

STATE OF NEW MEXICO
COUNTY OF DOÑA ANA

RESOLUTION NO. ~~XX~~ - 2015-52

2015 - 2016 RESOLUTION

WHEREAS, the governing body in and for the County of Doña Ana, State of New Mexico, has approved and accepted this grants administration policy in the fiscal year 2015-2016; and

WHEREAS, said grants administration policy was developed on the basis of need of the County; and

WHEREAS, it is the majority opinion of this Board that the proposed policy meets the requirements as currently determined for fiscal year 2015-2016.

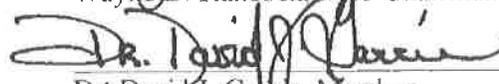
NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners of Doña Ana Count, State of New Mexico, hereby accepts this grants administration policy hereinafter described and respectfully request approval from the Local Government Division of the Department of Finance and Administration.

Resolved in Board session this 25th Day of August 2015.

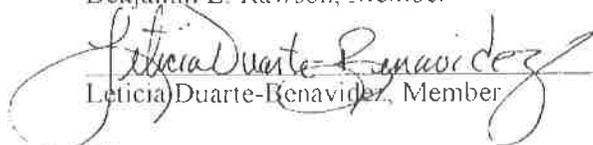
BOARD OF COUNTY COMMISSIONERS OF
DOÑA ANA COUNTY, NEW MEXICO


Billy G. Garrett, Chairman


Wayne D. Hancock, Vice-Chairman


Dr. David J. Garcia, Member


Benjamin L. Rawson, Member


Leticia Duarte-Benavidez, Member



ATTEST:


Lynn Ellins, County Clerk





Doña Ana County
Grants Administration Office (GAO)
Policy Guide
August 2015

Doña Ana County
Grants Administration Office (GAO)
Policy Guide

Table of Contents

Introduction to GAO.....3

Structure and Protocol.....4

Operational Phases.....5

Digital Catalogs.....6

Research and Application.....7

Award and Execution.....7

Monitoring and Reporting.....8

Closing and Final Reports.....9

Grants Compliance.....9

Internal Controls.....10

Active Catalog.....10

Legacy Catalog.....13

Training.....14

Technical Assistance.....14

Acknowledgements.....14

Resources and References.....15

Pre-Application Form.....16

Introduction

The Grants Administration Office (GAO) Policy Guide was established to promote consistency of how grants are managed, from the application to the final closeout process. We recognize that grant funding has become increasingly competitive and the process more strenuous. We recognize the need for collaboration and cooperation to successfully compete for federal, state and private funding. We also recognize the tireless efforts of the departments who administer and manage grants, and acknowledge their diligence as they fiscally continue to seek for additional funding sources to provide the services our county residents have come to benefit from.

The (GAO) shall provide for an interface between the County Manager's Office and county departments at large. The grants office operates at the direction and under the supervision of the County Manager. It conducts research, review and analysis of grants and other funding resources as they relate to other county departments.

The (GAO) shall review, account for and report on all funding agreements proposed or active throughout the county. In this regard, the GAO shall report to the County Manager on any and all findings. The activities of this office shall not conflict with or impede the day to day operations or administration of grants and other funding agreements by the departments having that responsibility. The GAO shall also provide a process by which grants are received documented and closed. The Grants Administration Office may become involved with direct grant duties of a department or elected office at the direction of the County Manager. Departments shall bear the responsibility for their work and daily administration of the grants/earmarks and private funding agreements assigned to them.

At all times the Grants Administration Office shall deliver information and data that is confirmed as factual and appropriate for its station in county government. The Grants Administration Office is committed to the progress of county government for the benefit of the citizens in Doña Ana County.

If you need additional information that is not included in this guide please contact your Program Administrators:

Vince Pokluda, Grants Manager: (575) 525-5919

Mary Trail, Audit Compliance Specialist: (575) 525-5956

Patricia Biever, Grant Writer (575) 525-4345

Grant Administration Office Fax: (575) 525-5952

vincep@donaanacounty.org

marytr@donaanacounty.org

patb@donaanacounty.org

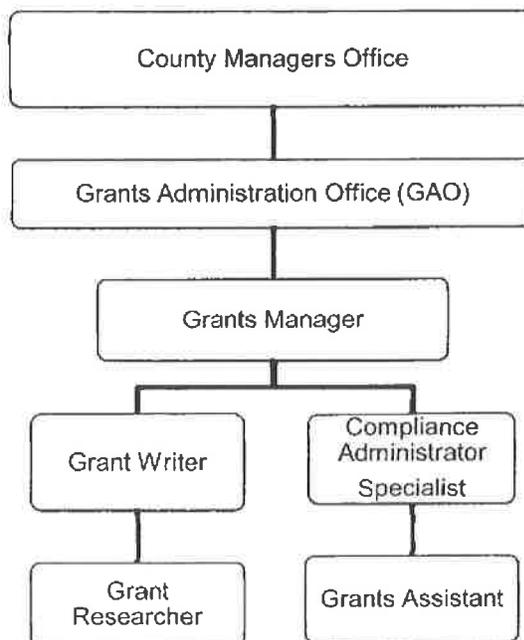
The Doña Ana County Grants Administration Office is located on the 2nd floor at 845 Motel Boulevard, Las Cruces, New Mexico 88007. Hours of operation are M-F 8:00 am to 5:00 pm.

This policy guide is a living working document and is subject to regular updates and continuous changes.

Structure and Protocol

The Grants Administration Office operates directly under the authority and direction of the County Manager. It is staffed to accommodate the needs of the County and it is managed by the grants manager.

- I. The grants manager directly supervises the staff assigned to the GAO. The grants manager reports directly to the County Manager. The grants manager is responsible for training, supervision and direction of the personnel assigned to the GAO.
- II. The grants manager shall designate a subordinate to act as grants manager, if the grants manager expects to be absent or unavailable to conduct business. The acting manager shall have the same responsibility and authority to act as the grants manager.



- III. The grants manager shall establish or amend policy and procedure for the GAO as needed with the endorsement of the county manager.
 - A. The policy and procedure for the GAO shall be consistent with current county policy.
 - B. The policy shall be reviewed every 12 months to ensure that it is consistent with the vision and direction of the county.
 - C. The grants manager shall ensure that all GAO personnel are in compliance with the GAO and county policy
 - D. In cases where GAO policy does not comply with county policy, county policy shall

- prevail until the GAO can change its policy to conform to the county's policy.
- IV. The County Manager has signature authority for all grant matters except those that have a financial impact to the county of more than \$50,000.00. The grants manager may be given authorization to sign some grant documents for the county.
 - A. Documents signed by the grants manager shall follow the established county policy, process sequence and other requirements by law.
 - B. The grants manager's signature shall not override or replace any other signature required by law or county policy.
 - C. All grant signatures shall be recorded in **blue ink**.
 - V. The official GAO/Doña Ana County grants monitoring system is eCivis. All other systems shall work ancillary to this system regarding programmatic reviews and compliance issues.

Operational Phases

- A. The Grant Administration Office (GAO) shall work within the four operational phases of grants management.
 1. The GAO shall research and identify potential grant funding opportunities. It shall report these opportunities to the department most likely to have an interest or be an end user.
 - a. The GAO shall review grant applications as required or directed ensuring that all requirements are met before the application moves forward.
 - b. The GAO shall maintain a digital copy of the application and associated research in the Research Catalog.
 - c. The GAO may be directed to research, develop and apply for a grant at the direction of the County Manager.
 2. The GAO shall review any grant award made by a grantor to the county and ensure that the award follows the County process to legitimize the award for County purposes.
 - a. The GAO shall ensure that awards are brought before the County Manager and Board of County Commissioners for approval and acceptance.
 - b. The GAO shall ensure that awards meet the requirements established by the Finance Department needed to activate funding after acceptance and approval.
 - c. The GAO may be directed to administer a grant for a period of time as designated by the County Manager.
 3. The GAO shall monitor all grants and the performance of the departments responsible for the work related to grant funding activities as required by the specific grant award or agreement.
 - a. The GAO shall monitor all grant awards assigned to other departments and

- elected offices. The key monitoring processes at the department and finance level shall not be circumvented.
- b. The GAO shall report any and all deviations from County process and policy that could result in a negative finding or action against the County.
 - c. The GAO may issue a request for action if necessary to bring departments and elected offices
4. The GAO shall review and document the closing of grants that have reached their term.
- a. The GAO shall provide a report to the County Manager on a quarterly and annual basis regarding the number of grants that closed during the reporting period.
 - b. The GAO shall maintain a digital copy of close-out documents deemed necessary for the record regarding grants and their associated projects.

Digital Catalogs

- A. The GAO shall maintain five digital grant catalogs. Each catalog is subdivided by department. Additional subdivisions may be added to each catalog as the need may arise. These catalogs and their respective data may be assimilated into the grants monitoring system.
1. **The Active Catalog** is subdivided by department or elected office. Each subdivision has a folder or folders containing digital copies of documents reflecting the work for each operational phase of the grant with the exception of the closing and reporting phase. The Active Catalog should not contain any closed grant folders.
 2. **The Legacy Catalog** is subdivided by department or elected office. Each subdivision has a folder or folders containing digital copies of documents reflecting the work for each closing and reporting phase of the grant. The folders in this catalog are moved from the active catalog into the respective department or elected office folder. The Legacy Catalog should not contain any active grant folders.
 3. **The Research Catalog** is subdivided by department or elected office. Each subdivision has a folder or folders containing digital copies of research work for each grant in the research phase and application phase. If a grant application is filed with the grantor and there is an award, the folder is moved to the Active Catalog. If the grant application is rejected or denied, the research and application for the specific grant is maintained in its digital folder in the Research Catalog.
 4. **The Compliance Catalog** is subdivided by department or elected office. Each subdivision has a folder or folders containing digital copies of compliance work for each grant in the monitoring and reporting phase. Compliance work includes, reports on site visits, audits, quarterly reports, annual reports, finding reports, corrective action request, notices of non-compliance, advisories, termination notices etc. Work from the other catalogs should not be present in the Compliance Catalog.

5. **The Resource Catalog** is subdivided by department or elected office. Each subdivision has a folder or folders containing digital copies of specific resource material that applies to that department or elected office. Additionally, there are additional folders that have resource materials that apply to all departments and elected offices. The Resource Catalog is updated as new information becomes available. The information is vetted by the grants manager before it is entered into the catalog.

Research and Application

The Grants Administration Office (GAO) shall take in research for funding opportunities by any number of methods. The most common of these methods are **Referrals, Direct Search, State Appropriation** and **Notice of Allocation**.

1. A referral is an award or allocation of a potential award that is common place and made by departments of the federal government. These are usually classified as "non-competitive grants".
2. Direct search usually follows a request from the county manager, board of county commissioners or other departments within the county to do research for funding opportunities relative to a specific project. The search usually results in a discovery of "*competitive or discretionary grants*".
3. Any search, application or pre application shall be preceded by a "Grant Pre-Application" form. (See page 18)
4. The GAO shall track all state appropriations. Therefore, any proposal submitted by the county to the State Legislature shall be researched and evaluated by the grants office. The GAO shall pay close attention to the Infrastructure Capital Improvement Plan (ICIP) as it moves through its process each year.
5. A notice of allocation usually follows a federal pass through award from one of the federal departments. These allocations are generated annually and announced in the early or late spring. An allocation is usually not competitive but does require an application.
6. Applications for grants shall be handled by the departments qualifying as the end user. The GAO shall not directly apply for funding resources, but shall act in an advisory and research capacity. The only exception to this policy is a direct assignment from the County Manager.

Award and Execution

The Grants Administration Office (GAO) shall provide guidance and direction to departments that have received an award. Additionally, any agenda item moving through the award process shall be endorsed by the GAO.

1. Agenda packets moving forward for approval by the Board of County Commissioners and the County Manager shall be endorsed by the grants manager or designee.
2. The GAO shall ensure that all agenda packets have the required items for approval.

These items include but are not limited to: the agenda item itself, the budget resolution, the budget revision, the executive summary, the funding documents and any other documents needed by the county manager or the board of county commissioners.

3. The department shall follow the submittal process for agenda items. This includes having endorsements made by the appropriate county officers and attending the agenda review meeting.
4. The department representative and grants office representative shall appear at the scheduled board of county commissioners meeting to answer questions regarding the agenda item request for approval.
5. Some funding documents require that they be returned to the grantor for "last signature". The GAO staff shall provide guidance regarding this process.

Monitoring and Reporting Phase

The Grants Administration office (GAO) shall have the ability to review active or closed grant files for compliance with the respective requirements.

1. The GAO compliance administrator shall conduct a compliance review according to a schedule approved by the grants manager. Unscheduled compliance reviews can be requested by the county manager on behalf of the departments.
2. A scheduled quarterly compliance review shall be conducted by the GAO for each department. A schedule shall consist of a review of 4 departments for each quarter, per fiscal year.
3. Compliance reviews shall be filed and kept by the department. The review will include any **findings, deficiencies or concerns**. All compliance reviews are made available for inspection following written authorization from the grants manager.
 - a) A finding is any material noncompliance with the provisions of laws, regulations, contracts or grant agreements related to a major program.
 - b) Deficiencies are identified weaknesses that lack necessary or adequate controls.
 - c) Concerns are identified as practices that are non compliant with the county's code of conduct (e.g. use of loopholes, gaming of systems).
 - d) The GAO shall be immediately notified upon receipt of notice by the department of a site or monitoring visit to be performed by the grantor funding agency. A GAO staff person will also attend each site visit with department staff.
 - e) The GAO shall defer fiscal compliance audits to the Finance and Budget Department. The director of finance shall make the necessary assignments of personnel at the request of the grants manager allowing for the finance department's workload and staffing needs.
4. The grants manager shall assign one member of the GAO to assist with the fiscal

compliance review.

5 The fiscal compliance review shall include all of the details required by the grant funding document, county policy and state law.

6. A final fiscal compliance review report shall be forwarded to the grants manager. The grants manager shall review the report and add any notes or details and forward the report to the county manager.

Closing and Final Reports

The final report and closing documents for any grant or funding agreement shall be filed by the department, and shall be reviewed for content and compliance by the Grants Administration Office.

Grants Compliance

Each department director shall designate a grant point of contact. This requirement applies whenever a department receives federal, state, or private funding. The point of contact serves under the direction of the department director and works in conjunction with the Grants Administration Office (GAO) regarding all grant-related matters. An alternative grants contact should be designated to handle grant related issues in the event of the absence of the primary contact.

The core objectives of compliance are to:

1. Ensure compliance with all federal, state, and private grant funding agencies
2. Ensure the existence and implementation of proper internal controls

VI. **Compliance Reviews:** To ensure compliance with all federal, state and county laws, regulations and compliance requirements, the GAO shall conduct quarterly on site "programmatic" compliance reviews for each department including all elected officials offices within the county. The review process shall identify any control deficiencies or material weaknesses and help to remediate and mitigate such activities that would relate to risks due to program growth, increased activities, and changes in regulatory environment or new personnel. The final results will be reported to the County Manager with a copy to the Board of County Commissioners.

VII. **Review Process:** To provide reasonable assurance that grant awards are expended only for allowable activities and that the costs of goods and services charged to federal, state, and private foundation awards are in accordance with the law. The review process shall be based on a rating decision determined by the number of scored questions answered correctly as outlined within the compliance review checklist. The thresholds are based on the number of questions missed by the department per review. Thresholds are outlined as follows:

1. Outstanding- 10% 2 questions or less scored as No
2. Satisfactory-20% 5 questions or less scored as No
3. Needs to Improve-30% 7 questions or less scored as No
4. Substantial Noncompliance-31% 8 or more questions scored as No

- VIII. The standard notice for compliance issued from the GAO is the "Request for Action" form. The form identifies items or conditions that require attention or correction followed by a statement of remediation.

Internal Controls

Internal Controls ensures that grant funds are being used appropriately and requires that multiple people review every financial transaction; budgets, cost, records and reports. Internal controls are designed to minimize misuse of funds and to maximize the likelihood of detecting problems if they occur. Internal Controls Promote: Integrity, Accountability, Transparency, Planning, Adherence to Regulations, Strong Programs, and Exceptional Audits.

Active Catalog:

For each active grant the following documents should be maintained in an organized file at a central location within the department: Each department shall monitor each grant to ensure program objectives are being met and proper documentation exists to demonstrate programmatic compliance. Each department is responsible for implementing the following internal controls:

- IX. **Comprehensive Awards List:** Maintain an accurate and complete comprehensive list of the department's active and closed grant's, backed up with a digital file on the department's server.
1. **Administrative Documents:** All documentation requested by the funding agency to include but not limited to:
- Grant Agreements, Notice of Funding Agreements/Opportunities (NOFA/NOFO)
 - Grant application/earmark request
 - Award notification
 - Executed copies of all the grant notifications
 - Memorandum of Understanding/Agreement (MOU/MOA)
 - Agenda paperwork (agenda item, budget revision, resolution, executive summary, funding documents as required by the granting agency)
 - Purchase Order copies for all purchases
 - Subrecipient contracts/agreements
 - Satisfaction of matching requirements (e.g. letters, memos)
 - Satisfaction of special conditions (if applicable)
 - Satisfaction of all program requirements; certifications, environmental clearances, acquisition/right-of-way clearances (e.g. infrastructure projects: NMDOT, and DOJ)
 - Amendment extensions/modifications to the grant agreement
 - Public Meeting documentation (agenda, sign-in sheets, meeting minutes, copies of public signs/notifications for meetings and advertisement)
 - Job Descriptions (outlining roles and responsibilities)
 - Surveys, Plans, Maps (if applicable)

- X. **Policies and Procedures:** Maintain current copies of the following policies and procedures applicable to each grant in a readily accessible manner and backed up on the department server. *(For a comprehensive list of county, state and federal requirements refer to the Resources and References page.)*
1. **Policy Documents:**
 - Doña Ana County Accounting Policy
 - Procurement/Purchasing Manual
 - Travel/ Per-Diem policy
 - Fixed Assets policy
 - Payroll policy
 - Purchasing Card policy
 - New Mexico State Procurement policy
 - Equal Employment Opportunity (EEO), policy
 - Conflict of Interest policy
 - Drug Free Workspace policy
 - Nondiscrimination policy
 - OMB Uniform Administrative Requirements Cost Principles Audit Requirements
 - Code of Federal Regulations (CFR`s) see agreement specifications
 - New Mexico Anti-Donation policy
- XI. **Expenditures:** Each department`s point of contact shall develop an Allowable Cost Checklist upon acceptance of each grant awarded to the department. Written approval must be obtained from the funding agency regarding any questionable expenditure **BEFORE** such expenditure is incurred. Only allowable expenditures shall be submitted to the grantor funding agency. Such expenditures shall not exceed the budget limits of the grant agreement and must be properly documented as charged against the correct grant award. Any transfer of grant expenditure from one grant to another shall be justified in writing and approved by the funding agency.
- XII. **Reimbursements and Reconciliation:** Each department shall maintain reimbursement receipts or documentation reflecting all reimbursements made by the grantor funding agency for each grant within the department`s central location for grant records.
- a. **Reimbursement Documents:**
 - All State/Federal reimbursement forms
 - Invoices
 - Receipts
 - Check/ACH payments
 - Reports (e.g. payroll, progress, timesheets)
 - i. **Payroll and In-kind Match Documentation:** All payroll transactions related to reimbursement requests for grant activities shall be properly justified in writing and comply with the governing grant agreement. A clear and concise audit trail must be maintained with regard to such payroll transactions to ensure all payroll transactions

related to reimbursement request for grant activities including in-kind or matching funds shall comply with the governing grant agreement. Percentages for salaries and benefits shall comply with the percentage established by the granting agency.

a. Financial Documents:

- Authorized signatures
- Expenditure reports/Encumbrance reports
- Proofs of reconciliation
- Purchase Order copy
- Invoices and check/wire copy
- Reimbursement request, form/cover letter
- All required match documentation
- Payroll documentation (signed timesheets, payroll reports)

II. **Reports:** Each department shall ensure timely submission of all required progress reports, including Federal Financial Reports (FFR). Each report must be submitted utilizing the forms provided by the funding agency.

b. Reporting Documents:

- Progress Reports (narrative)
- Financial Status Reports (completed monthly, quarterly, semi-annually, annually)
- Inventory Reports (\$5,000 and above)
- Payroll Reports
- Annual Audit Reports (Subrecipient who receive federal funding of \$750,000 or more)
- General Ledger reports related to specific grant activity
- Performance Measurements (e.g. e logic models)
- Evaluations (e.g. grantor, vendor)
- Closeout Reports (financial and narrative)
- Inspection Reports
- Analysis and Plans (e.g. comprehensive, fair housing, etc)
- All required federal and state reporting forms

III. **Procurement:** Each department's point of contact shall ensure the procurement of any goods, materials, supplies, equipment, and/or services is made in accordance with the provisions of the applicable grant agreement and county or state policy. For each active grant the following documents should be maintained in an organized file at a central location within the department.

c. Procurement Documents:

- Procurement/acquisition requirements
- Sole Source justification (if applicable)
- Notice to proceed (if applicable)
- Approval of equipment purchases
- Funding agency approval (if applicable)
- Internal approval (if applicable)

- IV. **Assets:** Each department's point of contact is responsible for ensuring the proper accountability, maintenance, management, and inventory of all property acquired by the respective department wherein grants funds were utilized in the acquisition, including a comprehensive list of any and all property disposed or considered surplus.

d. **Asset Documents:**

- Inventory list/reports
- Agency approval of equipment purchases
- Backup documentation on equipment purchases (e.g. receipts, quotes, etc.)
- Disposal/transfer forms

- V. **Correspondence:** Each department's point of contact is responsible for maintaining all correspondence pertaining to each funding opportunity (including but not limited to: vendors, granting agencies, sub-recipients, departments and the public as a hold.)

e. **Correspondence Documents:**

- Memos/Letters
- E-mail
- Advertisements

- VI. **Sub-Recipient Monitoring:** Each sub-recipient will be monitored by the department's point of contact; GAO shall conduct programmatic reviews on a random basis.

For each sub-recipient or sub-grantee, the grants point of contact shall:

- 1) Execute a sub-recipient agreement/contract reviewed by purchasing and/or legal staff for the (GAO) Grants Administration Office.
- 2) Require each sub-recipient implement internal controls that mirror the internal controls of the Doña Ana County and include:
 - a. Acceptable financial management system
 - b. Acceptable procurement process
- 3) Maintain an accurate and comprehensive list of each approved sub-recipient/sub-grantee.
- 4) Require each sub-recipient who receive federal funding of \$750,000 or more provide a copy of its fiscal audit; and report any findings, debarments or suspensions.

Legacy Catalog

Each department shall take steps to ensure the transition of an active grant to a closed grant. For each closed grant the following information should be ***included*** with each grant file at a central location within the department:

- Final close out reports
- Documentation reflecting timely grant closing

- VII. Document Retention** Each department shall retain all documents related to each grant in accordance with the retention schedule set forth within the applicable grant agreement. In the absence of retention schedule outlined within the agreement the schedule below shall be followed. All documents related to each grant shall be maintained in an organized file at a central location within the department or readily accessible.

Retention and Disposition Schedules:

Agency	Retention	Disposition
U.S. Federal Policy	3 years central location	3 - years after close of fiscal year in which created
New Mexico State Policy	3 years central location	3 - years after close of fiscal year in which created
Private Foundations	4 years central location	2 - years after close of fiscal year in which created

Training

The Grants Administration Office (GAO) shall conduct periodic training for each department related to compliance and the procedures which govern the grant application process. Each department's contact is expected to attend a minimum of two (2) mandatory training sessions bi-annually.

Technical Assistance

The Grants Administration Office (GAO) will provide technical assistance to the extent necessary for any related compliance matter provided that, reasonable notice is given requesting such assistance.

Agency Compliance Audits

Each department will immediately notify GAO of any notifications of compliance or monitoring visits to be conducted by the grantor funding agency. Any issues needing to be addressed or corrected shall take place prior to the agencies visit; GAO staff will be present at each visit.

Acknowledgments

The Grants Administration Office (GAO) would like to thank and acknowledge the following for their contributions to this policy guide:

- Doña Ana County Manager, Julia T. Brown, *Esg.* – For her Vision and Courage to create the Grants Administration Office (GAO), under her administration, and for providing guidance and oversight to the department for its development, structure, content and success.
- The City of Memphis Grants Compliance Office – For providing a roadmap through which to navigate, by means of structure and content for this policy guide. Pamela Small- Grants Compliance Manager, thanks for your willingness to share.

GAO would also like to thank the following employees for their review and comments to this policy guide:

Angelica Guerrero, Grant Administrator
Marisol Richardson, Budget & Finance Officer
Rima Perez, Grant Accountant
Connie Welles, Contract Administrator
Pat Sanchez, Administrative Assistant
Karl McElhaney, Grants Researcher

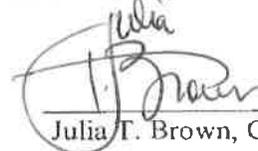
Resource and References

The Grants Administration Office has designated the Resource Catalog for the purposes of locating copies of federal, state and county policy guides. The catalog will be updated as new and amended policy is made available. The Resource Catalog is located in the GAO folder on the (W :) *County Share* and includes policies for the following:

- OMB Circulars and Code of Federal Regulations (CFR's)
- Federal Legislation
- Executive Orders
- New Mexico State Policies
- Doña Ana County Policies
- Private-Foundation Funding Policies
- Non-Profit Organizations



Vince Pokluda, GAO Grants Manager



Julia T. Brown, County Manager



**Dona Ana County Grants Administration Office
2015-2016 Grant Pre-Application Form**

To better help you identify funding sources or provide technical assistance for your proposal or project, please provide the following information. For questions or further assistance, please contact the Dona Ana County Grants Administration Office at (575) 525 -5919 or via email at vincep@donaanacounty.org

PROJECT COORDINATOR/POINT OF CONTACT	
NAME:	TITLE:
PHONE:	EMAIL:
COUNTY DEPARTMENT OR ORGANIZATION	
DEPARTMENT (IF COUNTY):	ORGANIZATION:
ADDRESS:	PHONE:
PROJECT DESCRIPTION	
PROJECT TITLE	PROJECT LOCATION OR SERVICE AREA
SUMMARIZE THE PROJECT IN ONE PARAGRAPH, INCLUDING THE TARGET POPULATION, WHETHER IT IS A NEW OR ONGOING INITIATIVE, AND ANY PARTNERS/COLLABORATORS, AND PROJECTED BUDGET NEEDS:	
REQUESTED ASSISTANCE: Please check all that apply: <input type="checkbox"/> Research <input type="checkbox"/> Technical Assistance <input type="checkbox"/> Grant Writing <input type="checkbox"/> Proposal Review <input type="checkbox"/> Letter of Support <input type="checkbox"/> Other	CATEGORY: Under which program categories does this request fit? <input type="checkbox"/> Community Development <input type="checkbox"/> Infrastructure <input type="checkbox"/> Housing <input type="checkbox"/> Health <input type="checkbox"/> Youth <input type="checkbox"/> Environmental <input type="checkbox"/> Transportation <input type="checkbox"/> Other


 COUNTY OF DONA ANA) RESOLUTION
 STATE OF NEW MEXICO) ss PAGES: 17

I Hereby Certify That This Instrument Was Filed for Record On AUG 26, 2015 10:12:16 AM And Was Duly Recorded as Instrument # 1518308 Of The Records Of Dona Ana County



Witness My Hand And Seal Of Office,
Lynn J. Elline, County Clerk, Dona Ana, NM

Deputy Vanessa Herrera