



**New Mexico Land Grant Council
Fiscal Year 2014
Annual Report**



New Mexico Land Grant Council Fiscal Year 2014 Annual Report

Council Members:

**Juan Sanchez, Chairman
Macario Griego, Vice-Chairman
Leonard Martinez
Rita Padilla-Gutierrez
Lee Maestas**

The New Mexico Land Grant Council was established in 2009 by the Legislature. Its enabling legislation can be found in the Land Grant Support Act, §49-11-1 NMSA 1978. The Council is comprised of five members appointed by the Governor and is administratively attached to the Department of Finance and Administration. The general purposes of the council are to establish a land grant support program, to provide advice and assistance to land grants, and to serve as a liaison between land grants and federal, state and local governments (§49-11-3 NMSA 1978).

Council Budget

In fiscal year 2014 the New Mexico Land Grant Council received a \$50,000 general fund appropriation from the New Mexico Legislature. The \$50,000 appropriation comprised the entire operating budget for the Council for FY 2014. The Council utilized its entire budget to fulfill its statutory mission. This included: \$28,600 for contracting services for administrative support to the Council, policy development work and direct technical assistance to eligible community land grants; \$10,000 for contracting services for direct legal assistance for eligible community land grants; \$800 for publishing notice of the Council's meetings; \$6,300 for covering mileage and per diem costs for Council members to attend Council meetings and conduct Council business; and, \$4,000 to providing support funding to community land grants for small capital purchases. Below are specific details relating to work of the Council throughout Fiscal Year 2014.

Liaison Work - §49-11-4-(C)-(2) NMSA 1978 - serve as a liaison between land grants and federal, state and local agencies.

During FY 2014 the Council served as a liaison between numerous community land grants and various federal, state and local government entities relating to a variety of different topics. At the federal level the Council interfaced with the U.S. Forest Service Southwestern Regional Office as well as the Carson, Cibola and Santa Fe National Forests, the USDA Natural Resource Conservation Service and the Bureau of Land Management.

The Council met and worked throughout the year with the Southwestern Regional Office to promote and advocate for establishing better working relationships between the U.S. Forest Service and community land grants throughout New Mexico. These meetings resulted in direct communications between community land grants and their respective Forest Ranger Districts and/or National Forests.

In the Santa Fe National Forest the Council served as a liaison between the San Joaquin del Rio de Chama land grant and the Santa Fe National Forest and Coyote Ranger District on two specific projects. The first project was related to a historic cemetery, in which deceased heirs to the San Joaquin del Rio de Chama Land Grant are buried, located in what was believed to be a designated Wilderness Area within the Santa Fe National Forest. In working to get land grant heirs proper access to the cemetery, the Santa Fe National Forest was able to determine that the cemetery was in fact outside of the Wilderness Area. This allowed the Santa Fe National Forest to work with the land grant to make improvements to the trail leading up to the cemetery in order to improve access for the elderly and disabled heirs wishing to visit the cemetery. The

work of the Council directly resulted in the Regional Office deciding to issue a permanent easement to the San Joaquin del Rio de Chama Land Grant for the cemetery, the road leading up to the cemetery and an area for parking.

In addition to the easement project the Council served as a liaison for the San Joaquin with both the Santa Fe National Forest and the Natural Resource Conservation Service (NRCS) regarding the land grant's request to utilize a portion of their former patented common lands and water rights owned by the U.S. Forest Service for an agricultural project. The land grant needed assistance clarifying their request for technical expertise from NRCS in order to provide a project proposal to the U.S. Forest Service for consideration. NRCS required approval from the U.S. Forest Service prior to allocating resources to the project. The work of the Council resulted in the Santa Fe National Forest granting approval of the NRCS to evaluate the forest service land requested by the San Joaquin Land Grant.

The Council has also continually served as a liaison for the Abiquiú Land Grant with the Santa Fe National Forest and the Española Ranger District regarding three Forest Service road easements through the common lands of the land grant. Forest Service roads 31, 27 and 418 have portions that are located on the common lands of the Abiquiú land grant. Easements for those roads were granted by the predecessor to the land grant the Abiquiú Livestock Association in the 1960's and 1980's. The Abiquiú Land Grant has voiced concerns regarding the up keep and maintenance of the roads as per a written agreement with the Santa Fe National Forest as well as with trespass on to the common lands from non heirs using the road. Work on this issue will continue in FY 2015.

In the Cibola National Forest the Council served as a liaison between that forest and the community land grants located in the Sandia and Manzano Mountains. This includes the land grants of San Antonio de Las Huertas, Cañon de Carnué, Chililí, Tajique, and Manzano. Overall the Council's focus was to develop better working relationships between the land grants in the Sandia and Manzano Mountains with Cibola National Forest and the Sandia and Mountainair Ranger Districts. The purpose was to ensure that community land grant needs are addressed in the Cibola Forest Plan Revision and community land grants are at the table when projects are proposed adjacent to their communities or on their former common lands now managed by the Cibola. This has resulted in ongoing communication with not only the land grants in the Sandia and Manzano Mountains but also with all land grants with the Cibola region. Apart from discussions relating to the Forest Plan Revision, the Council has participated in discussions relating to forest restoration projects adjacent to Chililí, Cañon de Carnué and San Antonio de Las Huertas.

In the Carson National Forest the Council served as a liaison for the community land grants of Abiquiú, Juan Bautista Baldez, Piedra Lumbre, San Joaquin del Rio de Chama and Tierra Amarilla regarding the disposal of the Ghost Ranch Living Museum Property located north of Abiquiú on U.S. Hwy 84. The property has been identified for potential disposal and the Land Grant Council has supported the request by those land grants to be considered as potential recipients of the disposed property.

Also at the federal level the Council has served as a liaison for the San Antonio de Las Huertas Land Grant and the Bureau of Land Management regarding the disposal of BLM property known as the Buffalo Tract. A portion of the Buffalo Tract is located on the historic common lands of the San Antonio de Las Huertas land grant and includes the original settlement area of the community. The Council provided support for the land grant by initiating meetings with both the BLM Rio Puerco Regional Office and the New Mexico 1st Congressional District office. The San Antonio de Las Huertas land grant has continued working with the BLM to further develop a land disposal request.

At the state level the Council has served as a liaison for the Tierra Amarilla and Tajique land grants between the State Auditor's Office and the Department of Finance and Administration Local Government Division respectfully. In the case of Tierra Amarilla the Council initiated meetings with the State Auditor regarding concerns of embezzlement by the members of the Tierra Amarilla Board of Trustees. The Council served as a conduit for the flow of information between the State Auditor's Office and the heirs of the Tierra Amarilla Land Grant.

With regard to the Tajique Land Grant the Council provided assistance with this newly reformed board of trustees in understanding their financial reporting requirements and navigating the Department of Finance and Administrations Local Government Division. This included contacting the Budget and Finance Bureau on the land grant's behalf to determine who their analyst was as well as submitting their FY 2014 budget request and follow up with questions concerning their budget. It also included assisting the land grant with submittal of required documentation for processing a grant agreement related to their FY 2014 Land Grant Support Fund award.

Lastly, the Council provide detailed information regarding community land grants in Rio Arriba County to the Rio Arriba County Sheriff's Office. The Sheriff's office was interested in finding out the total number of community land grants that were historically located in Rio Arriba County as well as how many of those are still in existence today and their governance status.

Federal Legislation Work - §49-11-4-(C)-(8) NMSA 1978 - develop and promote federal legislation for an appropriate congressional response to longstanding community land grant claims in New Mexico.

During FY 2014 the New Mexico Land Grant Council continued its work with Congressman Lujan's Office on the development and promotion of the Traditional Use Consultation Act draft legislation. The purpose of the legislation is to ensure that community land grant heirs and acequia communities have the right to access and use former common lands and traditional use areas that are now managed by federal agencies, such as the Forest Service, BLM and the U.S. Fish and Wildlife Service. The Council worked to coordinate efforts with acequia leadership in New Mexico to ensure that the draft legislation meets the needs of both the land grants and the acequias. These efforts included reviewing bill drafts and providing feedback and commentary on potential changes. The bill is currently in the final draft stages and is awaiting concurrence from the rest of the New Mexico Congressional Delegation.

In addition, to the Tradition Use Consultation legislation the Council has also been in discussion with Congresswoman Lujan-Grisham's office regarding amending the Natural Resource Conservation Service's Equip Program to make community land grants and acequia's eligible to apply for program funding.

Policy Work at the State and Federal Level §49-11-4-(C)-(9) NMSA 1978 - review state and federal policies, plans, and legislation affecting land grants in New Mexico.

In FY 2014 the New Mexico Land Grant Council actively engaged in reviewing state and federal policies and legislation affecting land grants in New Mexico. With regard to state legislation the Council attended all hearings of the New Mexico Legislative Land Grant Interim Committee for the 2013 interim session. This included hearings in Tome, Tajique, Cañones, Tecolote and Santa Fe. At those hearings the Council provided expert testimony and comments as called upon by the committee regarding policy discussions relating to: training of land grant boards of trustees; recurring revenues and capital outlay for community land grants; mechanism for streamlining capital outlay for community land grants and acequias including utilizing a capital outlay set aside and the New Mexico Finance Authority; property taxes on land grant common lands; and suggested revisions to the Land Grant General Provisions found in Chapter 49-1-1, NMSA 1978.

Outside of the Interim Committee hearings the Council engaged in policy discussions with land grant leaders to review and develop recommended changes to the General Provisions. These included: amending the requirements for the approval of land grant comprehensive plans; allowing for the deposit of land grant funds into credit unions; and allowing for land grant annual reports to be filed with the Council.

In anticipation of the 2014 interim session the Council met with land grant leadership to develop a list of legislative priorities for consideration by the Interim Land Grant Committee during the 2014 interim session. The Council met with the incoming Chairman of the Interim Committee as well as with the Legislative Council Service attorney assigned to the Committee to review and discuss those priorities. Priorities included: guaranteed revenues streams for land grants; increasing the Council's budget; return of or access for traditional uses on former land grant common lands now owned by the State; and addressing issues relating to the dispersement of capital outlay appropriations to community land grants.

Apart from direct work with the Interim Committee the Council engaged in conversations with the New Mexico Surveyor's Association regarding legislation relating to surveying requirements on statute specific land grants found in §61-23-33 NMSA 1978. The Council also participated in discussion and review of materials relating to the establishment of a Rio Grande Watershed Health and Protection Fund. The protection fund concept is being spearheaded by the New Mexico Nature Conservancy and includes participation and support from public and private entities all along the Rio Grande and Rio Chama watersheds.

At the federal level the Council ensured that the Town of Tomé land grant was included in discussions relating to a proposed Wilderness designation expansion for Forest Service lands located on the Western slope of the Manzanos. The area for the proposed expansion is within the historical boundaries of the land grant. In addition the Council worked to ensure that the San Antonio de Las Huertas land grant, whose center is located in Placitas, was included in discussions relating to the transfer of the Crest of Monetzuma from the Bureau of Land Management to the U.S. Forest Service.

Direct Financial & Legal Support to Individual Land Grants - §49-11-4-(B)-(7) NMSA 1978 - provide other assistance to land grants.

In FY 2014 the Land Grant Council continued it's Land Grant Support Program that was established in 2010 to provide direct finance assistance to eligible community land grants. During this the 2014 fiscal year the Council awarded the Tajique Land Grant \$4,000 for the purchase of fencing material and a metal archway to be installed around 2 acres of land grant common land that will be used as the community cemetery. The Council provided the funds to purchase the materials and the land grant provided the labor for the installation. The Land Grant was able to successfully utilize \$3,875 of the funds awarded.

In addition to the Land Grant Support Fund, in FY 2014, the Council initiated the Land Grant Legal Support Program. The purpose of the program is to provide eligible community land grants with free legal services. The program was created to address an unmet need identified by community land grants throughout the state. The Council utilized \$10,000 of its budget to contract for legal services with New Mexico Legal Aid. Under the program community lands grants make a request for legal services at a regular meeting of the Land Grant Council and once approved are eligible to receive free legal services from the contractor. In FY 2014 the Tierra Amarilla and San Antonio de Las Huertas land grants received services. The Tierra Amarilla land grant received assistance with preparing to file District Court motions calling for a new election of the Board of Trustees, an injunction on the accessing their land grant's bank accounts until a new Board of Trustees is elected and in freezing the assets of the estate of a former Board of Trustees member suspected of embezzling land grant funds. The San Antonio de Las Huertas Land Grant received legal advice pertaining to a property dispute with a portion of the common lands. Both land grants have continued to receive legal support in FY 2015.

Direct Technical Assistance to Individual Community Land Grants - §49-11-4-(C)-(4) NMSA 1978 - provide board development opportunities and technical assistance to the governing boards of land grants.

In FY 2014 the NM Land Grant Council provided direct technical assistance to eleven community land grants throughout the state. The Council accomplished this by hiring a contractor to provide direct technical assistance services to eligible community land grants. The contract allowed the Council to assign the technical assistance provider to work with individual land grants on specific needs as requested. During the fiscal year

direct technical assistance was provided to the Tajique, San Miguel del Bado, Tierra Amarilla, Juan Bautista Baldez, San Joaquin del Rio de Chama, Town of Tomé, San Antonio de Las Huertas, Chililí, Cañon de Carnué and Anton Chico land grants.

The Tajique land grant received assistance with conducting an election to adopt their bylaws and elect the Board of Trustees. In addition the land grant received support in developing and submitting their FY 2014 budget to the Budget and Finance Bureau of the Department of Finance and Administration. The Tajique Land Grant also received assistance with the development and submittal of their 2015 and 2016 Infrastructure Capital Improvement Plans (ICIPs).

The San Miguel del Bado land grant received assistance relating to pending litigation surrounding their most recent election. The Council agreed to provide assistance to the land grant by assigning the technical assistance provider to serve as a co-special master to oversee a new election. During FY 2014 an election plan was developed that included the a process for registering heirs to become qualified-voting members of the land grants. This included creating qualified voter membership application forms and hosting five community voter registration drive events in the communities of South San Isidro, San Jose, San Miguel, El Pueblo and Villanueva. In addition to registration events several community meetings were held to explain the election plan and timeline.

The Tierra Amarilla Land Grant received assistance with drafting new bylaws that comply with all applicable state laws and regulations. The existing bylaws conflicted with multiple state laws and statutes. The draft bylaws were developed through the formation of a community steering committee comprised of heirs of the Tierra Amarilla Land Grant. The steering committee reviewed the existing bylaws as well as sample bylaws provided by the Council and bylaw of other community land grants. The committee met over the course of several months and the Council served as the meeting facilitator and drafting secretary. The draft bylaws have been circulated throughout the community and will be considered for adoption and approval after a new board of trustees is elected.

The Juan Bautista Baldez Land Grant received assistance in developing a resolution relating to a request for elk permits from the New Mexico Department of Game and Fish. The land grant also received assistance with the development and submittal of their 2015 and 2016 ICIPs.

The San Joaquin del Rio de Chama land grant received direct technical assistance with the development and submittal of their FY 2014 annual budget request to DFA as well as their FY 2013 Tier 1 Revenue Certification to the State Auditor's Office. They also received assistance with completing the documentation necessary for drawing down on a legislative capital outlay appropriation. The Council also provided support in the development and submittal of their 2015 and 2016 ICIPs.

The Council provided the Town of Tomé land grant technical support by reviewing their bylaws and providing suggested changes for ensuring compliance with all applicable state laws and regulations.

The San Antonio de Las Huertas Land Grant received support in the conduct of their board of trustees elections. This included providing information about how to conduct an election and sample election documents. The election documents including the proclamation were also reviewed and feed back was given to the land grant. The Council also provided bylaw review services to the land grant to ensure compliance with state laws and regulations. The Council also assisted the land grant with the development and submittal of their 2016 ICIP.

The Chilili land grant received assistance with completion of their capital bond survey relating to a 2014 legislation appropriation. They also received support in the development and submittal of their 2016 ICIP.

Lasly, the Anton Chico land grant received direct assistance with development, completion and submittal of their 2016 ICIP.

Trainings & Workshops - §49-11-4-(C)-(6)(b) NMSA 1978 - conduct training sessions for land grants on topics of interest, such as: state requirements for political subdivisions.

In FY 2014 the New Mexico Land Grant Council worked closely with the University of New Mexico Land Grant Studies Program to provide several workshops and training sessions for community land grants and for the U.S. Forest Service and Bureau of Land Management. In August of 2013 the Council in conjunction with the Land Grant Studies Program (LGSP) hosted 2015 ICIP training workshop at UNM. The workshop was conducted in a computer lab allowing for community land grant to actively enter the ICIP database and develop and/or amend their Infrastructure Capital Improvement Plans.

In January of 2014 the Council's technical assistance provider conducted an elections training for the Santa Getrudis de Lo de Mora land grant. The training was held in Mora and provide the Board of Trustees and heirs an opportunity to learn about what is required in order to hold a land grant election.

Another election training was held in February of 2014 for the San Antonio de Las Huertas land grant. The training was given in Placitas in anticipation of the land grant's elections in April.

In April of 2014 the Council again worked in conjunction with the UNM LGSP to put on a Land Grant 101 training for the U.S. Forest Service and the BLM. The training was conducted at the U.S. Forest Service Southwestern Regional Office conference room in Albuquerque. The training was attended by over 60 Forest Service and BLM employees including the Southwest Regional Forester and the BLM State Director. The training provided crash coarse in land grant history from the 1692 to the present. Including details relating to land loss, socio-economic conditions and the current status of land grant in New Mexico.

Finally in June of 2014 the Council again partner with the LGSP to conduct the 2016

ICIP training workshop at UNM. The workshop followed the same format at the 2015 ICIP workshop and was held in a campus computer lab provide realtime data entry into the ICIP online database.

Fiscal Year 2015 Budget and 2016 Budget Request

The Council's budget for the current fiscal year 2015 is \$100,000.00. The Council has utilized this budget to continue it's work and expand the services available to community land grants throughout New Mexico. For fiscal year 2016 the Council is requesting to increase it's budget to \$500,000, in order to allow for enough resources to hire personnel and expand services provided to community land grants. A detailed FY 2016 budget request and narrative are included with the report.

**Fiscal Year 2016 Budget
Request & Narrative**

NM Land Grant Council FY 2016 Budget Request

	Unit	Price	FY 2015
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 Liabilities	60,453	0.18	\$10,882

NM Land Grant Council FY 2016 Budget Request

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

New Mexico Land Grant Council Budget Narrative for Fiscal-Year 2016

The general purposes of the council are to establish a land grant support program to provide advice and assistance to land grants and to serve as a liaison between land grants and the federal, state and local governments – 49-11-3 (A), NMSA 1978. In FY 2015 the Council received a \$100,000.00 legislative general fund appropriation. The Council is requesting increasing its budget in fiscal year 2016 to \$500,000.00. The purpose of the increase is to provide adequate resources to set up an office, to hire staff, and to provide direct legal services and finance resources to community land grants in New Mexico as a means of fulfilling the statutory mission of the Council.

Currently there are approximately 35 community land grants, spread across 12 counties in New Mexico that are still in existence. Of those community land grants approximately 26 can be considered political subdivisions of the State. The Council is tasked with providing those 26 community land grants with support and assistance. Community land grants boards of trustees are responsible for managing land grant common lands for the benefit of their heirs as well as for looking out for the health, safety and general welfare of their communities. In addition to this boards of trustees are responsible for meeting all statutory requirements delegated to units of government in New Mexico. However unlike most units of government in this state, community land grants have no guaranteed revenue stream and they pay property taxes on their common lands. The members of the boards of trustees are elected officials that essentially serve on a volunteer basis. Over 85% of all community land grants have operating budgets of less than \$10,000. In total community land grant boards of trustees manage more that 175,000 acres of common land across the state. As well the boards of trustees must protect the interests of the heirs on millions of additional acres of former common lands now considered public land managed by various federal and state agencies. Protecting those interests includes ensuring that heirs continue to have access to those public lands for traditional uses such as, timber harvesting, herb gathering, grazing and religious and cultural purposes.

Increasing the Council's budget to will provide the necessary staffing to better assist community land grants across the state with management of their common lands, community and economic development, expenditure of capital outlay dollars and compliance with laws and regulations pertaining to units of local government.

Budget Overview - Total Budget Request \$500,000.00

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 -	<u>43,500</u>
Total:	\$500,000

Detailed Budget Breakdown & Justification

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 meeting 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 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 grant 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, copying 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.

C. 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.