$ 5,000
401-004-402-00007	Telephone & Telegraph	\$ 11,878	\$ 25,000	\$ 12,476	\$ 25,000	\$ 16,635	\$ 17,000
401-004-402-00008	Printing & Publishing	\$ 3,280	\$ 2,500	\$ 1,402	\$ 1,500	\$ 1,869	\$ 2,000
401-004-402-00009	Office Supplies	\$ 37,052	\$ 22,000	\$ 15,767	\$ 25,000	\$ 21,023	\$ 20,000
401-004-402-00010	Mileage & Per Diem	\$ 17,108	\$ 15,000	\$ 4,624	\$ 7,500	\$ 6,165	\$ 6,000
401-004-402-00011	Car Expense	\$ 2,803	\$ 6,000	\$ 4,117	\$ 6,000	\$ 5,489	\$ 5,500
401-004-402-00012	Equipment Maintenance & Repair	\$ 10,177	\$ 10,500	\$ 12,457	\$ 7,500	\$ 16,609	\$ 7,500
401-004-402-00028	Capital Outlay	\$ 47,169	\$ 47,169	\$ -	\$ -	\$ -	\$ -
401-004-402-00039	Incidental Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-402-00040	Cellular Phone Stipend	\$ 1,176	\$ 912	\$ 2,274	\$ 2,880	\$ 3,032	\$ 2,880
401-004-402-00063	PERA	\$ 43,057	\$ 35,798	\$ 39,954	\$ 38,220	\$ 53,272	\$ 35,344
401-004-402-00064	Social Security	\$ 17,525	\$ 24,257	\$ 21,980	\$ 25,898	\$ 29,307	\$ 23,949
401-004-402-00065	Group Insurance	\$ 91,408	\$ 93,266	\$ 71,222	\$ 113,238	\$ 94,963	\$ 99,290
401-004-402-00066	Workers' Comp. Deduction	\$ 76	\$ 80	\$ 58	\$ 90	\$ 77	\$ 80
401-004-402-00068	Medicare Tax	\$ 4,099	\$ 5,674	\$ 5,141	\$ 6,058	\$ 6,855	\$ 5,602
401-004-402-00081	Retiree Health Care	\$ 7,511	\$ 7,824	\$ 7,077	\$ 8,354	\$ 9,436	\$ 7,726
401-004-402-00082	Safety Initiatives & Development	\$ 1,194	\$ -	\$ -	\$ -	\$ -	\$ 10,000
401-004-402-00098	Training & Staff Development	\$ 16,140	\$ 10,000	\$ 418	\$ 10,000	\$ 557	\$ 6,000
401-004-402-00123	Contingency	\$ 40	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-402-07124	Licenses, Fees, and Permits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-402-00126	Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-402-00259	Physical Exams	\$ 168	\$ -	\$ 49	\$ -	\$ 65	\$ -
<b>Total Expenditures</b>		<b>\$ 765,001</b>	<b>\$ 737,707</b>	<b>\$ 563,824</b>	<b>\$ 701,437</b>	<b>\$ 751,765</b>	<b>\$ 640,141</b>

3000

move to  
5000 EMT

65-



Cibola County FY18 Budget Proposal

Department: **Manager's Office**

	2016-2017 Budget Amt.	2017-2018 Budget Amt.	Increase/(Decrease) Amt.
00001 Elected Officail Salary			\$ -
00002 Full Time Salaries	417,699.00	<b>386,270.00</b>	\$ (31,429.00)
00004 Temporary Salaries			\$ -
00005 Overtime Salaries	0.00	<b>0.00</b>	\$ -
00006 Postage	6,500.00	<b>5,000.00</b>	\$ (1,500.00)
00007 Telephone	25,000.00	17,000.00	\$ (8,000.00)
00008 Printing & Publishing	1,500.00	<b>2,000.00</b>	\$ 500.00
00009 Office supplies	25,000.00	<b>20,000.00</b>	\$ (5,000.00)
00010 Mileage & Per Diem	7,500.00	6,000.00	\$ (1,500.00)
00011 Vehicle/Car Expense	6,000.00	5,500.00	\$ (500.00)
00012 Equipment Maint & Repair	7,500.00	7,500.00	\$ -
00013 Equipment Rental			\$ -
00028 Capital Outlay	0.00	0.00	\$ -
00039 Incidental Pay	0.00	0.00	\$ -
00040 Cellular Phone Stipend	2,880.00	2,880.00	\$ -
00046 Janitorial Supplies			\$ -
00063 PERA	38,220.00	35,344.00	\$ (2,876.00)
00064 Social Security	25,898.00	23,949.00	\$ (1,949.00)
00065 Group Insurance	113,238.00	99,290.00	\$ (13,948.00)
00066 Worker's Comp Deduction	90.00	80.00	\$ (10.00)
00067 Property & Liability Insurance			\$ -
00068 Medicare	6,058.00	5,602.00	\$ (456.00)
00069 Membership Dues			\$ -
00071 Worker's Comp Insurance			\$ -
00076 Equipment Operating Expense (Diesel Generator, other)			\$ -
00077 Tools & Supplies			\$ -
00081 Retiree Health Care	8,354.00	7,726.00	\$ (628.00)
00082 Safety Equipment/Initiatives & Development	0.00	<b>10,000.00</b>	\$ 10,000.00
00098 Training & Staff Development	10,000.00	<b>6,000.00</b>	\$ (4,000.00)
00104 Emergency Expenses			\$ -
00123 Contingency	0.00	0.00	\$ -
00124 Contractual Services/License, Fees and Permits	0.00	0.00	\$ -
00126 Unemployment Insurance	0.00	0.00	\$ -
00127 Uniforms			\$ -
00200 EMS Fund Act Expenditures			\$ -
00259 Physical Exams	0.00	0.00	\$ -
00260 Computer Equipment			\$ -
00317 CRS Administrative Fees			\$ -
Total Expenditures	701,437.00	640,141.00	\$ <b>(61,296.00)</b>

9:00-10:00 AM Dolores & Kathy  
5-3-17

Look at Printer Lease Invoice.

FY17 (2016-17 Operating Budget)							
Fund: 401 Collections		6/30/2015		3/31/2016		Department: 406	
FISCAL YEAR		2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017	Description	Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>EXPENDITURES:</b>	<b>EXPENDITURES:</b>						
401-004-406-00001	Elected Official Salary	\$ 57,761	\$ 57,265	\$ 29,087	\$ 61,560	\$ 38,783	\$ 65,855
401-004-406-00002	Full Time Salaries	\$ 135,065	\$ 143,499	\$ 137,189	\$ 159,405	\$ 182,919	\$ 156,684
401-004-406-00004	Temporary Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-406-00005	Overtime Salaries	\$ 9,434	\$ -	\$ 2,828	\$ 3,000	\$ 3,771	\$ 3,000
401-004-406-00006	Postage	\$ 10,078	\$ 10,000	\$ 7,093	\$ 10,000	\$ 9,457	\$ 7,500 10,000
401-004-406-00007	Telephone & Telegraph	\$ 3,711	\$ 5,000	\$ 6,778	\$ 5,000	\$ 9,037	\$ 5,000
401-004-406-00008	Printing & Publishing	\$ 8,788	\$ 10,000	\$ 8,406	\$ 10,000	\$ 11,208	\$ 10,000
401-004-406-00009	Office Supplies	\$ 7,287	\$ 7,500	\$ 5,156	\$ 7,500	\$ 6,875	\$ 7,500
401-004-406-00010	Mileage & Per Diem	\$ 7,322	\$ 8,500	\$ 4,965	\$ 5,000	\$ 6,620	\$ 3,500 5,000
401-004-406-00011	Vehicle Expense	\$ -	\$ 1,500	\$ 137	\$ 1,500 ?	\$ 183	\$ - 0
401-004-406-00012	Equipment Maintenance & Repair	\$ 93	\$ 3,000	\$ 380	\$ 1,500	\$ 507	\$ 500
401-004-406-00013	Rental of Equipment	\$ 4,240	\$ 4,500	\$ 3,495	\$ 4,500	\$ 4,660	\$ 4,000
401-004-406-00028	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-406-00039	Incidental Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-004-406-00040	Cell Phone Stipend	\$ 373	\$ 912	\$ 330	\$ 1,560	\$ 440	\$ 1,560
401-004-406-00063	PERA	\$ 18,469	\$ 16,998	\$ 16,878	\$ 20,219	\$ 22,504	\$ 20,363
401-004-406-00064	Social Security	\$ 7,906	\$ 12,447	\$ 10,256	\$ 13,886	\$ 13,675	\$ 13,983
401-004-406-00065	Group Insurance	\$ 58,570	\$ 52,631	\$ 43,607	\$ 65,276	\$ 58,143	\$ 60,042
401-004-406-00066	Workers' Comp. Deduction	\$ 53	\$ 50	\$ 41	\$ 60	\$ 55	\$ 60
401-004-406-00068	Medicare Tax	\$ 1,849	\$ 2,911	\$ 2,399	\$ 3,248	\$ 3,199	\$ 3,271
401-004-406-00081	Retiree Health Care	\$ 3,656	\$ 3,715	\$ 3,274	\$ 4,419	\$ 4,365	\$ 4,451
401-004-406-00098	Training & Staff Development	\$ 3,333	\$ 5,500	\$ 560	\$ 2,500	\$ 747	\$ 1,300 Estimate
401-004-406-00259	Physical Exams	\$ 140	\$ -	\$ 145	\$ 200	\$ 193	\$ 200
Total Expenditures		\$ 338,128	\$ 345,928	\$ 283,004	\$ 380,333	\$ 377,341	\$ 368,769



FY17 (2016-17 Operating Budget)												
Salaries		Treasurer										
			ANNUAL SALARY	FICA	MEDICARE	(C x .0915)	INSURANCE	WORKERS'	HEALTH	DEFERED		
Position		Name	Bi-Weekly X 26	(C x .062)	(C x .0145)	RETIREMENT	EMPLOYER 90% EMPLOYEE 10%	COMP. ASSESSMENT	CARE (C X .0200)	COMP 457 (C X .02)	CELL PHONE	TOTAL
COUNTY TREASURER	Elected	Kathy Gonzales	65,855	4,083	955	6,026	12,646	10	1,317	0	900	\$ 91,792
CHIEF DEPUTY	Full Time	Dolores Vallejos	52,684	3,266	764	4,821	16,699	10	1,054	0	660	\$ 79,958
BOOK KEEPER	Full Time	Evelyn B Chavez	27,040	1,676	392	2,474	16,699	10	541	541	0	\$ 49,373
MOBLE HOME SPCL.	Full Time	Nancy Homra-Jewell	27,040	1,676	392	2,474	1,015	10	541	541	0	\$ 33,689
DEPUTY TREASURER II	Full Time	Tereasa Encinio	24,960	1,548	362	2,284	5,701	10	499	0	0	\$ 35,364
DEPUTY TREASURER I	Full Time	Katy Griego	24,960	1,548	362	2,284	5,701	10	499	499	0	\$ 35,863
OVERTIME			3,000	186	44	0	0	0	0	0	0	\$ 3,230
Part Time												
Temp												
Dept Total			\$ 225,539	\$ 13,983	\$ 3,271	\$ 20,363	\$ 58,461	\$ 60	\$ 4,451	\$ 1,581	\$ 1,560	\$ 329,269

FY17 (2016-17 Operating Budget)										
Fund: 401 General Fund - Revenues										
FISCAL YEAR 2017	Description	2014 - 2015 Actual	2014 - 2015 Budget	2015 - 2016 Actual	2015 - 2016 Budget	2016 - 2017 Actual 9 Mo.	2016 - 2017 9mon w/encumb	2016 - 2017 Budget	2016 - 2017 Annualized	2017 - 2018 Budget
401-10-310-01000	Current Property Taxes	\$ 3,002,851	\$ 2,348,718	\$ 2,950,233	\$ 2,910,942	\$ 2,123,230	\$ 2,123,230	\$ 2,826,674	\$ 2,830,973	\$ 2,951,255
401-10-310-02000	Delinquent Property Taxes	\$ 326,357	\$ 240,000	\$ 248,684	\$ 240,000	\$ 390,693	\$ 390,693	\$ 240,000	\$ 520,924	\$ 240,000
401-10-310-05000	Penalty & Interest	\$ -	\$ 50,000	\$ 119,867	\$ 50,000	\$ 107,366	\$ 107,366	\$ 50,000	\$ 143,155	\$ 50,000
401-10-310-09000	Property Tax Administrative Fee	\$ 7,086	\$ 2,500	\$ 401	\$ 2,500	\$ 10,974	\$ 10,974	\$ 2,500	\$ 14,632	\$ 2,500
401-10-310-62000	Reappraisal Fee (1% Current Taxes)	\$ 38,096	\$ 26,000	\$ 482	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -
401-15-320-55000	Cigarette Tax 2 Cents	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-21-330-15000	Liquor Licenses	\$ 1,500	\$ 400	\$ 1,926	\$ 400	\$ 30	\$ 30	\$ 400	\$ 40	\$ 400
401-21-330-16000	Merchandise License	\$ 3,810	\$ 3,000	\$ 4,070	\$ 3,000	\$ 2,820	\$ 2,820	\$ 3,000	\$ 3,760	\$ 3,000
401-21-330-25000	Subdivision Fees	\$ 1,300	\$ 300	\$ 1,550	\$ 300	\$ 1,000	\$ 1,000	\$ 300	\$ 1,333	\$ 300
401-24-330-26100	Refunds	\$ 3,201	\$ -	\$ 2,581	\$ -	\$ 4,362	\$ 4,362	\$ -	\$ 5,816	\$ -
401-24-330-26200	Reimbursement	\$ 11,448	\$ -	\$ 32,979	\$ -	\$ 32,149	\$ 32,149	\$ -	\$ 42,865	\$ -
401-20-340-21000	County Clerk's Fees	\$ 17,733	\$ 18,000	\$ 17,297	\$ 18,000	\$ 11,841	\$ 11,841	\$ 18,000	\$ 15,788	\$ 16,000
401-20-340-21100	Election Service Fees	\$ 21,200	\$ 5,000	\$ 27,322	\$ 5,000	\$ 657	\$ 657	\$ 5,000	\$ 876	\$ -
401-22-340-23000	Sheriff's fees	\$ 7,115	\$ 9,000	\$ 7,979	\$ 9,000	\$ 3,294	\$ 3,294	\$ 9,000	\$ 4,392	\$ 3,000
401-20-340-45000	Xerox Machine & Other	\$ 18,492	\$ 7,500	\$ 13,100	\$ 7,500	\$ 10,802	\$ 10,802	\$ 7,500	\$ 14,403	\$ 9,000
401-19-340-53000	Motor Vehicle	\$ 59,824	\$ 35,000	\$ 61,741	\$ 35,000	\$ 41,119	\$ 41,119	\$ 35,000	\$ 54,825	\$ 40,000
401-20-340-54000	Notary Public Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-22-350-22000	Probate Judge's Fees	\$ 1,320	\$ 1,000	\$ 1,650	\$ 1,000	\$ 1,230	\$ 1,230	\$ 1,000	\$ 1,640	\$ 1,000
401-23-360-18000	Interest on Investments	\$ 16,473	\$ 7,500	\$ 10,527	\$ 7,500	\$ 3,640	\$ 3,640	\$ 7,500	\$ 4,853	\$ 3,000
401-24-360-27000	Insurance Recoveries	\$ 88,572	\$ -	\$ 51,992	\$ -	\$ 2,176	\$ 2,176	\$ -	\$ 2,901	\$ -
401-20-360-29000	County Property Rental	\$ 256,336	\$ 240,000	\$ 223,634	\$ 240,000	\$ 172,135	\$ 172,135	\$ 240,000	\$ 229,513	\$ 200,000
401-15-360-30800	Environmental Protection Tax	\$ 96,497	\$ 73,034	\$ 125,067	\$ 73,034	\$ 92,676	\$ 92,676	\$ 73,034	\$ 123,568	\$ 73,034
401-24-360-34000	Sale of County Property	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
401-15-360-41000	Gross Receipts County Share	\$ 1,060,441	\$ 1,100,000	\$ 392,110	\$ 440,000	\$ 347,571	\$ 347,571	\$ 450,000	\$ 463,428	\$ 450,000
401-15-360-41100	GRT Infra-structure	\$ 75,678	\$ 60,000	\$ 84,490	\$ 60,000	\$ 62,400	\$ 62,400	\$ 70,000	\$ 83,200	\$ 70,000
401-15-360-41200	GRT Equalization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-20-360-48000	Mapping Fees	\$ 938	\$ -	\$ 748	\$ -	\$ 202	\$ 202	\$ -	\$ 269	\$ -
401-20-360-49100	Vector Control	\$ -	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ 3,000	\$ -	\$ -
401-20-370-58000	OHV Grant	\$ 4,791	\$ 7,000	\$ (647)	\$ 7,000	\$ (718)	\$ (718)	\$ 7,000	\$ (957)	\$ 7,000
401-17-370-59200	Small Counties Assistance	\$ 29,000	\$ 225,000	\$ 274,000	\$ -	\$ 250,153	\$ 250,153	\$ -	\$ 333,537	\$ -
401-20-370-65200	Forest Reserve	\$ -	\$ 16,000	\$ -	\$ 16,000	\$ -	\$ -	\$ 16,000	\$ -	\$ -
401-18-370-65300	Forest Reserve - Secure Rural Schools & CSD Act	\$ -	\$ -	\$ 236,374	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue		\$ 5,150,059	\$ 4,477,952	\$ 4,890,157	\$ 4,155,176	\$ 3,671,802	\$ 3,671,802	\$ 4,090,908	\$ 4,895,734	\$ 4,129,489
TRANSFERS:										
401-012-499-99103	From 2014A Income Fund to GF	\$ -	\$ -	\$ 329,051	\$ 360,069	\$ -	\$ -	\$ 378,619	\$ -	\$ 377,469
401-012-499-99570	From 2014B Income Fund to GF	\$ -	\$ -	\$ 555,496	\$ 420,944	\$ -	\$ -	\$ 408,294	\$ -	\$ 410,944
401-013-499-09050	From 405 to 401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 762,081
Total Transfers		\$ -	\$ -	\$ 884,547	\$ 781,013	\$ -	\$ -	\$ 786,913	\$ -	\$ 1,550,494
Total General Fund Revenues		\$ 5,150,059	\$ 4,477,952	\$ 5,774,704	\$ 4,936,189	\$ 3,671,802	\$ 3,671,802	\$ 4,877,821	\$ 4,895,734	\$ 5,679,983



FY17 (2016-17 Operating Budget)							
Fund: 401		County Commission		Department: 401			
FISCAL YEAR	Description	2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017		Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>EXPENDITURES:</b>							
401-001-401-00001	Elected Officials Salaries	\$ 121,010	\$ 121,010	\$ 95,851	\$ 126,149	\$ 127,801	\$ 131,285
401-001-401-00007	Telephone & Telegraph	\$ 4,979	\$ 5,000	\$ 4,457	\$ 5,000	\$ 5,943	\$ 5,000
401-001-401-00008	Printing & Publishing	\$ 2,090	\$ 1,500	\$ 1,418	\$ 1,500	\$ 1,891	\$ 1,500
401-001-401-00009	Office Supplies	\$ 927	\$ 600	\$ 298	\$ 600	\$ 397	\$ 600
401-001-401-00010	Mileage & Per Diem	\$ 22,945	\$ 16,000	\$ 3,801	\$ 8,000	\$ 5,068	\$ 8,000
401-001-401-00028	Capital Outlay	\$ 128,272	\$ -	\$ -	\$ -	\$ -	\$ -
401-001-401-00039	Incidental Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-001-401-00042	Official Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-001-401-00062	Financial Audit	\$ 31,939	\$ 60,000	\$ 54,453	\$ 60,000	\$ 72,604	\$ 60,000
401-001-401-00063	PERA	\$ 8,482	\$ 11,073	\$ 6,550	\$ 11,544	\$ 8,733	\$ 12,015
401-001-401-00064	Social Security	\$ 4,676	\$ 7,504	\$ 5,720	\$ 7,822	\$ 7,627	\$ 8,140
401-001-401-00065	Group Insurance	\$ 48,533	\$ 44,321	\$ 32,604	\$ 67,435	\$ 43,472	\$ 43,919
401-001-401-00066	Workers' Comp. Deduction	\$ 46	\$ 50	\$ 35	\$ 50	\$ 47	\$ 50
401-001-401-00067	Property & Liability Insurance	\$ 96,622	\$ 100,500	\$ 99,719	\$ 100,500	\$ 132,959	\$ 125,000
401-001-401-00068	Medicare Tax	\$ 1,094	\$ 1,755	\$ 1,338	\$ 1,830	\$ 1,784	\$ 1,905
401-001-401-00069	Membership Dues	\$ 37,865	\$ 45,000	\$ 31,615	\$ 45,000	\$ 42,153	\$ 35,000
401-001-401-00081	Retire Health care	\$ 1,776	\$ 2,421	\$ 1,372	\$ 2,523	\$ 1,829	\$ 2,625
401-001-401-00071	WC Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-001-401-00088	Library	\$ 7,083	\$ 8,000	\$ 3,750	\$ 8,000	\$ 5,000	\$ 8,000
401-001-401-00089	Senior Citizens	\$ 28,000	\$ 28,000	\$ 21,000	\$ 28,000	\$ 28,000	\$ 28,000
401-001-401-00098	Training & Staff Development	\$ 3,847	\$ 9,000	\$ 4,339	\$ 9,000	\$ 5,785	\$ 5,000
401-001-401-00101	Professional Services	\$ 157,829	\$ 300,000	\$ 209,550	\$ 200,000	\$ 279,400	\$ 100,000
401-001-401-00123	Contingency	\$ 26,566	\$ 50,000	\$ 21,897	\$ 50,000	\$ 29,196	\$ 25,000
401-001-401-00126	Unemployment Insurance	\$ 51,915	\$ 200,000	\$ 54,852	\$ 200,000	\$ 73,136	\$ 60,000
401-001-401-00153	Special Projects:	\$ 82,993	\$ 250,000	\$ 88,171	\$ 70,000	\$ 117,561	\$ 70,000
401-001-401-11261	Service & Administrative Charges	\$ 17,574	\$ -	\$ 11,454	\$ -	\$ 15,272	\$ 16,000
401-001-401-00310	Homeless Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-001-401-09320	Forest Reserve - UTV/ATV	\$ -	\$ 20,590	\$ 20,590	\$ 20,590	\$ 27,453	\$ -
401-001-401-00328	Forest Reserve - FR180	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 887,063	\$ 1,282,324	\$ 774,834	\$ 1,023,543	\$ 1,033,111	\$ 747,039

*Grants*  
*Animal Shelter?*

?  
 ?

Cibola County FY18 Budget Proposal

Department: County Commission				
	2016-2017 Budget Amt.	2017-2018 Budget Amt.	Increase/(Decrease) Amt.	
00001 Elected Officail Salary	126,149.00	131,285.00	\$	5,136.00
00007 Telephone	5,000.00	3,000.00	\$	(2,000.00)
00008 Printing & Publishing	1,500.00	1,500.00	\$	-
00009 Office supplies	600.00	600.00	\$	-
00010 Mileage & Per Diem	8,000.00	8,000.00	\$	-
00028 Capital Outlay	0.00	0.00	\$	-
00039 Incidental Pay	0.00	0.00	\$	-
00040 Cellular Phone Stipend	0.00	5,820.00	\$	5,820.00
00042 Official Bonds	0.00	0.00	\$	-
00062 Financial Audit	60,000.00	60,000.00	\$	-
00063 PERA	11,544.00	11,544.00	\$	-
00064 Social Security	7,822.00	7,822.00	\$	-
00065 Group Insurance	67,435.00	67,435.00	\$	-
00066 Worker's Comp Deduction	50.00	50.00	\$	-
00067 Property & Liability Insurance	100,500.00	125,000.00	\$	24,500.00
00068 Medicare	1,830.00	1,830.00	\$	-
00069 Membership Dues	45,000.00	35,000.00	\$	(10,000.00)
00071 Worker's Comp Insurance	0.00	0.00	\$	-
00081 Retiree Health Care	2,523.00	2,523.00	\$	-
00088 Library	8,000.00	8,000.00	\$	-
00089 Senior Citizens	28,000.00	28,000.00	\$	-
00098 Training & Staff Development	9,000.00	5,000.00	\$	(4,000.00)
00101 Professional Services	200,000.00	75,000.00	\$	(125,000.00)
00123 Contingency	50,000.00	25,000.00	\$	(25,000.00)
00126 Unemployment Insurance	200,000.00	12,000.00	\$	(188,000.00)
00153 Special Projects	70,000.00	70,000.00	\$	-
00310 Homeless Voucher Matrix	0.00	0.00	\$	-
00328 Forest Reserve-FR180	0.00	0.00	\$	-
11261 Service & Administration Charges	0.00	16,000.00	\$	16,000.00
09320 Forest Reserve-UTV/ATV	20,590.00	0.00	\$	(20,590.00)
Total Expenditures	1,023,543.00	700,409.00	\$	(323,134.00)



0945-10:40  
5-5-17  
T. Mac E  
M. Munk  
D. Salazar

FY17 (2016-17 Operating Budget)							
Fund: 401		Law Enforcement		Department: 408			
FISCAL YEAR	Description	2015 - 2016	2015 - 2016	2016 - 2017	2016 - 2017	2016 - 2017	2017 - 2018
2017		Actual	Budget	Actual 9 Mo.	Budget	Annualized	Budget
<b>EXPENDITURES:</b>							
401-005-408-00001	Elected Official Salary	\$ 69,263	\$ 68,654	\$ 53,493	\$ 68,654	\$ 71,324	\$ 68,654
401-005-408-00002	Full Time Salaries	\$ 913,212	\$ 812,176	\$ 720,892	\$ 922,024	\$ 961,189	\$ 870,992
401-005-408-00004	Temporary Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00005	Overtime Salaries	\$ 71,461	\$ 29,000	\$ 51,742	\$ 29,000	\$ 68,989	\$ 29,000
401-005-408-00006	Postage	\$ 351	\$ 750	\$ 276	\$ 750	\$ 368	\$ 500
401-005-408-00007	Telephone & Telegraph	\$ 33,913	\$ 20,000	\$ 21,832	\$ 20,000	\$ 29,109	\$ 25,000
401-005-408-00008	Printing & Publishing	\$ 1,326	\$ 750	\$ 329	\$ 750	\$ 439	\$ 750
401-005-408-00009	Office Supplies	\$ 4,307	\$ 5,000	\$ 4,033	\$ 5,000	\$ 5,377	\$ 3,500
401-005-408-00010	Mileage & Per Diem	\$ 9,682	\$ 10,000	\$ 11,326	\$ 5,000	\$ 15,101	\$ 4,500
401-005-408-00011	Car Expense	\$ 141,765	\$ 142,400	\$ 125,665	\$ 120,000	\$ 167,553	\$ 120,000
401-005-408-00012	Equipment Maintenance & Repair	\$ 4,517	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -
401-005-408-00013	Rental of Equipment/Service	\$ 5,541	\$ 5,500	\$ 3,609	\$ 5,500	\$ 4,812	\$ 4,500
401-005-408-00014	Record Books	\$ 874	\$ 1,000	\$ 366	\$ 1,000	\$ 488	\$ 500
401-005-408-00025	Utilities	\$ 31,122	\$ 30,000	\$ 27,667	\$ 30,000	\$ 36,889	\$ 30,000
401-005-408-00028	Capital Outlay	\$ 190,837	\$ 150,000	\$ 8,513	\$ -	\$ 11,351	\$ -
401-005-408-00039	Incidental Pay	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00040	Cellular Phone Stipend	\$ 1,373	\$ 2,280	\$ 3,028	\$ 6,480	\$ 4,037	\$ 5,820
401-005-408-00042	Official's Bonds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00045	Building Rentals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00057	Forest Reserve Contract - Patrolling	\$ 7,955	\$ 16,000	\$ 5,764	\$ 16,000	\$ 7,685	\$ 16,000
401-005-408-00159	OHV	\$ -	\$ 7,000	\$ 238	\$ 7,000	\$ 317	\$ 7,000
401-005-408-00063	PERA	\$ 149,139	\$ 149,517	\$ 126,170	\$ 164,212	\$ 168,227	\$ 154,510
401-005-408-00064	Social Security	\$ 8,401	\$ 10,706	\$ 11,119	\$ 14,441	\$ 14,825	\$ 14,616
401-005-408-00065	Group Insurance	\$ 215,387	\$ 194,754	\$ 157,694	\$ 223,408	\$ 210,259	\$ 229,279
401-005-408-00066	Workers' Comp. Deduction	\$ 209	\$ 230	\$ 159	\$ 240	\$ 212	\$ 230
401-005-408-00068	Medicare Tax	\$ 9,640	\$ 13,189	\$ 11,761	\$ 14,786	\$ 15,681	\$ 14,047
401-005-408-00071	WC Insurance	\$ 25,453	\$ 27,170	\$ 25,453	\$ 27,170	\$ 33,937	\$ 27,170
401-005-408-00072	Law Enforcement Liability Insurance	\$ 67,916	\$ 75,000	\$ 75,624	\$ 75,000	\$ 100,832	\$ 75,000
401-005-408-00073	Reserve Insurance/Liability	\$ 688	\$ 925	\$ 825	\$ 925	\$ 1,100	\$ 925
401-005-408-00081	Retiree Health Care	\$ 20,500	\$ 21,301	\$ 17,455	\$ 23,747	\$ 23,273	\$ 22,457
401-005-408-00082	Safety Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00083	Canine Expense	\$ 425	\$ 500	\$ 792	\$ 500	\$ 1,056	\$ 500
401-005-408-00098	Training & Staff Development (WESTERN SHERIFFS ASSOCIATION)	\$ 3,870	\$ 3,000	\$ 2,593	\$ 3,000	\$ 3,457	\$ 3,000
401-005-408-00124	Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00127	Uniforms	\$ 4,741	\$ 8,000	\$ 2,377	\$ 8,000	\$ 3,169	\$ 8,000
401-005-408-00153	Special Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00200	Sheriff's Seizures & Confiscations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00259	Physical Exams	\$ 2,325	\$ 2,000	\$ 861	\$ 2,000	\$ 1,148	\$ 2,000
401-005-408-00325	Transportation & Extradition of Prisoners	\$ 5,092	\$ 3,500	\$ 3,215	\$ 3,500	\$ 4,287	\$ 3,500
401-005-408-00791	JAG Law Enforcement Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
401-005-408-00794	Veneranda Park Project	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -
Total Expenditures		\$ 2,001,285	\$ 1,825,302	\$ 1,474,871	\$ 1,803,087	\$ 1,966,491	\$ 1,741,950

2  
10,000  
2,142,000

1000

Deletes

1000

out  
7000

FY17 (2016-17 Operating Budget)												
Salaries		Sheriff										
			ANNUAL SALARY	FICA	MEDICARE	(C x .185/.0915)	INSURANCE	WORKERS'	HEALTH	DEFERED		
Position		Name	Bi-Weekly X 26	(C x .062)	(C x .0145)	RETIREMENT	EMPLOYER 90% EMPLOYEE 10%	COMP. ASSESSMENT	CARE (C X .0250/.02)	COMP 457 (C X .02)	CELL PHONE	TOTAL
COUNTY SHERIFF	Elected	Tony Mace Jr	68,654	EXEMPT	995	12,701	19,204	10	1,716	0	900	\$ 104,180
UNDERSHERIFF	Full Time	Patrick Michael Munk	60,000	EXEMPT	870	11,100	16,697	10	1,500	0	900	\$ 91,077
LIEUTENANT	Full Time	Harry Hall	51,093	EXEMPT	741	9,452	5,642	10	1,277	0	900	\$ 69,115
INVESTIGATOR	Full Time	Stephen A Chavez	49,192	EXEMPT	713	9,101	16,697	10	1,230	0	900	\$ 77,843
SERGEANT	Full Time	Lance Lister	44,944	EXEMPT	652	8,315	10,393	10	1,124	944	900	\$ 67,282
SERGEANT	Full Time	David D. Chavez	46,173	EXEMPT	670	8,542	16,697	10	1,154	0	0	\$ 73,246
CERTIFIED DEPUTY	Full Time	Reyes Veloz	44,273	EXEMPT	642	8,191	5,700	10	1,107	885	0	\$ 60,808
CERTIFIED DEPUTY	Full Time	James L. McCowen	42,037	EXEMPT	610	7,777	10,393	10	1,051	0	660	\$ 62,538
CERTIFIED DEPUTY	Full Time	Billy D. Pena	44,273	EXEMPT	642	8,191	12,645	10	1,107	0	0	\$ 66,868
CERTIFIED DEPUTY	Full Time	Kurtis Grassie	40,248	EXEMPT	584	7,446	16,697	10	1,006	0	0	\$ 65,991
CERTIFIED DEPUTY	Full Time	Tomas Archuleta	44,049	EXEMPT	639	8,149	16,697	10	1,101	0	0	\$ 70,645
CERTIFIED DEPUTY	Full Time	Vacant	40,583	EXEMPT	588	7,508	65	10	1,015	0	0	\$ 49,769
CERTIFIED DEPUTY	Full Time	Anthony Kemp	40,248	EXEMPT	584	7,446	12,645	10	1,006	0	0	\$ 61,939
CERTIFIED DEPUTY	Full Time	Kimry Ward	35,217	EXEMPT	511	6,515	5,384	10	880	0	0	\$ 48,517
CERTIFIED DEPUTY	Full Time	Steven Nunez	44,273	EXEMPT	642	8,191	5,700	10	1,107	0	0	\$ 59,923
CERTIFIED DEPUTY	Full Time	Adrian Romero	37,677	EXEMPT	546	6,970	5,700	10	942	0	0	\$ 51,845
ADMINISTRATIVE SECRETARY	Full Time	Deanna Salazar	40,000	2,480	580	3,660	6,559	10	800	0	0	\$ 54,089
RECORDS CLERK	Full Time	Ann Marie Lopez	31,928	1,980	463	2,921	65	10	639	639	0	\$ 38,645
FRONT DESK SECURITY	Full Time	Gilbert Martinez	24,960	1,548	362	2,284	5,701	10	499	0	0	\$ 35,364
COURT SECURITY	Full Time	Michael Hawkins	24,960	1,548	362	2,284	5,701	10	499	0	660	\$ 36,024
COURT SECURITY	Full Time	Donald Taylor	24,960	1,548	362	2,284	19,229	10	499	0	0	\$ 48,892
ANIMAL CONTROL OFFICER	Full Time	Pete Luchero	29,952	1,857	434	2,741	5,701	10	599	599	0	\$ 41,893
ANIMAL CONTROL OFFICER	Full Time	Edwina Sanchez	29,952	1,857	434	2,741	5,701	10	599	599	0	\$ 41,893
TEMP			0	0	0	0	0	0	0	0	0	\$ -
OVERTIME SALARIES			29,000	1,798	421	0	0	0	0	0	0	\$ 31,219
Dept Total			\$ 968,646	\$ 14,616	\$ 14,047	\$ 154,510	\$ 225,613	\$ 230	\$ 22,457	\$ 3,666	\$ 5,820	\$ 1,409,605



Asset #	Description	Tag Number	Category	Location	Original Cost	Depreciation Amount	Asset Control Account	Acquisition Date
238	LOT 14 BLOCK 1 .50 ACRE	1648	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
235	LOT 3 BLOCK 1 .56 ACRE	1645	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
248	LOT 8 BLOCK 2 .50 ACRE	1658	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
244	LOT 26 BLOCK 1 .51 ACRE	1654	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
242	LOT 24 BLOCK 1 .51 ACRE	1652	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
247	LOT 7 BLOCK 2 .57 ACRE	1657	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
240	LOT 22 BLOCK 1 .50 ACRE	1650	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
249	LOT 9 BLOCK 2 .50 ACRE	1659	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
253	LOT 13 BLOCK 2 .58 ACRE	1663	Land	SAN RAFAEL LAND	4000	1938.51	401-001-401-00028	5/23/2000
252	LOT 12 BLOCK 2 .50 ACRE	1662	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
246	LOT 4 BLOCK 2 .50 ACRE	1656	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
237	LOT 6 BLOCK 1 .55 ACRE	1647	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
241	LOT 23 BLOCK 1 .50 ACRE	1651	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
250	LOT 10 BLOCK 2 .52 ACRE	1660	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
233	LOT 1 BLOCK 1 .60 ACRE	1643	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
236	LOT 5 BLOCK 1 .74 ACRE	1646	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
234	LOT 2 BLOCK 1 .56 ACRE	1644	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
243	LOT 25 BLOCK 1 .50 ACRE	1653	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
245	LOT 3 BLOCK 2 .52 ACRE	1655	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
251	LOT 11 BLOCK 2 .50 ACRE	1661	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
239	LOT 21 BLOCK 1 .52 ACRE	1649	Land	SAN RAFAEL LAND	4000	2886.94	401-001-401-00028	5/23/2000
	840 E ROOSEVELT AVENUE		BLDG/LAND	GRANTS	44500	44500	401-001-401-00028	

	DESCRIPTION		CATEGORY	LOCATION	MILEAGE			
	1998 FORD EXPEDITION EDDIE BAUER 4WD		SUV	ROAD DEPT	224,324	FULLY DEPRECIATED	POOR/ RUNNING CONDITION UNKNOWN	
	2000 CHEVY MALIBU		PASSANGER	ROAD DEPT	115445	FULLY DEPRECIATED	ROUGH RUNNING CONDITION	
	1989 S10 PICKUP		TRUCK	ROAD DEPT	87026	FULLY DEPRECIATED	POOR/ RUNNING CONDITION UNKNOWN	
	1986 CHEVROLET HEAVY TRUCK		TRUCK	ROAD DEPT	137570	FULLY DEPRECIATED	POOR CONDITION DOES NOT RUN	
	1987 CHEVROLET LIGHT DUTY TRUCK		TRUCK	ROAD DEPT	833169	FULLY DEPRECIATED	ENGINE CONDITION UNKNOWN	
	AIRWOLF PLANE (PARACHUTE PLANE)		PARACHUTE	SHERIFF	N/A	FULLY DEPRECIATED	GOOD CONDITION	

STATE OF NEW MEXICO  
**CHILDREN, YOUTH AND FAMILIES DEPARTMENT**  
**AGREEMENT**

THIS AGREEMENT is made and entered into by and between the State of New Mexico, **CHILDREN, YOUTH AND FAMILIES DEPARTMENT**, hereinafter referred to as the “Agency,” and **Cibola County**, hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Agency.

**WHEREAS**, the Agency is the State agency designated to receive and administer federal funds and desires to engage and the contractor is willing to provide the services outlined pursuant to Article II - Scope of Work.

**NOW THEREFORE**, the Agency and the Contractor in consideration of mutual covenants and agreements herein contained, do hereby agree as follows:

**ARTICLE I. Term of Agreement**

THIS AGREEMENT SHALL BECOME EFFECTIVE ON THE DATE UPON WHICH IT IS EXECUTED BY THE AGENCY SECRETARY OR DESIGNEE. This Agreement shall terminate on **June 30, 2018** unless terminated pursuant to Article VI (Termination of Agreement), or Article XXIII (Appropriations).

**ARTICLE II. Scope of Work**

The Contractor shall provide the program of services as set forth in the scope of work which is attached hereto as “**Attachment 1 – Scope of Work**” and incorporated herein by reference, unless amended or terminated pursuant to Article VI (Termination of Agreement), or Article XXIII (Appropriations), *infra*. In consideration for the provision of those services, the Agency agrees to purchase and the Contractor agrees to perform the services identified in the Scope of Work.

**ARTICLE III. Limitation of Cost**

The total amount of the monies payable to the Contractor under this Agreement shall not exceed **One Hundred Forty Five Thousand Eight Hundred Eighty Three Dollars and Zero Cents (\$145,883.00)**. The annual budget is attached hereto as “**Attachment 2 – Budget**” and incorporated herein by reference.

**ARTICLE IV. Payment**

The Agency shall make monthly payments to the Contractor for services and costs specified in **Attachment 2 - Budget**. The Contractor shall submit certified and documented invoices and vouchers monthly for actual work performed and expenses incurred to the Agency. The Contractor’s failure to submit such payment vouchers, invoices, and supporting documentation within fifteen (15) days after they are due may result in the non-availability of funds for payment and/or the denial of payment by the Agency.



**ARTICLE V. Return of Funds**

Upon termination of this Agreement, or after the services provided for herein have been rendered, surplus money, if any, shall be returned by the Contractor to the Agency.

**ARTICLE VI. Termination of Agreement**

A. Grounds. The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency's uncured, material breach of this Agreement.

B. Notice; Agency Opportunity to Cure.

1. Except as otherwise provided in Article (VI)(B)(3), the Agency shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.

2. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency's material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the Agency; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the State Purchasing Agent; or (iii) the Agreement is terminated pursuant to Article XXIII, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the Agency's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE AGENCY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

D. Termination Management. Immediately upon receipt by either the Agency or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the Agency; 2) comply with all directives issued by the Agency in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the Agency shall direct for the protection, preservation, retention or transfer of all property titled to the Agency and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the Agency upon termination and shall be submitted to the Agency as soon as practicable.

**ARTICLE VII. Funds Accountability**

The parties shall provide for strict accountability of all monies made subject to this Agreement. The Contractor shall maintain fiscal records, follow generally accepted accounting principles, and account for all receipts and disbursements of funds transferred to the Contractor pursuant to this Agreement. The Contractor will include all monies made subject to this Agreement in the annual audit and will provide the Agency with a copy of the annual audit.

**ARTICLE VIII. Maintenance of Records**

The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the Agency, the New Mexico Department of Finance and Administration and the New Mexico State Auditor. The Agency shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments. The Contractor agrees to comply with the requirements and regulations set forth in **Attachment 3—Administrative and Fiscal Standards**, unless the Contractor effectively demonstrates in writing, with written approval from the Agency, that any specific Standard is inapplicable to such Contractor.

**ARTICLE IX. Confidentiality**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the Agency.

**ARTICLE X. Amendments**

A. This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

B. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Agreement, pursuant to the termination provisions as set forth in Article VI herein, or to agree to the reduced funding.

**ARTICLE XI. Assignment**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the Agency.

**ARTICLE XII. Applicable Law**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor acknowledges and agrees to the exclusive jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.



**ARTICLE XIII. Acquisition of Property**

The parties agree that neither party shall acquire any property as the result of this Agreement, unless approved by the Agency or defined in the scope of work.

**ARTICLE XIV. Liability**

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation or requirements applicable to the performance of the Agreement. Each party shall be liable for its actions according to this Agreement subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et. seq., NMSA 1978, as amended.

**ARTICLE XV. Execution of Documents**

The Agency and the Contractor agree to execute any document(s) necessary to implement the terms of this Agreement.

**ARTICLE XVI. Sub-Contracts**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval by the Agency Secretary or Designee. No such subcontract shall relieve the primary Contractor from any obligations and liabilities under this Agreement, nor shall subcontract obligate direct payment from the Agency. Contractor must notify subcontractors that they are subject to Article VIII - Maintenance of Records of this agreement.

**ARTICLE XVII. Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws, rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**ARTICLE XVIII. Workers' Compensation**

The Contractor agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Agency.

**ARTICLE XIX. Lobbying Certification**

The Contractor, by signing below, certifies to the best of his/her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal

contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance is placed when this transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. (United States Code). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for each such failure.

**ARTICLE XX. New Mexico Employees Health Coverage**  
*(Governmental entities are excluded from this provision)*

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for those employees and offer that health insurance to those employees no later than July 1, 2010 if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceed \$250,000 dollars.

B. Contractor agrees to maintain a record of the number of employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the State of New Mexico.

C. Contractor agrees to advise all employees of the availability of State publicly financed health care coverage programs by providing each employee with, as a minimum, the following web site link to additional information: <http://insurenemexico.state.nm.us/>.

**ARTICLE XXI. Background Checks**

Agency contractors that have or could have primary custody of children for at least twenty hours per week are required to comply with NMAC 8.8.3 et. seq. requiring background checks on any employee, staff, volunteer or student intern, that has direct care responsibilities or potential unsupervised physical access to clients. Additionally, all Information Technology (IT) contractors are required to have a background check. The contractor must submit to Agency Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required to have background checks. The Agency Background Check Unit will conduct nationwide, state and abuse and neglect background checks on required staff or volunteers in accordance with NMAC 8.8.3 standards. An Agency eligibility letter must be in the employee, volunteer or staff member's personnel file prior to that individual having any unsupervised direct contact or unsupervised potential access to clients.

**ARTICLE XXII. Health Insurance Portability and Accountability Act of 1996**

The Contractor agrees to comply with the Health Insurance Portability and Accountability Act of 1996, and the terms in **Attachment 4, Business Associate Agreement**, which is attached and incorporated by reference.

**ARTICLE XXIII. Appropriations**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the Agency to the Contractor. The Agency's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the Agency proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**ARTICLE XXIV. Suspension and Debarment Form**

The Contractor agrees to comply with the guidelines set for the in the Suspension and Debarment Form in **Attachment 5, Suspension and Debarment Form**.

**ARTICLE XXV. Federal Award Identification**

Federal award information shall be provided to Contractor based on Uniform Grant Guidance requirements, Title 2 Subtitle A Chapter 2 Part 200 Subpart D Section 200.331. This information relates to sub-recipients of Federal award at the time of award in **Attachment 6, Federal Award Identification form**.



**IN WITNESS WHEREOF**, the Agency and the Contractor have caused this Agreement to be executed, said Agreement to become effective as of the date set forth below upon which it is executed by Agency Secretary or Designee.

**Contractor – Cibola County**

\_\_\_\_\_  
Authorized Signatory

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Title of Authorized Signatory

\_\_\_\_\_  
Legal Counsel, Contractor

Date: \_\_\_\_\_

**Agency – New Mexico Children, Youth and Families Department**

\_\_\_\_\_  
Secretary or Designee, CYFD

Date: \_\_\_\_\_

\_\_\_\_\_  
Chief Financial Officer, CYFD

Date: \_\_\_\_\_

**Approved as to legal form and sufficiency.**

\_\_\_\_\_  
Office of General Counsel, CYFD

Date: \_\_\_\_\_

**Attachment 1 – Scope of Work**  
**Cibola County**

**Goal:**

To improve the Juvenile Justice System and decrease the incidences of juvenile delinquency in the community while increasing the emphasis on prevention and early intervention in juvenile justice services.

**Objective:**

To provide a continuum of cost effective services and temporary, non-secure alternatives to detention for youth who have been arrested or referred to the juvenile probation office or are at risk of such referral.

**Activities:**

The Contractor shall:

- A. Develop and maintain a juvenile justice advisory board, herein referred to as the “Community Advisory Board (CAB)”, as required by statute under the Juvenile Continuum Act and the New Mexico Administrative Code 8.14.13.7(E). The Contractor, through the Juvenile Justice Continuum Coordinator (refer to paragraph B), will organize and coordinate regular meetings of the CAB.

The CAB will:

1. Develop and improve the “Comprehensive Strategic Plan” for juvenile justice and detention reform in Cibola County to be updated a minimum of once per year;
2. Set policy for the Comprehensive Strategic Plan and the activities supported under this Agreement;
3. Determine the duties and responsibilities of the Juvenile Justice Continuum Coordinator, in accordance with the Scope of Work;
4. Provide oversight for the programs/service identified in the Scope of Work;
5. Continue to collaborate with the City and County to ensure improvements in the operational collaboration of local resources and service providers; and
6. Maintain a plan for sustainability of the programs/services implemented by the CAB.

- B. Contract with or hire a Juvenile Justice Continuum Coordinator who will:

1. Organize, coordinate and provide staff support for the CAB; this will include board development activities in conjunction with the CAB chair;
2. Inform the Agency’s Program Manager of the date of each meeting and submit a copy of the written minutes of each meeting, within thirty (30) days of the meeting;
3. Submit to the Agency’s Program Manager monthly requests for reimbursement. Such requests will be submitted on Agency Program Invoice and Expenditure Report forms, signed and dated by an authorized agent of the Contractor, to ensure that requests for reimbursement are submitted by the due date of the fifteenth (15)

- day of the following month, unless otherwise approved by the Agency's Program Manager, in advance;
4. Provide data reports as required by the federal government, corresponding to the activities described in this Scope of Work. The Agency's Program Manager will provide the data report format. Programmatic data reports will be submitted monthly to the Agency and must accompany the monthly invoice. Failure to submit such programmatic data and financial reports may result in notice to the Contractor of non-availability of funds and/or the denial of payment by the Agency.
  5. Provide the Agency standardized progress reports monthly;
  6. Submit to the Agency a written "Final Report" no later than 30 days after the termination of this Agreement and such other reports deemed necessary by the Agency. The Final Report shall contain at a minimum, but not be restricted to:
    - a. a year plan for sustainability of programs/services;
    - b. accomplishments/milestones achieved during this Agreement period;
    - c. statements regarding achievements, obstacles and progress made regarding the performance measures and related outcomes; and
    - d. continuing development and improvement of the Comprehensive Strategic Plan for a continuum of detention alternative program and services.
  7. Attend meetings as required by the Agency.
- C. The Contractor, based upon their application for the Juvenile Justice Continuum Grant and Title II Formula, Grant, submitted for state fiscal year 2018, and incorporated herein by reference, agrees to contract with or hire to provide the following services as detailed in the aforementioned grant application which has been incorporated by reference, to youth, referred by the required partners or that are at risk of receiving such a referral, reimbursed based upon the fixed prices and number of youth to be served listed in Attachment 2 – Budget:
1. School Resource Officers;
  2. Northland Program.

**Duties and Responsibilities:**

The Contractor shall:

- A. Ensure that the CAB meets all goals and objectives and completes activities as specified in this contract and in compliance with all applicable state and federal laws.
- B. The Contractor agrees that funds received under this award will not be used to supplant state or local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for program activities.
- C. The Contractor understands that the Agency reserves the right to conduct periodic on-site monitoring visits upon reasonable notice to the Contractor and sub-contractors prior to each visit.



- D. The Contractor understands that it will be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.
- E. Attend meetings and trainings as required by the Agency.
- F. Provide copies of the CAB's meeting minutes within thirty (30) days of the meeting.
- G. The Contractor agrees to demonstrate an emphasis on effective, evidence-based strategies.
- H. Ensure that all programs must commence and be operational within ninety (90) days of the last signatory executing this Agreement. If the Contractor's program has not commenced or is not operational within that timeframe, the Contractor must report in writing to the Agency the steps taken to initiate the program, the reasons for the delay, and the expected starting date prior to the end of the ninety (90) days. If this justification is not received prior to the end of the ninety (90) days, the Contractor's program, at the Agency's discretion, may be terminated and the funds allocated to that program redistributed to other sites or programs.
- I. Submit reimbursement invoices to the Agency no later than fifteen (15) days after the end of each month. At a minimum, invoice documentation must include:
  - 1. The approved Agency's Program Invoice and Expenditure Report forms; and
  - 2. Any supporting documentation the Agency requires to verify the expense. This includes, but is not limited to invoices, receipts, time sheets, payroll registers, general ledger account reports, and proof of payment.
- J. Submit monthly programmatic data reports no later than fifteen (15) days after the end of each month. The submission of all reports are to be in the Agency provided form and format and is unacceptable in any other formats or hand written.
- K. Submit a final closeout report outlining all accomplishments, measurement of goals and objectives, and barriers to successful implementation or completion of this program within thirty (30) days of the termination date of this Agreement. The submission of all reports are to be in the Agency provided form and format and is unacceptable in any other formats or hand written.
- L. The Contractor agrees to comply with any and all additional reporting requirements or informational requests imposed by the Agency, Department of Justice, Office of Justice Programs, or the New Mexico Legislature. The Agency will notify the Contractor of any additional reporting requirements as they are imposed.
- M. Through the Budget Adjustment Request (BAR) form, submit to the Agency any amendments by the Contractor to request changes and/or corrections for any programmatic, administrative, or financial element associated with this Agreement. The Agency, by written notice, has the right to deny any amendment request. All final BAR forms must be

submitted to the Agency no later than forty-five (45) days prior to the end of the fiscal year. Requests submitted after that date may not be accepted or approved.

- N. Communication and details concerning this Agreement shall be directed to the following representative:

**Agency**

Cindy Varela  
JJAC Grant Manager  
Children, Youth and Families Department  
P.O. Drawer 5160, Room 541B  
Santa Fe, NM 87502  
(P) 505-629-3223

**Contractor**

Joseph Sanders  
Financial Analyst  
Cibola County  
700 East Roosevelt, Suite 50  
Grants, NM 87020-2522  
(P) 505-285-2516

- O. The Contractor's obligation to the Agency shall not end until all close out requirements are completed. Activities during this period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, program income balances, and accounts receivable to the Agency), performance measurement reports and determining the custodianship of records.
- P. The Contractor shall obtain written approval from the Agency for any travel outside the State of New Mexico with funds provided under this Agreement. Per Diem and mileage, and other miscellaneous expense, will be paid in accordance with the Department of Finance and Administration (DFA) Rule 2.42.2 NMAC. The request will be in the Agency provided form and format.
- Q. The Contractor will include all applicable provisions of this Agreement in every sub-contract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own sub-contractors.
- R. The Contractor, as well as all sub-contractors, is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities, sectarian or religious activities, lobbying, political patronage, and nepotism activities.
- S. The Contractor agrees to comply with applicable restrictions on sub-contracts that do not acquire and provide a Data Universal Numbering System (DUNS) number. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
- T. The Contractor agrees that award funds may not be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography.



This restriction does not apply to the use of funds for any federal, state, tribal or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities. Any such activity funded under this Agreement must be reported to the Agency immediately.

- U. The Contractor is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this contract, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers, as pursuant to Executive Order 13513. “Federal Leadership on Reducing Text Messaging While Driving”, 74 Fed. Reg. 51225 (October 1, 2009).
- V. The Contractor understand and agrees that any training or training materials developed or delivered with funding provided under this contract must adhere to the Office of Justice Programs Training Guiding Principles for Grantee and Subgrantees, available at <http://www.ojp.usdoj.gov/funding/ojptrainingguidingprinciples.htm>.
- W. Mandatory Reporting Information: Under New Mexico law, all persons are mandatory reporters of suspected abuse or neglect of children. If the contractor suspects abuse or neglect in the audited facilities, the contractor must contact the New Mexico Statewide Central Intake Hotline (SCI) at 1-855-333-SAFE or #SAFE from a cellphone.

The Agency shall:

- A. Reimburse Contractor for verified services provided and incurred costs as stated in Attachment 2 – Budget.
- B. Provide information and/or make referrals for training and technical assistance.
- C. Based on periodic program and fiscal reviews, the Agency retains the sole discretion to reduce the budget of Contractors who do not provide sufficient services, do not submit the required programmatic and financial reports as required, or do not expend funds under this Agreement in a timely manner. The Agency retains the sole discretion to reduce contract amount and reallocate the resulting funds to a Contractor that is able to provide the required services during the contract period. Additionally, any funds not used per the budget as stated in Attachment 2 – Budget shall revert unless otherwise allowed by the Agency in writing.
- D. The Agency will review:
  - 1. Sub-contracts and programs for accomplishment of Outcomes and Performance Measures as set forth in this Agreement.
  - 2. The Community Advisory Board activities and member participation in periodic meetings of the CAB, including minutes of each Board meeting to be provided to the Agency.

3. Any additional funding received by the Contractor for the specific activities and programs included in this Agreement, including efforts by the Contractor to sustain and enhance funding for these programs. The Agency also retains the sole discretion to adjust amounts received under this Agreement if funds are received by the Contractor from other sources for the same services and activities to be performed under this Agreement.

**Data Collection:**

As a condition of funding, the Contractor agrees to report, at minimum, the following demographics, core measures and performance measurements.

**Demographics:**

- A. City, State and Zip Code for each youth served;
- B. Race/Ethnicity;
- C. Population Served:
  1. At-Risk Youth;
  2. First Time Offender;
  3. Repeat Offender;
  4. Sex Offender;
  5. Status Offender; and
  6. Violent Offender.
- D. Youth Currently in Detention;
- E. Gender:
  1. Male;
  2. Female; or
  3. Transgender.
- F. Age;
- G. Geographic Location:
  1. Urban;
  2. Tribal;
  3. Rural; or
  4. Frontier.
- H. Other Population Information:
  1. Mental Health;
  2. Substance Abuse;
  3. Truant/Dropout; or
  4. Pregnant.

**Core Measures:**

- A. New youth admissions during this reporting period;
- B. Number of program youth carried over from previous reporting period;
- C. Total number of youth in the program;
- D. Total number of youth who exited the program during the reporting period;

- E. Number of youth who exited the program having completed the program requirements during the reporting period;
- F. Percent of youth who successfully completed the program;
- G. How many youth is your program designed to serve;
- H. Number of current program youth who had an arrest during the reporting period;
- I. Number of current program youth who were committed to a juvenile facility during the reporting period;
- J. Number of program youth who had a re-arrest during the reporting period;
- K. Number of program youth who were re-committed during the reporting period;
- L. Number of program youth who were re-sentenced/received a subsequent consequence during the reporting period;
- M. Number of program youth with gang activity;
- N. Number of program youth who reported being satisfied with the program;
- O. Total number of program families; and
- P. Number of program families who report being satisfied with the program.

**Performance Measures:**

- A. Alternatives to Detention:
  - 1. Number of detention alternative program options;
  - 2. Number of program youth receiving risk assessments (RAI); and
  - 3. Number of program youth who return to all scheduled hearings.
- B. Delinquency Prevention:
  - 1. Number of parents served;
  - 2. Number of program youth who received services for substance use;
  - 3. Number of program youth with noted behavioral change;
  - 4. Number of program youth who received services for this behavior;
  - 5. Number of program youth with improved school attendance;
  - 6. Number of program youth who received services for this behavior;
  - 7. Number of program youth who exited the program having completed the program requirements.
- C. Diversion:
  - 1. Total number of program youth who received services for this behavior;
  - 2. Number of youth with noted behavior change;
  - 3. Number of first time offenders; and
  - 4. Number of youth formally processed.
- D. Mentoring:
  - 1. Total number of mentors;
  - 2. Total time, in days, of service across all mentors for this reporting period;
  - 3. Number of youth in the program who received services for this behavior;
  - 4. Number of youth in the program with noted behavior change;
  - 5. Number of mentors who returned the survey;
  - 6. Number of mentors who reported being satisfied with the program;



7. Number of volunteer advocates in the program; and
  8. Number of volunteer advocates remaining active until case completion.
- E. Restitution/Community Service:
1. Amount of restitution owed this reporting period;
  2. Amount of restitution paid this reporting period;
  3. Amount of restitution carried over from last reporting period;
  4. Number of current program youth charged with a probation violation;
  5. Number of crime victims served by the program;
  6. Number of crime victims served that returned a survey; and
  7. Number of crime victims who report being satisfied with the program.
- F. Restorative Justice:
1. Number of case dispositions;
  2. Number of case dispositions that included restorative justice;
  3. Number of crime victims;
  4. Number of crime victims to participate in restorative justice;
  5. Average time in hours spent by the victims' advocates with victims;
  6. Average number of contacts between victim and victim advocates;
  7. Number of cases in which community members had input into the offender disposition;
  8. Number of offenders ordered to pay restitution;
  9. Number of offenders that pay restitution;
  10. Total number of offenders handled;
  11. Number of youth to have restorative justice requirements; and
  12. Number of youth to successfully complete their restorative justice requirements.

## **PULLTOGETHER**

1. If Contractor's information is on PULLTOGETHER.org, Contractor is responsible for ensuring that their contact information is current on the website. Updated information may be sent to [info@pulltogether.org](mailto:info@pulltogether.org).
2. If Contractor's information is not on PULLTOGETHER.org and they would like to request that their information be on the website, please send a request to [info@pulltogether.org](mailto:info@pulltogether.org).
3. If printed materials or printed items are purchased utilizing funds under this contract, those items will be on a PullTogether template or have the PullTogether logo. To obtain the template or logo please email [info@pulltogether.org](mailto:info@pulltogether.org).
4. Contractor is responsible for reaching out to three other non-profits or organizations in their area that serve child and families to discuss how to better collaborate and deliver services in a coordinated manner. A list of non-profits or organizations may be found on PULLTOGETHER.org.

**Attachment 2 – Budget**  
**Cibola County**

<b>A. <u>Continuum and Board Activities:</u></b>			
Continuum Coordinator	=		\$44,000
Fringe Benefits	=		14,000
Travel	=		363
Board Retreat Facilitator	=		2,500
Youth Committee Members	=		<u>300</u>
			\$61,163
<b>B. <u>School Resource Officers:</u></b>			
Based on 515 youth to be served			
SRO 1	\$198 x 195 Days	=	\$38,610
SRO 2	\$198 x 195 Days	=	<u>38,610</u>
			\$77,220
<b>C. <u>Northland Program:</u></b>			
Based on 520 youth to be served	\$500 x 15 Classes	=	<u>\$7,500</u>
Per Session			

**Total Grant Award not to exceed: \$145,883**

The Contractor shall be required to source a minimum of forty-percent (40%) of the total budgeted grant amount with local matching funds. The local matching funds may consist of money, land, equipment or in-kind services. Matching funds should be expended at the same rate as the grant funds and must be reported on the monthly invoices.

Budgeted and contracted Grant Amount	\$145,883.00
40% Minimum Match Liability for Cibola County	<u>58,354.00</u>
Projected Budgeted Amount	\$204,237.00

\*Per Diem rate of \$85.00 for one night, up to \$6.00 for tips and mileage at the State's current rate per mile.

**Funding Information:**

State General Fund

Attachment 3

CHILDREN, YOUTH AND FAMILIES DEPARTMENT'S  
ADMINISTRATIVE  
AND  
FISCAL STANDARDS

For Sole Proprietors,  
For Non-Profit Organizations,  
Local Bodies of Government,  
And  
For-Profit Incorporated Entities

*Revised February 16, 2017*

***Note: All contractors and subcontractors are required to adhere to all local, state and federal regulations as applicable to their operations. All contractors are required to follow audit and reporting requirements set forth in this document. In the event of a contradiction between these standards and contract requirements the contract agreement supersedes the Administrative and Fiscal Standards.***



## ADMINISTRATIVE STANDARDS

### **For Non-Profit Organizations (with the exception of New Mexico higher education institutions, executive, judicial, and legislative branches of state government)**

1. The Board shall ensure that the Non-Profit Organization has current articles of incorporation that meet all of the legal requirements of the governmental jurisdiction in which the contractor is located.
2. The Board shall ensure that the Non-Profit Organization has current by-laws that are filed with the appropriate local, state, federal body or higher education institutions. At a minimum, the Non-Profit Organization's by-laws should include:
  - a. Membership (types, qualification, rights, duties);
  - b. Size of Board of Directors;
  - c. Method of selection and removal;
  - d. Duties and responsibilities of officers;
  - e. Committees;
  - f. Quorums;
  - g. Recording of minutes;
  - h. Method for amending by-laws.
3. The Board shall ensure that the Non-Profit Organization complies with applicable legal requirements and regulations of all governmental and legally authorized agencies under whose authorities it operates. These include, but are not limited to those regarding equal employment opportunity, workers compensation, unemployment insurance, affirmative action, safety, licensing, etc.
4. Board members shall be residents of the area served by the organization and representative of the social, economic, linguistic, ethnic, and racial target population. The Non-Profit Organization shall not employ a person related to a Board member by consanguinity or affinity within the third degree. This includes, but is not limited to, spouse, mother, father, brother, sister, grandparents, aunt, uncle, niece, nephew, first cousins, mother-in-law, father-in-law, brother-in-law or sister-in-law.
5. A permanent record shall be kept of all meetings of the Board. Minutes of the meetings of the Non-Profit Organization's Board are required in order to accurately record the decisions made and actions taken. These minutes shall include, but not be limited to, meeting date, names of members attending, topic discussed, decisions reached, actions taken, and attachment of any documents referenced. Board minutes shall be signed and approved by an officer of the Board.

**For All Contractors**

**Personnel**

1. The Contractor shall have a current and dated organization chart that accurately reflects the staff structure of authority, responsibility and accountability within the organization. The organizational chart must illustrate the relationship of each position or department to all other positions or departments within the organization.
2. The Contractor shall have written personnel policies and procedures. All policies and procedures shall be reviewed annually, and any changes, additions, deletions, etc., shall be dated. Procedures must be in place that allows employees to provide input into changes in agency and personnel policies and procedures.
3. The Contractor shall maintain current, written job descriptions and job qualifications for all positions (staff, consultants and direct service volunteers) within the Contractor entity. Each job description shall include, at a minimum:
  - a. Job title;
  - b. Salary range;
  - c. Duties;
  - d. Responsibilities of the positions;
  - e. Required minimum experience;
  - f. Required minimum training;
  - g. Required minimum education.
4. The Contractor shall maintain a current, accurate and confidential personnel record for each paid and direct service volunteer or employee. A personnel record on each volunteer or employee shall contain, at a minimum;
  - a. Job description;
  - b. Initial application/resume;
  - c. Documentation of reference letters;
  - d. Result of employment investigation;
  - e. Background checks;
    1. Agency contractors that have or could have primary custody of children for at least twenty hours per week are required to comply with NMAC 8.8.3 et. seq. requiring background checks on any employee, staff, volunteer or student intern, that has direct care responsibilities or potential unsupervised physical access to children. Additionally, all Information Technology (IT) contractors are required to have a background check. The Contractor must submit to Agency Background Check Unit fingerprint cards and the appropriate fee for such employees, volunteers or staff required having background checks. Agency Background Check Unit will conduct nationwide, state and abuse and neglect background checks on required staff or volunteers in accordance with NMAC 8.8.3 standards. An Agency eligibility letter must be in the employee, volunteer or staff member's

personnel file prior to that individual having any unsupervised direct contact or unsupervised potential access to children.

- f. Education/experience required;
- g. Wage and salary information;
- h. Job performance evaluation;
- i. Documentation/verification of all previous and ongoing training (including all component specific training and education);
- j. Incident reports;
- k. Commendations or disciplinary actions (if any).

This information must be reliable, accurate and current. All employee and volunteer records must be kept in a locked file to ensure confidentiality.

5. The Contractor shall be headed by a director. The director shall be responsible for the daily operation of the Contractor through decision-making, authorization of expenditures, and the implementation of policies and procedures.

#### Physical Facilities

The physical facilities must meet all licensing requirements per classification and should be located, constructed, equipped and operated to promote the efficient and effective conduct of the Contractor's programs, to protect the health and safety of the persons serviced and the staff to promote the integration of those served into the community, to be accessible to persons served, staff and the community, meet the American's with Disabilities Act (ADA) and the Drug-Free Workplace Act of 1988.

### **FISCAL STANDARDS**

#### **For All Contractors**

#### Compliance

1. The Contractor shall comply with all federal and state statutes, rules and regulations. Cost principles, administrative requirements and audit requirements, applicable to federal grants shall apply to state funds as referenced in the section Source Sheet of the CYFD Administrative and Fiscal Standards.
2. The Contractor shall comply with all aspects of the provision of the contract, including all insurance, bonding and audit and financial reporting requirements.
3. The Contractor (non-federal entities and applicants) must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
4. The Contractor (non-federal entities and applicants) shall maintain a code of conduct policy that includes annual review and disclosure of any employee, board member or



subcontractor (e.g., consultants or independent contractors) that may have a **conflict of interest** or **conviction of a misdemeanor or felony**, had a judgment withheld or deferred, or are currently charged with committing a misdemeanor or felony.

#### Insurance

1. The Contractor, (with the exception of New Mexico higher education institutions, **executive, judicial, and legislative branches of state government**) shall obtain and maintain at all times during the term of this contract an Employee Dishonesty Policy covering the activities of the contractor in the amount of no less than 25% of the total (cumulative) dollar amount of the current Agency contract(s).
2. The Contractor shall obtain and maintain at all times during the term of this contract a general and professional liability insurance policy issued by an insurance company licensed to do business in the State of New Mexico. The policy shall include liability insurance coverage provided in the amount of at least \$100,000 for damage to or destruction of property arising out of a single occurrence; \$300,000 to any person for any number of claims arising out of a single occurrence for all damages other than property damage; or \$500,000 for all claims arising out of a single occurrence. The policy shall be secured by the Contractor within thirty (30) days of the effective date of the current contract.
3. The Contractor, (with the exception of New Mexico higher education institutions **executive, judicial, and legislative branches of state government**) if insured by General Services Department's Risk Management Division, shall secure and maintain sufficient fire and extended hazard insurance on all property in the custody of the Contractor, which is furnished or owned by the Agency or in which the Agency has a financial interest, within thirty (30) days of the effective date of the current agreement. Sufficient insurance, for the purposes of this paragraph, means enough to cover the Agency's loss, if any to such property, in the event of fire or other hazard.
4. The Contractor, (with the exception of New Mexico higher education institutions **executive, judicial, and legislative branches of state government**) if insured by General Services Department's Risk Management Division, shall name Children, Youth and Families Department as an "Additional Insured" with the insurance carrier of the Contractor's liability insurance. A copy of the Contractor's "Certificate of Liability Insurance" proving compliance with all the above insurance requirements must be available upon request.

#### Fiscal Books of Records

The Contractor must maintain the following books of record:

1. Chart of Accounts
2. General Ledger

3. Cash Receipts and Cash Disbursements Journals
4. General Journal of adjusting entries, correcting entries, accrual entries, and cost allocation entries if not provided for in cash journals.
5. Subsidiary ledgers, if applicable to the organization.
6. Any Capital Outlay Inventory purchased with Agency funding includes at a minimum:
  - a. Description of property;
  - b. Serial number or other ID number;
  - c. Date of purchase;
  - d. Acquisition cost by funding source(s);
  - e. Location and use of property;
  - f. Disposition data including date and price, if any.
7. Payroll journals and employee earnings records.
8. Fiscal Policy and Procedures that must include:
  - a. Handling of cash/checks;
  - b. Handling of voided checks;
  - c. Authorized check signatures;
  - d. Bank reconciliations;
  - e. Separation of duties;
  - f. Accounting system;
  - g. Travel, if included in the services, will adhere to Per Diem and Mileage Act Sections 10-8-1 to 10-8-8 NMSA 1978, regulations governing the per diem and mileage Act, and 2.42.2.11 NMAC, mileage –private conveyance, effective June 19, 2009.)
  - h. Cost allocation method;
  - i. Accounting policies for donations.
  - j. Conflict of Interest Policy

### Reports

1. The Contractor shall complete in full the State and Federal payroll tax forms in accordance with required time period and shall insure payroll taxes are paid within the required time frame.
2. The Contractor shall complete in full and submit the required forms of the New Mexico State Department of Labor.
3. The Contractor shall submit timely program and financial reports to the funding agencies as specified in the contracts.

### Retention of Records

The following are the requirements for the retention of financial records:

1. The Contractor shall maintain for three (3) years, (in addition to current year records) detailed accounting and billing records which indicate the date, time, and nature of services rendered, records relating to contract services, and all operating financial documentation which shall be subject to inspection by the Agency and if applicable, the New Mexico State Auditor or their designee.
2. The Agency shall have a right to audit billings and related documents both before and after payment. Payments made under a contract between the Contractor and the Agency shall not foreclose the right of the Agency to recover excessive, illegal payments, and/or payments which are not in accordance with the contract.
3. The Contractor shall maintain the funds from the Agency contract **separately** in accurate financial records, books, files, and reports in accordance with generally accepted accounting principles, state and federal laws and regulation, and the requirements of the Agency as described in this Administrative and Fiscal Standards Guidance.
4. The financial management systems established by the Contractor shall ensure it provides fiscal and budgetary controls as well as sound accounting procedures. A Schedule of Revenues & Expenditures Budget to Actual Comparison for each contract must be prepared and submitted to the Agency at the same time as the annual financial audit or financial statement. The Schedule must include the approved original budget for the fiscal year, revised budget, actual revenue and expenditures and a variance column.

### Audits

**NOTE: Audit and financial reporting requirements are applicable to all contractors and subcontractors of the Children, Youth and Families Department.**

1. Sole proprietor contractors receiving Agency funds under \$100,000.00 must submit to the Agency the Internal Revenue Services (IRS) Schedule C Profit or Loss From Business (Sole Proprietorship) and provide the State of New Mexico Taxation and Revenue Department Combined Report System (CRS-1) Form. Sole Proprietor billings are subject to review by the Agency contract and program site reviewers and must be available upon request. A Sole Proprietorship is a type of business entity that is owned and run by one individual and in which there is no legal distinction between the owner and the business.
2. Audits for a contractor receiving under \$250,000.00 per year in cumulative Agency funds (a total of all Agency contracts awarded to the contractor within a fiscal year) whose Board has elected to not conduct an audit must comply with the following:
  - a) The contractor shall prepare financial statements that include a Revenue and Expenditure – Budget to Actual Comparison, Balance Sheet or Statement of Net Position and Income Statement or Statement of Activities. The contractor shall disclose the method of accounting used (cash or accrual) to prepare such



statements. The Revenues and Expenditures – Budget to Actual Comparison statement must include the original budget for the fiscal year as approved by the Board, revised budget, actual revenue and expenditures and variance column. A cash disbursement and cash receipt journal cannot take the place of the Balance Sheet and Income Statement. These financial statements shall be submitted to the Agency's Contract Audit Unit within three (3) months of the contractor's fiscal year end.

- b) This section (Section 2) does not apply to sole proprietor contracts covered under Audits section 1.
3. Audits for a contractor receiving \$250,000.00 to \$500,000.00 per year in cumulative Agency funds (a total of all Agency contracts awarded to the contractor with in a fiscal year) whose Board has elected to not conduct an audit must comply with the following:
- a) The contractor shall have an Independent Auditor's Report of Agreed-Upon Procedures (AUP) to ensure compliance with contract requirements in accordance established by the American Institute of Certified Public Accountants. The AUP report shall be submitted to the Agency's Contract Audit Unit within nine (9) months of the contractor's fiscal year end.
  - b) The contractor shall ensure that the selected accounting firm performing the AUP report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two-year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
4. Audits for a contractor receiving \$500,000.00 or greater per year in cumulative Agency funds must disclose how much funding is being received from governmental funds (a total of all Agency contracts awarded to the contractor with in a fiscal year):
- a) The contractor shall have an Independent Audit Report that conforms to the General Accounting Standards (Yellow Book) as recommended by GAO. This Independent Audit Report shall be submitted to the Agency's Contract Audit Unit within nine (9) months of the contractor's fiscal year end. The contractor must also submit a copy of any Management Letter Comments issued by the Independent Auditor in a separate report.
  - b) The contractor shall ensure that the auditor or auditing firm performing the audit report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two year break.

- c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
- 5. A contractor receiving over \$750,000.00 per year in cumulative Federal funds must disclose in their financial audit report how much funding is being received from governmental funds (a total of all funds awarded to the contractor within a fiscal year) must adhere to the “uniform guidance for federal awards” (Uniform Guidance). The standards set forth in Title 2 Grants and Agreements Subtitle A Chapter II Part 200 Subpart F- Audit Requirements. For one full fiscal year after the effective date of the uniform guidance, non-federal entities must comply with the terms and conditions of their federal award, which will specify whether the uniform guidance applies. The contractor must have available upon request a copy of any Management Letter Comments issued by the Independent Auditor in a separate report.
  - a) The audited financial statements shall be submitted to the Agency’s Contract Audit Unit within nine (9) months of their fiscal year end. The contractor must also have available upon request the Management Letter Comments issued by the Independent Auditor in a separate report.
  - b) The contractor shall ensure that the auditor or auditing firm performing the audit report is rotated every six (6) years (or less if mandated by the State Auditor) with a minimum two-year break.
  - c) The selected auditor shall not have provided non-auditing services within the year being audited that may be disallowed by the Generally Accepted Government Auditing Standards (GAGAS) independence standards (refer to The State of New Mexico State Auditor, State Audit Rule Subsection N of 2.2.2.8 NMAC).
- 6. Financial Statements, Independent Auditor’s Report of Agreed-Upon Procedures (AUP), and Audits must be mailed to:

Children, Youth and Families Department  
Administrative Services Division  
Contract Audit Unit  
P.O. Box 5160  
Santa Fe, NM 87502

## SOURCE SHEET

### ADMINISTRATIVE REQUIREMENTS

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)

<https://www.federalregister.gov/articles/2013/12/26/2013-30465/uniform-administrative-requirements-cost-principles-and-audit-requirements-for-federal-awards>

State of New Mexico Manual of Model Accounting Practices (MAP's) issued by the New Mexico Department of Finance and Administration-Financial Control Division

<http://www.nmdfa.state.nm.us/Manuals.aspx>

The State of New Mexico State Auditor, State Audit Rule

[http://www.saonm.org/state\\_auditor\\_rule](http://www.saonm.org/state_auditor_rule)

### COST PRINCIPLES

Title 2 CFR, Chapter 1, Part 170, Reporting Sub-award and Executive Compensation Information.

Title 2 Grants and -Agreements Subtitle A Chapter II Part 200,

- Subpart A – Acronyms and Definitions
- Subpart B- General Provisions
- Subpart C – Pre-Federal Award Requirements and Contents of Federal Awards
- Subpart D- Post Federal Award Requirements
- Subpart E- Cost Principles
- Subpart F – Audit Requirements

FASB and AICPA Statements and Professional Pronouncements.

### AUDITS

U.S. General Accounting Office, Government Auditing Standards, (The Yellow Book, current revision).

FASB and AICPA Statements and Professional Pronouncements.

**Attachment 4 – Business Associate Agreement**

This is a business associate agreement in compliance with 45 CFR Section 160.504(e)(2) of the HIPAA privacy rule. Contractor understands that it may be considered a business associate of the Agency under the HIPAA Privacy and Security Rules. Accordingly, the parties agree:

- The disclosures the Agency will make to Contractor of any information that identifies an individual and includes information about the individual's health (protected health information), whether in electronic or physical form, shall be limited to the minimum reasonably necessary for Contractor's delivery of services described in the Scope of Work to which the parties have agreed to in the Contract.
- Any disclosures by Contractor of any individual's protected health information inconsistent with this agreement are strictly prohibited and shall be cause for termination of the Contract. Contractor shall take all reasonable steps to avoid such disclosures, including but not limited to implementation of all practical administrative, physical and technical safeguards.
- After the expiration of this Contract, whether because a party has cancelled it, it is fully executed or for any other cause, Contractor shall return all documents containing any individual's protected health information to the Agency. Contractor also agrees that it shall take reasonable affirmative precautions to avoid any unauthorized disclosures of protected health information to third parties.
- Contractor understands that it is responsible for reporting unauthorized disclosures, including but not limited to electronic security violations, to the Agency's privacy office or the federal Office of Civil Rights. Contractor also understands it is responsible for reporting any other disclosure for purposes other than treatment, payment or operations to the Agency's privacy office.
- Contractor agrees to bind their agents and subcontractors to the terms of this agreement.
- Contractor understands an individual has the right to inspect and request changes to the protected health information the parties use or create and that an appropriate privacy officer and/or the federal Office of Civil Rights has the authority to inspect the parties' procedures for management of the individual's protected health information.



**Attachment 5**

**Children, Youth and Families Department**

**Suspension and Debarment Form**

- A. Consistent with either 7 C.F.R. Part 3017, 2 C.F.R. 108 or 45 C.F.R. Part 76, as applicable, and as a separate and independent requirement of this contract with the Children, Youth and Families Department (CYFD), known throughout this contract as “Agency”, the Contractor certifies by signing this form, that it and its principals, to the best of its knowledge and belief: (1) are not debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal department or agency; (2) have not, within a three-year period preceding the effective date of this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; (3) have not been indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with, commission of any of the offenses enumerated above in this Paragraph A; (4) have not, within a three-year period preceding the effective date of this contract, had one or more public agreements or transactions (Federal, State or local) terminated for cause or default; and (5) have not been excluded from participation from Medicare, Medicaid or other federal health care programs pursuant to Title XI of the Social Security Act, 42 U.S.C. § 1320a-7.
- B. The Contractor’s certification in Paragraph A, above, is a material representation of fact upon which the Agency relied when this contract was entered into by the parties. The Contractor’s certification in Paragraph A, above, shall be a continuing term or condition of this contract. As such at all times during the performance of this contract, the Contractor must be capable of making the certification required in Paragraph A, above, as if on the date of making such new certification the Contractor was then executing this contract for the first time. Accordingly, the following requirements shall be read so as to apply to the original certification of the Contractor in Paragraph A, above, or to any new certification the Contractor is required to be capable of making as stated in the preceding sentence:
- (1) The Contractor shall provide immediate written notice to the Agency’s Program Manager if, at any time during the term of this contract, the Contractor learns that its certification in Paragraph A, above, was erroneous on the effective date of this contract or has become erroneous by reason of new or changed circumstances.
  - (2) If it is later determined that the Contractor’s certification in Paragraph A, above, was erroneous on the effective date of this contract or has become erroneous by reason of new or changed circumstances, in addition to other remedies available to the Agency, the Agency may terminate the contract.

- C. As required by statute, regulation or requirement of this contract, and as contained in Paragraph A, above, the Contractor shall require each proposed first-tier subcontractor whose subcontract will equal or exceed \$25,000, to disclose to the Contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by any Federal department or agency. The Contractor shall make such disclosures available to the Agency when it requests subcontractor approval from the Agency. If the subcontractor, or its principals, is debarred, suspended, or proposed for debarment by any Federal, state or local department or agency, the Agency may refuse to approve the use of the subcontractor.

By: \_\_\_\_\_  
Contractor

Date: \_\_\_\_\_

**Attachment 6**

**Children, Youth and Families Department**

**Federal Award Identification**

As required by UGG Title 2: Grants and Agreements Subpart D §200.331 the following information is being provided:

- (i) Sub-recipient name:
- (ii) Sub-recipient's Data Universal Numbering System (DUNS) unique number:
- (iii) Federal Award Identification Number (FAIN):
- (iv) Federal Award Date (§200.39):
- (v) Sub-award Period of Performance Start and End Date:
- (vi) Amount of Federal Funds Obligated by this action:
- (vii) Total Amount of Federal Funds Obligated to the sub-recipient:
- (viii) Total Amount of the Federal Award committed to the sub-recipient by the pass-through entity:
- (ix) Federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA):
- (x) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
- (xi) Catalog of Federal Domestic Assistance (CFDA):
- (xii) Identification of whether the award is Research and Development (R&D): ☐ Yes ☐ No
- (xiii) Indirect cost rate for the Federal award (including if the de minimis rate is charged per §200.414 Indirect (F&A) costs):
- (xiv) Requirements imposed by pass-through entity specific to Federal award requirements: