

NEW MEXICO LAND GRANT COUNCIL



ANNUAL REPORT

December 1, 2015



FY 2015 AND FY 2016 BUDGET

In fiscal year 2015 the New Mexico Land Grant Council received a \$99,700 general fund appropriation from the New Mexico Legislature. Expenditures for FY 2015 included: \$40,000 to contract services for administrative support to the Council, policy development work and direct technical assistance to eligible community land grants; \$29,000 to provide direct support funding to eligible community land grants for small capital purchases; \$20,000 to contract services for direct legal assistance for eligible community land grants; \$5,600 to cover mileage and per diem costs for Council members to attend Council meetings; \$2,900 to publish updated copies of Federal and State laws applicable to community land grants; and, \$1,400 in administrative fees to the Department of Finance and Administration.

The Council's FY 2016 Budget is to \$174,700.

COUNCIL ACCOMPLISHMENTS

Below are specific details relating to work of the Council throughout Fiscal Year 2015 and up to the present. Accomplishments are divided in the the different duties enumerated to the Council within the Land Grant Support Act found in §49-11-4, NMSA 1978.

ASSISTANCE TO LAND GRANTS IN ALL AREAS OF FISCAL AND PROGRAMATIC MANAGEMENT, INCLUDING PLANNING, ECONOMIC DEVELOPMENT, AND INFRASTRUCTURE DEVELOPMENT (§49-11-4B-1) NMSA 1978

In FY 2016 the Council allowed staff to serve as a court appointed Special Master to oversee elections for the San Miguel del Bado and Tierra Amarilla land grants. This work included developing election plans and procedures and holding multiple voter registration events. In the case of San Miguel Del Bado nearly 100 heirs were registered to vote however the Court dismissed the case prior to the Court sanctioned election being held. In the Case of Tierra Amarilla 80 heirs were registered to vote and an election for members to the Board of Trustees was held on September 27, 2015.

During the past year the Council also provided assistance to several community land grants. This includes: Assisting the Mora Land Grant through the review of their bylaws for consistency with applicable state laws and providing them with written input on recommended changes; Providing similar services to the Tierra Amarilla Land Grant in the review and development of revisions to their bylaws for future adoption; Providing guidance and recommendations to the Torreon Land Grant with regard to election requirements; Assisting the Tajique and San Joaquin del Rio de Chama land grants in accessing capital outlay appropriations made to their respective land grants, which included assistance in completion of Board of Finance Bond Sale Questionnaires, submittal of budgets and financial reporting requirements and completion of drawdown requests.

In addition, the Council has also provided assistance to several community land grants with documenting their traditional uses on former common lands that are now under the management of the U.S. Forest Service or the Bureau of Land Management. This included lands in the Mountainair and Sandia Ranger Districts and within the Rio Grande del Norte Monument.

The Council also published an update of its Land Grant Merced Laws and Statutes for distribution to community land grants. The book contains a full text listing of federal and state laws applicable to community land grants. The Council publishes this as a resource for community land grants and other interested entities in need of referencing current land grant statutes.



As well, the Council maintains an e-mail list serve of community land grant contacts from which it disseminates pertinent information to land grants. This includes information about Council meetings, public input hearing held by state and federal agencies, public information received from state and federal agencies such as: prescribed burn updates, financial and other reporting requirement deadlines, and assistance programs available for community land grants.

Lastly, the Council also provided advice and assistance to community land grants expressing an interest finding out more about becoming political sub-divisions of the state. These included Los Vigiles, El Carmel, Arroyo Hondo Arriba, Lower Gallina land grants. The advice and assistance consisted of meeting with the respective land grants and explaining the requirements and benefits of being a political sub-division as well as answering any questions.

FACILITATE OR ENTER INTO AGREEMENTS WITH STATE AND FEDERAL AGENCIES ON BEHALF OF LAND GRANTS (§49-11-4B-5) NMSA 1978

In FY 2015 the Council entered into two separate agreements with Federal Agencies. This included a Memorandum of Understanding (MOU) with Bureau of Land Management in order to be a Cooperating Agency for the Rio Grande Del Norte Monument Plan and MOU with the Cibola National Forest as a Cooperating Agency for Cibola National Forest Plan Revision. The Council entered into these MOU in order to ensure that the interests of Community Land Grants are represented in the development of the respective agency's management plans.

ENTER INTO CONTRACTS TO CARRY OUT THE PURPOSES OF THE LAND GRANT SUPPORT ACT (§49-11-4B-6) NMSA 1978

Contracts for FY 2015 included two service contracts. One contract was awarded, to Arturo Archuleta, for both administrative support to the Council and for technical assistance to eligible community land grants. The second contract was awarded, to New Mexico Legal Aid, for legal advice and assistance to eligible community land grants. The administrative and technical support contract totaled \$40,000.00 and the legal services contract with totaled \$20,000.00.

PROVIDE OTHER ASSISTANCE TO LAND GRANTS (§49-11-4B-7 NMSA 1978)

Through the contract with NM Legal Aid the Council was able to provide free legal advice and assistance to: the Tierra Amarilla Land Grant in order to file with the First Judicial District Court of New Mexico for election of a new board of Trustees as well as to freeze the bank accounts associated with the land grant until a new board of trustee was properly elected; the San Antonio de Las Huertas Land Grant regarding a property dispute issue over land grant common land.

The Council also provided \$29,400 in direct financial assistance to seven land grants through the Land Grant Support Fund. This included: \$6,450 to the Tajique Land Grant for improvements to their new cemetery, improvements included a cemetery plot plan, grading the cemetery and construction of cemetery access roads; \$1,450 to the Abiquiu Land Grant for road signage to be placed along a U.S. Forest Service easement which runs through the common lands in order to provide directions and deter visitors of the National Forest from trespassing on to land grant common lands; \$4,000 to the San Antonio de Las Huertas Land Grant for purchasing fencing materials to protect common lands from encroachment; \$1,400 each to the Tome and Chilili land grants for the purchase of a floor buffer to maintain their respective community facilities; \$14,700 to the San Joaquin del Rio de Chama Land Grant for the purchase of a Utility Terrain Vehicle for the use by the land grant to transport heirs to their historic cemetery and for use in other land grant improvement projects.



FACILITATE THE EXCHANGE OF EXPERIENCE AND ADVICE AMONG LAND GRANTS (§49-11-4C-1 NMSA 1978)

In FY 2015 the Council assisted Congresswoman Lujan-Grisham's office in setting up meetings with community land grants within her district. The purpose of the meetings were to provide an opportunity to all community land grants within the 1st Congressional District to update the Congresswoman and each other on pertinent issues and undertakings of each land grant. There were a total of two meetings that took place in FY 2015, one hosted by the Town of Tome land grant and one hosted by San Antonio de Las Huertas land grant. The meetings included dialogue among the land grants and the Congresswoman, information sharing and a tour of areas of significance to the hosting land grants.

SERVE AS A LIAISON BETWEEN LAND GRANTS AND FEDERAL, STATE AND LOCAL AGENCIES (§49-11-4C-2 NMSA 1978)

During FY 2015 the Council has actively served as a liaison between community land grants in New Mexico and two specific federal agencies. This includes working directly with the Bureau of Land Management and the United State Forest Service with regard to addressing traditional uses on former common lands now managed by those agencies. Both the BLM and the USFS regularly attend Council meetings and the Council has standing agenda items for monthly updates from both agencies. This has resulted in advancing information sharing between the agencies, the Council and community land grants as well as the development of positive working relationships between the agencies, the Council and community land grants in New Mexico.

Specifically the Council has served as a liaison between the USFS and community land grants in the following instances:

- Between the Santa Fe National Forest and the Abiquiu Land Grant with regard to USFS easement through land grant common land;

- Between the Santa Fe National Forest and the San Joaquin del Rio de Chama Land Grant regarding the issuance of an easement for the San Joaquin del Rio de Chama Land Grant cemetery located on U.S. Forest Service land;

- Between the Southwest Regional Office and the Juan Bautista Baldez Land Grant regarding the property ownership status of an area commonly used by the community;

- Between the Carson National Forest and the community land grants in the region around the Ghost Ranch Living Museum Property regarding future disposal plans for that property;

- Between the Carson National Forest and the Cristobal de La Serna Land Grant regarding the continuation of traditional uses within 5,000 acres of former land grant common lands that have been newly acquired by the USFS.

In addition to work between specific land grants and the U.S. Forest Service the Council provided assistance in coordinating and facilitating several meeting with the USFS and land grants related to the Forest Plan Revisions for the Cibola, Carson and Santa Fe National Forests. This included meetings in Carnuel, Rio Arriba County, Taos, and Tecolote. Those meetings were specifically to engage land grants in the Forest Plan Revision process and gather input.

The meetings for the Cibola National Forest included attendees from the Community land grants of San Antonio de Las Huertas, Cañon de Carnué, Chilili, Tajique, Torreón, Manzano, Tomé, Atrisco, and Cubero.



The meetings for the Carson and Santa Fe National Forest included attendees from the community land grants Tierra Amarilla, San Joaquin del Rio de Chama, Cristobal de La Serna, Arroyo Hondo, Arroyo Hondo Arriba, Piedra Lumbre, Abiquiu, Sangre De Cristo, Nuestra Senora del Rosario San Fernando y Santiago, Santa Getrudis de lo de Mora, San Miguel del Vado, Tecolote, and Anton Chico.

The Council also served as a liaison between Tajiue Land Grant and the Energy Minerals and Natural Resources Department State Parks and State Forestry Divisions regarding the implementation of a thinning project in the Manzano State Park. The Department had committed to provide the wood from the project to the land grants of Tajiue, Torreon and Manzano for distribution to their heirs and there were concerns raised about the efficiency of the wood distribution process. The thinning project is set to begin again now in October and the Council is hopeful that all issues pertaining to the wood distribution have been resolved.

PROVIDE BOARD DEVELOPMENT OPPORTUNITIES AND TECHNICAL ASSISTANCE TO THE GOVERNING BOARDS OF LAND GRANTS (§49-11-4C-4 NMSA 1978)

In FY 2015 the Council provided direct assistance to seven land grants with developing or updating their Infrastructure Capital Improvement Plans. These land grants included San Antonio de Las Huertas, San Joaquin del Rio de Chama, Juan Bautista Baldez, Anton Chico, Tajiue, Cañon de Carnué and Chilili.

PROVIDE SHORT AND LONG RANGE PLANNING ASSISTANCE TO LAND GRANT (§49-11-4C-5 NMSA 1978)

The Council has engaged the UNM School of Architecture and Planning RCRP program to determine to what extent they can help provide short and long range planning assistance to eligible community land grants. As a result of those discussions the Council is interested in contracting with the Program to provide planning services to eligible community land grants. The first project that the Council hopes to have the Program work on is a facilities infrastructure assessment and long range facilities use plan for the Piedra Lumbre Visitor's Center property owned by the U.S. Forest Service and located north of Abiquiu. This assessment will help in the development of a proposal for using and/or acquiring the property from the U.S. Forest Service.

CONDUCT TRAINING SESSIONS FOR LAND GRANTS ON TOPICS OF INTEREST (§49-11-4C-6 NMSA 1978)

In FY 2015 the Council in conjunction with the UNM Land Grant Studies Program provided an Infrastructure Capital Improvement Plan training to assist community land grants with the development of their ICIP plans. In addition the Council is currently working with the Land Grant Studies Program, USDA - Natural Resources Conservation Service and New Mexico State Forestry Division on the development of a workshop for community land grants to highlight the programs offered by these agencies. The Council believes this workshop will be useful for land grants to learn about what technical assistance and funding programs are available to assist them in better managing their common lands.

DISSEMINATE INFORMATION TO RELEVANT FEDERAL, STATE AND LOCAL AGENCIES ON LAND GRANT ISSUES AND ACTIVITIES, WHEN REQUESTED, ON THE STATUS OF INDIVIDUAL LAND GRANTS (§49-11-4C-7 NMSA 1978)

The NM Land Grant Council through assistance from the UNM Land Grant Studies Program maintains a website for the Council which is updated on a regular basis. The website includes information about the Council's upcoming meetings, meeting agendas and past meeting minutes as well as information



relevant to community land grants and other interested federal and state agencies regarding community land grant governance requirements.

In the past year the Council provided written clarification to Sandoval County on the governance status of the San Antonio de Las Huertas Land Grant as a political sub-division of the state. The letter was requested by one of the County Commissioners in order to help facilitate Sandoval County providing financial support to the land grant.

The Council also provided both a letter and formal testimony before the Tarrant County Commission regarding the governance status of the Tajiique Land Grant relating to the government to government transfer of the Tajiique Community Center from the County to the Land Grant.

The Council has also provided contact information for community land grants to the State Auditor's Office, and the Cibola, Carson and Santa Fe National Forests as requested.

DEVELOP AND PROMOTE FEDERAL LEGISLATION FOR AN APPROPRIATE CONGRESSIONAL RESPONSE TO LONGSTANDING COMMUNITY LAND GRANT CLAIMS IN NEW MEXICO (§49-11-4C-8 NMSA 1978)

The Council has continued to work with the New Mexico Congressional Delegation on development of legislation relating to addressing issues faced by community land grants. This includes working on draft legislation to protect traditional uses on former common lands now managed by the federal government as well as making land grants that are political sub-divisions eligible for EQUIP funding from the United State Department of Agriculture.

REVIEW STATE AND FEDERAL POLICIES, PLANS, AND LEGISLATION AFFECTING LAND GRANTS IN NEW MEXICO (§49-11-4C-9 NMSA 1978)

In FY 2015 the Council reviewed and provided input on policies and/or legislation affecting land grants in New Mexico at both the federal and state levels. At the federal level this included reviewing and commenting on: amendments to the Omnibus Public Land Management Act proposed by Senator Martin Heinrich; the Environmental Protection Agency's proposed Waters of the United States Protection Rule; and a draft Watershed Health Bill proposed by Senator Martin Heinrich.

At the state level the Council actively reviewed and provided input upon request on all Land Grant Interim Committee endorsed legislation. In addition, the Council provided expert testimony before both Interim and Standing Legislative committees when requested. The Council tracked legislation relating to land grants during the 2015 Legislative Session and provided e-mail updates regarding to the status of those bills to land grants throughout the state via e-mail and website updates.

The Council also provided a paper brief to the 2014 Land Grant Interim Committee on Issues relating to: Capital outlay for community land grants; guaranteed revenue streams for community land grants; and, issues relating to financial reporting requirements for community land grants and other small units of government.

FY 2017 BUDGET REQUEST

For fiscal year 2017 the Council is requesting an increase in its budget from \$174,700 to \$500,000. An increase of this amount would provide the resources necessary for the Council to be properly staffed and to expand the services it offers to eligible community land grants. Below is an overview of the Council's FY 2017 budget request as well as a detailed budget and budget narrative.



FY 2017 BUDGET OVERVIEW

1. Administration & Operations -	\$112,174
2. Furniture, Fixtures & Equipment -	24,060
3. Personnel -	275,266
4. Land Grant Support Funding -	45,000
5. Legal Services Contract -	43,500
Total:	\$500,000

FY 2017 DETAILED BUDGET

	Unit	Cost	FY 2017
Meeting notice	14	\$65.00	\$910
In State Travel			
Mileage	16,000	\$0.45	\$7,232
Per Diem	70	\$95.00	\$6,650
Out of State Travel			\$6,000
Admin fee UNM @ 10%	1	\$50,000.00	\$50,000
Supplies/Printing/website			
paper 10 Ream Box	10	\$30.00	\$300
envelopes (misc sizes)			\$500
postage			\$702
copies	5,000	\$0.10	\$500
File Folders (various)			\$500
cards 500 per order	3	\$20.00	\$60
misc. office supplies			\$700
printers	2	\$200.00	\$400
ink black 3 pack	24	\$70.00	\$1,680
ink color 3 pack	48	\$55.00	\$2,640
software			\$3,000
website domain	1	\$200.00	\$200
misc. Wireless router(s), carrying cases, projector, flash drives, external hard drives, power strip, etc			\$5,000
Lease/Rent Expense @ \$10 sq ft for 1000 sq ft per year	1,200	\$10.00	\$12,000
Utilities per month			
Phone (including equipment purchase & service contract	12	\$250.00	\$3,000
Internet per month	12	\$200.00	\$2,400
Electricity	12	\$150.00	\$1,800
Heat	12	\$200.00	\$2,400



Water	12	\$100.00	\$1,200
Furniture, Fixtures, & Equipment			
Desks	5	\$700.00	\$3,500
Computers	5	\$2,600.00	\$13,000
Chairs	5	\$200.00	\$1,000
File cabinets	2	\$480.00	\$960
Conference Table	1	\$1,000.00	\$1,000
Conference Chairs	20	\$180.00	\$3,600
Misc Furniture		\$1,000.00	\$1,000
Personnel			
Administrative/Operations Manager X40000 80 Salary	2,080	\$29.06	\$60,453
Administrative/Operations Manager X40000 80	60,453	0.18	\$10,882
Liabilities			
Administrative/Operations Manager X40000 80 Fringe Benefits	60,453	0.12	\$7,254
Urban & Regional Planner A F3051A 65 Salary x 2	4,160	\$20.63	\$85,821
Urban & Regional Planner A F3051A 65 Liabilities	85,821	0.18	\$15,448
Urban & Regional Planner A F3051A 65 Fringe Benefits	85,821	0.12	\$10,298
Conservationist F10310 70 Salary	2,080	\$22.96	\$47,763
Conservationist F10310 70 Payroll Liabilities	47,763	0.18	\$8,597
Conservationist F10310 70 Fringe Benefits	47,763	0.12	\$5,732
Exec Sec & Admin Asst R6011A 55 .5 FTE Salary	1,040	\$17.03	\$17,707
Administrative Assistant .5 FTE Payroll Liabilities	17,707	0.18	\$3,187
Administrative Assistant .5 FTE Fringe Benefits	17,707	0.12	\$2,125
Land Grant Support Fund			\$45,000
Contracts			
Legal Services to Land Grants	1	\$40,000.00	\$40,000
Publishing			\$3,500
Workshop expenses			
Space Rentals	8	\$300.00	\$2,400
Totals			\$500,000

FY 2017 BUDGET JUSTIFICATION NARRATIVE

ADMINISTRATION & OPERATIONS - \$112,174

This would cover general administrative and operating costs associated with fulfilling the Council's statutory mission, including: advertisement of Council meetings; mileage and per diem for Council members and staff; out of state travel to Washington D.C.; A 10% administration fee to a fiscal agent to provide fiscal and administrative support to the Council; Supplies and printing expenses totaling; Office lease/rental; utility expenses; rental of meeting space for workshop/trainings around the state.



A. Meeting Notice - \$910.00

Purpose: Allows the Council to comply with the Open Meeting Act 10-15-1 through 10-15-4, NMSA 1978.

Benefit: Provides notice to community land grants and general public about when and where Council meetings will take place.

Deliverable: Publish public meeting notices for 12 regular meetings and special meetings of the New Mexico Land Grant Council.

B. In State Travel Mileage & Per Diem - \$13,882.00

Purpose: Provides funding for the Land Grant Council members to receive mileage and per diem for 12 regular meetings (\$6,625.00) as well as for Council staff to receive mileage reimbursements for Council related travel around the state (\$6,375.00).

Benefit: Funding will allow the Council to meet monthly in order to set policy and provide direction to Council staff in the fulfillment of the Council's statutory requirements under 49-11-1 through 49-11-5, NMSA 1978. This includes:

1. facilitate the exchange of experience and advice among land grants;
2. serve as a liaison between land grants and federal, state and local agencies;
3. promote cooperation between land grants and, by consultation and advice, assist in the coordination of land grant programs;
4. provide board development opportunities and technical assistance to the governing boards of land grants;
5. provide short- and long-range planning assistance to land grants;
6. conduct training sessions for land grants on topics of interest, such as: (a) local, state and national zoning trends and concerns and other land-use issues; (b) state requirements for political subdivisions on such topics as open meetings, public records, procurement, risk management, tort claims and financial accountability; and conservation; (c) techniques of historical research; (d) grant writing; (e) economic development strategies; (f) rangeland management and water.
7. disseminate information to relevant federal, state and local agencies on land grant issues and activities and, when requested, on the status of individual land grants; (8) develop and promote federal legislation for an appropriate congressional response to longstanding community land grant claims in New Mexico; and (9) review state and federal policies, plans and legislation affecting land grants in New Mexico. (10) Report to the Governor and the Legislature.

Deliverable: 12 regular meetings and any necessary special meetings of the New Mexico Land Grant Council. Travel support for direct technical assistance to community land grants throughout New Mexico.



C. Out of State Travel - \$6,000.00

Purpose: Travel to Washington D.C. to fulfill statutory requirements of: serving as a liaison between land grant and Federal agencies; developing and promoting Federal legislation for an appropriate congressional response to longstanding community land grant claims in New Mexico.

Benefit: Provides an opportunity for Council members and staff to meet with members of the United States Congress and their staff as well as with representatives of federal executive branch agencies to work on federal legislation or administrative policies that address issues affecting Spanish and Mexican community land grants.

Deliverables: Airfare, Hotel and related travel expenses to Washington D.C. resulting in the advancement of Federal legislation and policies related to community land grants in New Mexico.

D. 10% Admin Fee to Land Grant Council Fiscal Agent - \$50,000.00

Purpose: To allow the Council to enter into an agreement for fiscal agent and other administrative support services with an approved state agency for the performance of administrative duties associated with operating the Land Grant Council. The Council is currently in conversations with the University of New Mexico regarding UNM serving as the Council's fiscal agent via an agreement between the Council, UNM and DFA.

Benefit: Provide resources necessary to a fiscal agent to offset cost associated with providing fiscal and administrative services to the New Mexico Land Grant Council.

Deliverable: Funding provides resources for a fiscal agent to: provide payment processing services for mileage and per diem, payroll, purchases, contractors, and Land Grant Support Fund grants; keep and maintain all financial and administrative records of the Council which are subject to inspection of public records Act; provide space for Council sponsored meetings; service as a fiscal agent to the Council and community land grants for state, federal and other funding received by the Council directly or on behalf of a community land grant.

E. Supplies, Printing, Website & Miscellaneous - \$16,182.00

Purpose: For the purchase of various office supplies and/or equipment as deemed necessary by the Land Grant Council to fulfill obligations under the law. This includes: paper, coping fees, business cards, printers, ink, software, wireless routers, equipment cases, projectors, media storage devices, external hard drives, power strips, etc. Also includes the renewal of the website domain name.

Benefit: Provides the resources necessary for the New Mexico Land Grant Council to conduct business. Maintains the right to utilize the web domain name for Council's website.

Deliverables: Materials and supplies that will allow the Council and its staff to conduct all necessary business. 1 Year access and use of Council's website domain name.

F. Lease/Rent - \$12,000.00

Purpose: Rental/lease of office space.

Benefit: Currently the New Mexico Land Grant Council has no established office. The lease/rental of office space would provide a location for the Council staff to conduct business, to store Council related documents, supplies and equipment and for the Council to meet.

Deliverables: Provide a public location to house Council staff, supplies, equipment and documentation.



G. Utility Expenses - \$10,800.00

Purpose: To cover the cost of utilities for the Land grant Council office.

Benefit: Provide all the necessary utilities for conducting business; provide a safe and comfortable work environment for Council staff.

Deliverables: Power, heat, water, communications

H. Space Rental for Workshops - \$2,400.00

Purpose: To cover cost of renting space for hosting workshops and trainings around the state.

Benefit: Will allow the Council to host trainings in communities closer to community land grants.

Deliverable: Host 8 workshops/trainings around the state relating to community land grant governance capacity building and compliance with applicable laws and regulations.

FURNITURE, FIXTURES AND EQUIPMENT - \$24,060

Purpose: To furnish and equip a Land Grant Council office.

Benefit: Provide all the necessary furnishing and equipment for conducting business; provide a safe and comfortable work environment for Council staff.

Deliverables: Purchase of computers, desks, chairs, file cabinets, tables, and other necessary furnishing and equipment.

PERSONNEL - \$275,266

Purpose: To provide for four full time staff positions and one half-time position to support the Council and provide direct assistance to eligible community land grants throughout New Mexico. The positions would consist of: an administrative operations manager, two regional planners, a conservationist, and a half-time administrative assistant. The administrative operations manager would supervise all Council employees, work on policy analysis relating to federal and state policies relating to land grants, ensure that Council resources are fully utilized and that the Council's mission is fulfilled. The two regional planners would provide direct technical assistance to the 26 communities land grants that are units of government. Technical assistance would include: governance capacity building; assisting land grants with completing all statutory requirements as units of state government; assistance with community and economic development project planning and implementation; grant writing and administration; applying for and expenditure of capital outlay appropriations. The conservationist position would provide all 26 community land grants with assistance in the management of their common lands. This would include: advice and assistance with range and forest management; assistance with applying for and managing grant funding for forest restoration projects; training and capacity building in the areas of land management practices; ecological monitoring. The part time administrative assistant position would serve in a clerical/secretarial role to provide support to the Council and its staff. If the Council is successful at setting up a fiscal agent agreement with UNM then the Council will explore cost sharing this position with the an entity such as the UNM Southwest Hispanic Research Institute Land Grant Studies Program.

Benefit: Provide technical assistance and support services to the New Mexico Land Grant Council and to 26 community land grants across the State. Will allow the Council to continue program of support for land grants related to duties required by state statute as previously outlined above. Will provide



support to community land grants and help them to increase their governance capacity, comply with applicable laws and regulations, initiate and implement community and economic development projects, and better manage their common lands and serve their respective communities.

Deliverables:

Support for the Council includes the following:

1. General administrative support including: drafting agendas, advertising meeting notices, producing minutes of Council meetings, completion of Council's annual report.
2. Coordinate Council Activities with Department of Finance & Administration & with Fiscal Agent (possibly UNM).
3. Programmatic administration of financial support funding to community land grants.
4. Oversee and administer contracts awarded by the Council.
5. Provide correspondence and follow up with other government entities.
6. Administer programmatic aspects of Council initiatives.
7. Work on Council's State and Federal policy initiatives including developing policy recommendations for adoption and/or endorsement by the Council and reviewing state and federal policies, plans and legislation affecting land grants.
8. Help with updating and maintaining the Land Grant Registry.
9. Disseminate information to land grants and other entities as requested.

Technical Assistance and Support to community Land Grants includes the following:

1. Training workshops related to governance capacity building, compliance with applicable laws and regulations and land management practices.
2. Individual assistance to community land grants relating to budgets, ICIP's, financial reporting requirements, elections, procurement, expenditure of capital outlay appropriations, general compliance with applicable laws and regulations.
3. Grant writing assistance.
4. Comprehensive and natural resources planning assistance.
5. Assistance with the planning, initiating and implementing community development, economic development and natural resource protection/utilization projects.

LAND GRANT SUPPORT FUNDING - \$45,000

Purpose: To provide direct financial support to community land grants that are organized as political subdivisions of the State.

Benefit: Provide resources to community land grants for a variety of projects, including: Community and economic development projects addressing land, water, wastewater and housing issues; Land-use planning & zoning projects to development and/or updates comprehensive plans, master plans and zoning ordinances; Common land management services related to forest and watershed



health, agricultural development, conservation, ecological monitoring, range management and environmental reviews, assessments and clearance for NEPA compliance; Historic and cultural preservation work such as archeological and cultural reviews, assessments, testing, excavation, and clearances as required by state or Federal law; Land acquisition services including but not limited to professional fees for appraisals, title closings, title insurance, boundary surveys. May include land purchases; Outreach & Community Education

Deliverables: Provide financial support to at least 5 community land grants.

CONTRACTS - \$43,500

A. Legal Services to Land Grants - \$40,000.00

Purpose: Provide legal services to support community land grants.

Benefit: Most community land grants lack the budgetary capacity to obtain the legal services necessary to properly utilize and protect the common lands of the land grant. This includes issues relating to real property disputes, contracts and negotiations, legal research and advice, compliance with federal and state law, and policy formulation.

Deliverable: Establish an on-call legal services contract for support to community land grants as designated by the Council.

B. Publishing - \$3,500.00

Purpose: To publish materials for distribution to community land grants. In the past the Council has produced a governance guidebook and a law book containing land grant related statutes. Both of these publications must be updated at least every three to four years in order to contain the most current and relevant information to date. In addition the Council has also reproduced other materials relevant to community land grants such as the United States General Accounting Office reports on the Treaty of Guadalupe Hidalgo and the NM Attorney General's Office reply.

Benefit: Materials produced by the Council provide information relevant to compliance with applicable laws and help increase the governance capacity of community land grants. Also these materials help other government entities and the general public to better understand community land grants and how they operate.

Deliverable: Contract with state printing for the production of materials including printing and binding.